



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, NOVEMBER 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) October 23, 2012 Work Session
 - b) October 23, 2012 Regular Meeting
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. CONSIDERATION OF MOTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - a) M2012-0028: A Motion confirming the County Executive's appointment of Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

- b) M2012-0029: A Motion confirming the County Executive's appointment of Samuel R. Huston to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

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

- a) M2012-0030: A Motion amending the Rules of the Cuyahoga County Council to clarify the process and powers related to the sponsorship of legislation, and declaring the necessity that this Motion become immediately effective.

Sponsor: Councilmember Greenspan

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

- a) O2012-0020: An Ordinance establishing the Cuyahoga County Based Business Preference Program.

Sponsors: Councilmembers Gallagher, Germana, Connally, Jones, Brady, Miller and Rogers and County Executive FitzGerald

Committee Assignment and Chair: Finance & Budgeting – Miller

12. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- a) O2012-0032: An Ordinance amending Ordinance No. O2011-0008, as amended, which enacted the Cuyahoga County Code of Ethics, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

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

13. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING AND REFERRAL TO COMMITTEE

- a) O2011-0053: An Ordinance establishing a Department of Consumer Affairs and the powers and duties of the Director of Consumer Affairs and placing the duties and responsibilities of the operation of Weights and

Measures of the County under the direction of the Department of Consumer Affairs.

Sponsors: Councilmembers Brady, Gallagher, Miller, Connally, Germana and Rogers and County Executive FitzGerald

Committee Assignment and Chair: Environment & Sustainability – Rogers

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

- a) R2012-0230: 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

15. CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES / EXECUTIVE SESSION

- a) R2012-0231: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Association of Cuyahoga County Employees for Special Students, an affiliate of National Education Association and Ohio Education Association, covering approximately 141 employees for the period 9/1/2012 - 12/31/2015; approving a side letter of agreement to change the time period to 9/1/2012 - 8/31/2015; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities

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

- a) R2012-0232: A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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

[NOTE: The 2013 budget resolution was not provided by the Administration. Once received, it will be distributed.]

- b) R2012-0233: A Resolution making an award on RQ24839 to Hylant Group, Inc. in the amount not-to-exceed \$3,600,000.00 for risk management services and insurance brokerage and premiums through and including 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Law

- c) R2012-0234: A Resolution making awards on RQ23838 to various municipalities and providers in the total amount not-to-exceed \$2,376,110.00 for various services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014; authorizing the County Executive to execute the agreements, contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) City of Euclid in the amount not-to-exceed \$36,652.00 for Transportation Services.
 - 2) City of Lakewood in the amount not-to-exceed \$73,904.00 for Adult Development, Congregate Meals and Transportation Services.
 - 3) City of Maple Heights in the amount not-to-exceed \$86,408.00 for Congregate Meals and Transportation Services.
 - 4) City of Parma Heights in the amount not-to-exceed \$169,862.00 for Congregate Meals and Transportation Services.
 - 5) Catholic Charities Community Services Corporation on behalf of the St. Martin de Porres Family Center in the amount not-to-exceed \$144,064.00 for Adult Development and Transportation Services.
 - 6) Community Partnership on Aging in the amount not-to-exceed \$33,212.00 for Congregate Meals and Transportation Services.
 - 7) The East End Neighborhood House Association in the amount not-to-exceed \$113,342.00 for Adult Development and Transportation Services.

- 8) Eliza Bryant Village in the amount not-to-exceed \$117,146.00 for Adult Day Care and Transportation Services.
- 9) The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$294,582.00 for Adult Development and Transportation Services.
- 10) Goodrich Gannett Neighborhood Center in the amount not-to-exceed \$109,500.00 for Adult Development, Congregate Meals and Transportation Services.
- 11) The Harvard Community Services Center in the amount not-to-exceed \$120,644.00 for Adult Development, Congregate Meals and Transportation Services.
- 12) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$184,718.00 for Adult Development and Transportation Services.
- 13) Murtis Taylor Human Services System in the amount not-to-exceed \$61,600.00 for Adult Development Services.
- 14) The Salvation Army in the amount not-to-exceed \$117,764.00 for Adult Development, Congregate Meals and Transportation Services.
- 15) Senior Citizen Resources, Inc. in the amount not-to-exceed \$97,106.00 for Adult Development and Transportation Services.
- 16) Senior Outreach Services in the amount not-to-exceed \$50,130.00 for Adult Development and Transportation Services.
- 17) University Settlement, Incorporated in the amount not-to-exceed \$153,582.00 for Adult Development, Congregate Meals and Transportation Services.
- 18) West Side Community House in the amount not-to-exceed \$411,894.00 for Adult Development, Congregate Meals and Transportation Services.

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

- d) R2012-0235: A Resolution making an award on RQ25385 to Hewlett-Packard Company in the amount not-to-exceed \$653,391.44 for 750 HPZ220 computer workstations for the Department of Information Technology; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Office of Procurement & Diversity

- e) R2012-0236: A Resolution making an award on RQ24975 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,674,072.45 for full depth recycle with asphalt overlay of Columbia Road from Butternut Ridge Road to Lorain Road in the City of North Olmsted; authorizing the County Executive to execute the 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 \$5.00 License Tax Funds in the amount of \$334,814.49 to fund said contract.

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

- f) R2012-0237: A Resolution amending Resolution No. R2012-0162, which made awards to various municipalities for various municipal grant projects for the Community Development Block Grant Program for the period 9/1/2012 - 12/31/2013 to change the total amount from \$1,492,641.88 to \$1,842,641.88 and to make an award to City of Rocky River in the amount of \$350,000.00 for the Linda Street Improvement Project, a Tier 1 Project; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

- g) R2012-0238: A Resolution making an award on RQ23777 to Oriana House, Inc. in the amount of \$1,050,000.00 for operation of the North Star Neighborhood Reentry Resource Center for the period 1/1/2013 - 12/31/2015, and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

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

- h) R2012-0239: A Resolution authorizing amendments to contracts with various providers for emergency assistance services for the period 9/1/2012 - 8/31/2014 for additional funds in the total amount not-to-exceed \$700,000.00; 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) No. CE1200402-01 with A-Z Furniture Co. Inc. in the amount not-to-exceed \$102,000.00.

- 2) No. CE1200403-01 with Dave's Supermarket in the amount not-to-exceed \$40,000.00.
- 3) No. CE1200404-01 with Silverman Brothers, Inc. in the amount not-to-exceed \$48,000.00.
- 4) No. CE1200405-01 with West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$238,000.00.
- 5) No. CE1200560-02 with Burlington Coat Factory Warehouse Corporation in the amount not-to-exceed \$272,000.00.

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

- i) R2012-0240: A Resolution authorizing the County Executive and Department of Public Works to release an amount not-to-exceed \$500,000.00 from the Medical Mart Contingency Fund to the Cleveland Sports Commission when the 2013 Senior Games are held at the Convention Center; authorizing the County Executive and Department of Public Works to negotiate and execute any necessary contract or other documents for same.

Sponsor: County Executive FitzGerald/Department of Public Works

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

- a) R2012-0219: A Resolution authorizing the issuance and sale of health care and independent living facilities revenue bonds, Series 2012 (Eliza Jennings Senior Care Network Project), in an aggregate principal amount not to exceed \$25,000,000.00 for the purposes of (i) currently refunding bonds issued by the County, and (ii) paying certain costs of issuance; providing for the assignment of revenues for the payment of those bonds; authorizing the execution and delivery of Amendments to Base Leases, Amendments to Leases, Supplemental Trust Indentures, a Bond Purchase Agreement, a First Amended Assignment of Rights under Leases, a First Amended Assignment of Basic Rent and other instruments and documents in connection with the issuance of those bonds; 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

Bond Counsel: Calfee, Halter & Griswold LLP

- b) R2012-0228: 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 related to year-end close-out activities; 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

- c) R2012-0229: A Resolution authorizing an amendment to Contract No. CE1200211-01 with United Way of Greater Cleveland for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga County for the period 4/1/2012 - 12/31/2012 to extend the time period to 12/31/2013 and for additional funds in the amount not-to-exceed \$1,095,450.00; and authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution.

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

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

18. CONSIDERATION OF ORDINANCES FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0033: An Ordinance authorizing adoption of the statutorily required contribution to Ohio Public Employees Retirement System for employees in various classifications of Cuyahoga County pursuant to Internal Revenue Code Section 414(H)(2), and declaring the necessity that this Ordinance become immediately effective:

- 1) Deputy Sheriff Sergeant
- 2) Deputy Sheriff
- 3) Deputy Lieutenant

Sponsor: County Executive FitzGerald/Fiscal Officer

- b) O2012-0034: An Ordinance amending the Administrative Rules for the Cuyahoga County Human Resource Commission, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald on behalf of Human Resource Commission

19. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)

- a) M2012-0027: A Motion confirming the County Executive's appointment of various individuals to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective:

- 1) Samuel R. Huston
- 2) Sharon Sobol Jordan

Withdrawn at the request of County Executive FitzGerald.

20. MISCELLANEOUS COMMITTEE REPORTS

21. MISCELLANEOUS BUSINESS

22. PUBLIC COMMENT UNRELATED TO AGENDA

23. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE: WEDNESDAY, NOVEMBER 14, 2012
9:00 AM / COUNCIL CHAMBERS

SPECIAL MEETING: THURSDAY, NOVEMBER 15, 2012
9:00 AM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE: FRIDAY, NOVEMBER 16, 2012
(pending) 9:00 AM / COUNCIL CHAMBERS

SPECIAL MEETING: TUESDAY, NOVEMBER 20, 2012
9:00 AM / COUNCIL CHAMBERS

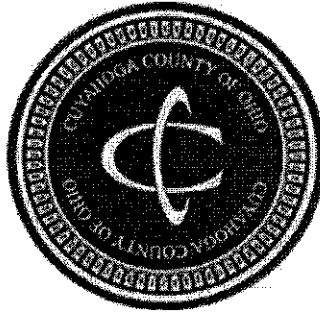
COMMITTEE OF THE WHOLE: TUESDAY, NOVEMBER 27, 2012
1:00 PM / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, NOVEMBER 27, 2012
5:00 PM / COUNCIL CHAMBERS

WORK SESSION: TUESDAY, DECEMBER 11, 2012
4:00 PM / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, DECEMBER 11, 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 WORK SESSION
TUESDAY, OCTOBER 23, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
3:00 PM

1. CALL TO ORDER

The work session was called to order by Council President Connally at 3:02 p.m.

2. ROLL CALL

Council President Connally asked Clerk Schmotzer to call the roll. Councilmembers Germana, Gallagher, Conwell, Jones, Simon, Miller, Brady and Connally were in attendance. Councilmembers Greenspan, Schron and Rogers entered the work session shortly after the roll call was taken.

3. PRESENTATIONS:

- a) **MEDICAL MART/CONVENTION CENTER PROJECT UPDATE**
Jeffrey Appelbaum
James Bennett

Mr. Appelbaum and Mr. Bennett updated Council regarding customer and market reaction, convention bookings, strategy and business plan, leasing activity and organization and staffing in connection with the Medical Mart/Convention Center Project.

Councilmembers asked questions of Mr. Appelbaum and Mr. Bennett, which they answered accordingly.

- b) **GROUP PLAN COMMISSION**
Anthony Coyne, Chair

Mr. Coyne updated Council regarding the Group Plan Commission and its vision to create a unified downtown public space, including the malls connected to the Medical Mart/Convention Center.

Councilmembers asked questions of Mr. Coyne, which he answered accordingly.

- c) **GREATER CLEVELAND SPORTS COMMISSION/POSITIVELY CLEVELAND**
David Gilbert, President & CEO

Mr. Gilbert provided Council with an overview of the Greater Cleveland Sports Commission and Positively Cleveland and gave highlights of upcoming events being produced by the organizations.

4. MISCELLANEOUS BUSINESS

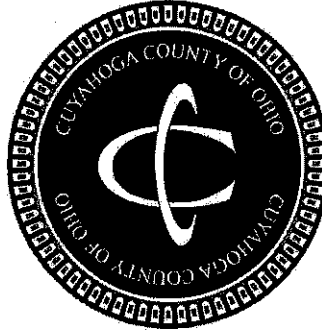
Mr. Schron introduced Margaret Vanderbilt, a Cleveland State University senior majoring in Economic Development.

5. PUBLIC COMMENT

No public comments were given.

6. ADJOURNMENT

With no further business to discuss, the work session was adjourned by Council President Connally at 4:55 p.m., without objection.



MINUTES
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 23, 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 5:06 p.m.

2. ROLL CALL

Council President Connally asked Clerk Schmotzer to call the roll. Councilmembers Germana, Gallagher, Schron, Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady 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 there be a moment of silent meditation dedicated in memory of Domestic Relations Court Judge Kathleen O'Malley, who recently passed away.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given.

6. APPROVAL OF MINUTES

- a) October 9, 2012 Committee of the Whole Meeting
- b) October 9, 2012 Regular Meeting

A motion was made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the October 9, 2012 Committee of the Whole meeting and the regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally reported the following:

- 1) Congratulated Deputy Clerk of Council Nikima Muller (nee Barnhill) and Melvin Davis, Special Assistant to County Executive FitzGerald, who were both recently married.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald reported the following:

- 1) Expressed condolences to the family of Judge O'Malley.**

9. CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

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 Nos. R2012-0223, R2012-0224 and R2012-0225.

- a) R2012-0223: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the West Creek Preservation Committee for the conservation of ecologically significant areas along West Creek, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Rogers, Germana and Simon

On a motion by Mr. Rogers with a second by Ms. Conwell, Resolution No. R2012-0223 was considered and adopted by unanimous vote.

- b) R2012-0224: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Cuyahoga Soil and Water Conservation District for the conservation of ecologically significant areas along Euclid Creek, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Rogers and Simon

On a motion by Mr. Rogers with a second by Mr. Germana, Resolution No. R2012-0224 was considered and adopted by unanimous vote.

- c) R2012-0225: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas along the Sulphur Springs Headwaters Protection Project, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Rogers and Simon

On a motion by Mr. Schron with a second by Mr. Germana, Resolution No. R2012-0225 was considered and adopted by unanimous vote.

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

- a) O2012-0031: An Ordinance amending Ordinance No. O2011-0020, which provided for complimentary parking for members of the public to attend regularly scheduled evening and committee meetings of the County Council at the Huntington Park Garage, by removing restrictions regarding time of day; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Gallagher, Connally, Rogers and Miller

Council President Connally referred Ordinance No. O2012-0031 to the Public Works, Procurement & Contracting Committee.

- b) O2012-0032: An Ordinance amending Ordinance No. O2011-0008, as amended, which enacted the Cuyahoga County Code of Ethics, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

Council President Connally referred Ordinance No. O2012-0032 to the Rules, Charter Review, Ethics & Council Operations Committee.

11. CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- a) O2012-0011: An Ordinance establishing a Casino Revenue Fund for the purpose of collecting and expending proceeds from gross casino revenues; determining the uses for such proceeds and the time frames for such uses.

Sponsors: **County Executive FitzGerald/Department of Development and Councilmembers Schron and Brady**

A motion was made by Mr. Schron, seconded by Mr. Brady and approved by unanimous vote to amend Section 1 of Ordinance No. O2012-0011 to delete "directed and deposited" and insert "transferred from the General Fund".

A motion was then made by Ms. Simon and seconded by Mr. Rogers to further amend Ordinance No. O2012-0011 by amending Section 5(a) to insert "or Council" after Executive and to delete "downtown district". After much discussion, the motion was withdrawn.

On a motion by Mr. Schron with a second by Mr. Brady, Ordinance No. O2012-0011 was considered and adopted by unanimous vote, as amended.

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

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. R2012-0226.

- a) R2012-0226: 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

A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to amend Section 2, Item T of Resolution No. R2012-0226 to correct the index code from JC372056 to JC370056.

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2012-0226 was considered and adopted by unanimous vote, as amended.

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

- a) R2012-0227: A Resolution authorizing an assignment of leases from Cuyahoga County to the Cuyahoga County Board of Developmental

Disabilities, effective 10/1/2012, in connection with various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities; authorizing the County Executive to execute the assignment of leases and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective:

- 1) No. CE03551 with Center Ridge House, located at 28700 Center Ridge Road, Westlake, for the period 4/8/1988 - 4/7/2013;
- 2) No. CE04031 with Richmond House, located at 1435 Richmond Road, Lyndhurst, for the period 12/15/1987 - 12/14/2012;
- 3) No. CE04227 with Bellbrook House, located at 5936 West 130th Street, Brook Park, for the period 9/22/1988 - 8/21/2013;
- 4) No. CE04224 with Lee House, located at 5041 Lee Road, Maple Heights, for the period 6/15/1988 - 6/14/2013;
- 5) No. CE04226 with South Bend House, located at 1653 and 1655 South Bend Drive, Rocky River, for the period 2/11/1988 - 2/10/2013;
- 6) No. CE04225 with Lander House, located at 1455 Lander Road, Mayfield Heights, for the period 6/20/1988 - 6/19/2013;
- 7) No. CE04223 with Nottingham House, located at 17702 Nottingham Road, Cleveland, for the period 6/20/1988 - 6/19/2013;
- 8) No. CE04459 with Bagley House, located at 19080 Bagley Road, Middleburg Heights, for the period 1/4/1989 - 1/3/2014;
- 9) No. CE04541 with Euclid House, located at 23050 Euclid Avenue, Euclid, for the period 10/18/1989 - 10/17/2014;
- 10) No. CE04592 with Highland House, located at 427 Richmond Road, Richmond Heights, for the period 9/25/1989 - 9/24/2014;
- 11) No. CE04591 with Ridge House, located at 7009 West Sprague Road, Parma, for the period 9/19/1989 - 9/18/2014;
- 12) No. CE04593 with Sprague House, located at 7001 West Sprague Road, Parma, for the period 9/19/1989 - 9/18/2014;
- 13) No. CE05008 with Albion House, located at 11607 Pearl Road, Strongsville, for the period 1/25/1990 - 1/24/2015;
- 14) No. CE05035 with Lamson House fka Granger House, located at 7325 Lamson Road, Oakwood Village, for the period 4/11/1990 - 4/10/2015;
- 15) No. CE05209 with Cedar House, located at 29400 Cedar Road, Pepper Pike, for the period 8/8/1990 - 8/7/2015;
- 16) No. CE05270 with Beachwood House, located at 24212 Cedar Road, Beachwood, for the period 8/8/1990 - 8/7/2015;
- 17) No. CE05370 with Bedford House, located at 5526 Richmond Road, Bedford Heights, for the period 11/1/1990 - 10/31/2015;
- 18) No. CE05509 with Southwest House, located at 211 East Schaaf Road, Brooklyn Heights, for the period 12/13/1990 - 12/12/2015;

- 19) No. CE05520 with Dover House, located at 263 Dover Center Road, Bay Village, for the period 10/30/1990 - 10/29/2015;
- 20) No. CE05555 with Van Aken House, located at 2980 Van Aken Boulevard, Cleveland, for the period 3/18/1991 - 3/17/2016;
- 21) No. CE05638 with Columbia House, located at 2855 Columbia Road, Westlake, for the period 12/13/1990 - 12/12/2015;
- 22) No. CE05639 with Edendale House, located at 1374 Edendale Road, Cleveland Heights, for the period 10/29/1991 - 10/28/2016;
- 23) No. CE05828 with Hillside House, located at 98 Hillside Road, Seven Hills, for the period 9/6/1991 - 9/5/2016;
- 24) No. CE05827 with Jackson House, located at 29949 Jackson Road, Orange Village, for the period 9/9/1991 - 8/8/2016;
- 25) No. CE05850 with Warrington House, located at 3270 Warrington Road, Shaker Heights, for the period 9/4/1991 - 9/3/2016;
- 26) No. CE05920 with Monticello House, located at 4520 Monticello Road, South Euclid, for the period 11/18/1991 - 11/17/2016;
- 27) No. CE05966 with Royalton House, located at 7575 Royalton Road, North Royalton, for the period 11/8/1991 - 11/7/2016;
- 28) No. CE06006 with Independence House, located at 4711 East Sprague Road, Independence, for the period 10/3/1991 - 10/2/2016;
- 29) No. CE06107 with Maple House, located at 250 Maplelawn Drive, Berea, for the period 2/12/1992 - 2/11/2017;
- 30) No. CE06106 with Oak House, located at 26365 Tryon Road, Oakwood Village, for the period 6/19/1992 - 6/18/2017;
- 31) No. CE06108 with Wilson House, located at 785 Miner Road, Highland Heights, for the period 11/1/1991 - 10/31/2016;
- 32) No. CE06106 with Wood House, located at 26405 Tryon Road, Oakwood Village, for the period 7/2/1992 - 7/1/2017;
- 33) No. CE06135 with Broadway House, located at 1310 Broadway, Bedford, for the period 10/7/1991 - 10/5/2016;
- 34) No. CE06288 with Grand House, located at 19853 Grand Boulevard, Euclid, for the period 6/29/1992 - 6/28/2017;
- 35) No. CE06289 with SOM House, located at 1777 SOM Center Road, Gates Mills, for the period 1/1/1992 - 12/31/2016;
- 36) No. CE06290 with Terrace House, located at 19855 Grand Boulevard, Euclid, for the period 6/15/1991 - 6/14/2017;
- 37) No. CE06310 with Stearns House, located at 6797 Stearns Road, North Olmsted, for the period 2/12/1992 - 2/11/2017;
- 38) No. CE06382 with Fairview House, located at 4579 West 210th Street, Fairview Park, for the period 4/20/1992 - 4/19/2017;
- 39) No. CE06383 with Parkgate House, located at 9035 Parkgate, Cleveland, for the period 1/5/1993 - 1/4/2018;
- 40) No. CE06448 with Smith House, located at 6809 Smith Road, Middleburg Heights, for the period 8/19/1992 - 8/18/2017;

- 41) No. CE06611 with Solon House, located at 37025 Aurora Road, Solon, for the period 12/16/1992 - 12/15/2017;
- 42) No. CE06623 with Wallings House, located at 2491 East Wallings Road, Broadview Heights, for the period 9/16/1992 - 11/15/2017;
- 43) No. CE06664 with Jennings House, located at 22900 Jennings Road, Warrensville Heights, for the period 12/2/1992 - 12/1/2017;
- 44) No. CE06663 with Walton House, located at 14700 Alexander Road, Walton Hills, for the period 12/16/1992 - 12/15/2017;
- 45) No. CE06702 with Parma House, located at 7211 West 130th Street, Parma, for the period 6/2/1993 - 6/1/2018;
- 46) No. CE07663 with Moreland House, located at 35450 Chagrin Boulevard, Moreland Hills, for the period 11/10/1994 - 11/9/2019;
- 47) No. CE08041 with Seven Hills House, located at 6577 Broadview Road, Seven Hills, for the period 8/3/1995 - 8/2/2020;
- 48) No. CE08376 with Howe House, located at 18005 Howe Road, Strongsville, for the period 10/1/1996 - 9/30/2021;
- 49) No. CE09393 with Taft House, located at 740 Taft Road, Bedford, for the period 2/23/1998 - 2/22/2023;
- 50) No. CE09831 with Verona House, located at 4285 Verona Road, South Euclid, for the period 10/23/1998 - 10/22/2023;
- 51) No. CE0700923 with Green House, located at 1905 Green Road, Cleveland, for the period 12/17/2004 - 12/16/2029; and
- 52) No. CE0400924 with Memphis House, located at 9401 Memphis Avenue, Brooklyn, for the period 1/19/2005 - 1/18/2030.

Sponsors: County Executive FitzGerald/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

Council President Connally referred Resolution No. R2012-0227 to the Public Works, Procurement & Contracting Committee.

- b) R2012-0228: 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 related to year-end close-out activities; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2012-0228 to the Finance & Budgeting Committee.

- c) R2012-0229: A Resolution authorizing an amendment to Contract No. CE1200211-01 with United Way of Greater Cleveland for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga County for the period 4/1/2012 - 12/31/2012 to extend the time period to 12/31/2013 and for additional funds in the amount not-to-exceed \$1,095,450.00; and authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution.

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

Council President Connally referred Resolution No. R2012-0229 to the Health, Human Services & Aging Committee.

14. 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. R2012-0218, R2012-0220, R2012-0221 and R2012-0222.

- a) R2012-0218: A Resolution making awards on RQ24243 to various providers for debt collection services for the Cuyahoga County Clerk of Courts for the period 11/1/2012 - 10/31/2014; authorizing the County Executive to execute the revenue generating agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) NCO Financial Systems, Inc.
- 2) Weltman, Weinberg & Reis Co., L.P.A.

Sponsors: County Executive FitzGerald/Clerk of Courts and Councilmembers Connally and Gallagher

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0218 was considered and adopted by unanimous vote.

- b) R2012-0220: A Resolution authorizing an amendment to Contract No. CE1200346-01 with Applewood Centers, Inc. for the Staff Secure Shelter Program and Placement Planning Day Report services for the period 6/1/2012 - 5/31/2014 to decrease the time period to 6/30/2013 and for additional funds in the amount of \$800,000.00; authorizing the County

Executive to execute the amendment and all other documents consistent with this Resolution.

Sponsor: County Executive FitzGerald on behalf of Juvenile Court

Committee Assignment and Chair: Justice Affairs – Simon

On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2012-0220 was considered and adopted by unanimous vote.

- c) R2012-0221: A Resolution authorizing a grant agreement with City of Cleveland in the amount not-to-exceed \$1,273,537.00 for implementation of the Emergency Solutions Grant Program for the period 10/1/2012 - 12/31/2013; 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/Division of Community Initiatives/
Office of Homeless Services

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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2012-0221 was considered and adopted by unanimous vote.

- d) R2012-0222: A Resolution making awards on RQ24301 to various providers in the total amount not-to-exceed \$2,401,782.00 for the Emergency Solutions Grant Program for the period 10/1/2012 - 12/31/2013; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Cleveland Mediation Center in the amount not-to-exceed \$685,600.00 for Diversion Services;
- 2) Cleveland Tenants Organization in the amount not-to-exceed \$98,000.00 for Homeless Prevention Information and Referral Services;
- 3) Emerald Development & Economic Network, Inc. in the amount not-to-exceed \$869,832.00 for Rapid Re-housing Services;
- 4) Mental Health Services, Inc. in the amount not-to-exceed \$720,000.00 for implementation of a Coordinated Assessment and Intake System; and
- 5) United Way of Greater Cleveland in the amount not-to-exceed \$28,350.00 for Web-based Housing Listing Services.

Sponsor: County Executive FitzGerald/Division of Community Initiatives/
Office of Homeless Services

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2012-0222 was considered and adopted by unanimous vote.

15. CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- a) R2012-0196: A Resolution authorizing the issuance of not-to-exceed \$15,100,000.00 County of Cuyahoga, Ohio, Economic Development Refunding Revenue Bonds (University School project), in two or more series, for the purpose of refunding the remaining outstanding principal amount of the \$15,845,000.00 County of Cuyahoga, Ohio, Economic Development Refunding Revenue Bonds, Series 2009 (University School project), which were issued to provide funds to assist University School in the refinancing of costs of a "Project" within the meaning of Chapter 165, Ohio Revised Code; authorizing the execution and delivery of a loan agreement pertaining to the project and a trust indenture securing the payment of the Bonds; authorizing the execution and delivery of a bond purchase agreement and authorizing the execution and delivery of certain other documents and actions in connection with the issuance of such Bonds; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Schron with a second by Mr. Germana, Resolution No. R2012-0196 was considered and adopted by unanimous vote.

- b) R2012-0201: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$39,721,000.00 to provide funds to pay costs of constructing, adding to, remodeling, renovating, rehabilitating, furnishing, equipping and otherwise improving buildings, facilities and structures for county offices and functions, and improving and equipping sites for such buildings, facilities and structures, in each case together with all necessary appurtenances and work incidental thereto; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2012-0201 was considered and adopted by unanimous vote.

- c) R2012-0202: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$21,350,000.00 to provide funds to pay costs of constructing, adding to, remodeling, renovating, rehabilitating, furnishing, equipping and otherwise improving county jail, correctional and juvenile detention facilities and improving sites for those facilities, in each case together with all necessary appurtenances and work incidental thereto; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0202 was considered and adopted by unanimous vote.

- d) R2012-0203: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$1,205,000.00 to provide funds to pay costs of acquiring radios and other communications equipment, together with all necessary appurtenances, for use in carrying out functions of the sheriff's department; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2012-0203 was considered and adopted by unanimous vote.

- e) R2012-0204: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$880,000.00 to provide funds to pay costs of improving the county fairgrounds by acquiring, constructing and installing a wind turbine and related equipment to provide electric power to the fairgrounds; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2012-0204 was considered and adopted by unanimous vote.

- f) R2012-0205: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$847,000.00 to provide funds to pay costs of reconstructing, resurfacing and otherwise improving and equipping runways at the county airport, together with necessary appurtenances and work incidental thereto; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0205 was considered and adopted by unanimous vote.

- g) R2012-0206: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$36,925,000.00 to advance refund at a lower interest cost all or a portion of the \$36,925,000.00 of the county's outstanding county building and facilities bonds, series 2004, that are stated to mature on December 1 in each of the years from 2015 through 2024, all of which were issued as a part of a consolidated issue of capital improvement bonds, series 2004, dated as of September 15, 2004, to pay costs of acquiring, constructing, adding to, remodeling, renovating, rehabilitating, furnishing, equipping and otherwise improving buildings, facilities and structures for county offices and functions, and acquiring, improving and equipping sites for such buildings, facilities and structures, in each case together with all necessary appurtenances and work incidental thereto; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

A motion was made by Mr. Miller, seconded by Mr. Schron and approved by unanimous vote to make several technical amendments to Resolution No. R2012-0206.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0206 was considered and adopted by unanimous vote, as amended.

- h) R2012-0207: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$8,975,000.00 to advance refund at a lower interest cost all or a portion of the \$8,975,000.00 of the county's outstanding county correctional and detention facilities improvement bonds, series 2004, that are stated to mature on December 1 in each of the years from 2015 through 2022, all of which were issued as a part of a consolidated issue of capital improvement bonds, series 2004, dated as of September 15, 2004, to pay costs of acquiring, constructing, adding to, remodeling, renovating, rehabilitating, furnishing, equipping and otherwise improving county jail, correctional and juvenile detention facilities and acquiring and improving sites for those facilities, in each case together with all necessary appurtenances and work incidental thereto; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2012-0207 was considered and adopted by unanimous vote.

- i) R2012-0208: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$1,065,000.00 to advance refund at a lower interest cost all or a portion of the \$1,065,000.00 of the county's outstanding capital improvement bonds, series 2004 (Orange Place Extension Project), that are stated to mature on December 1 in each of the years from 2015 through 2024, all of which were issued as a part of a consolidated issue of capital improvement bonds, series 2004, dated as of September 15, 2004, to provide funds to pay the county's portion of the cost of improving Orange Place, in cooperation with the Village of Orange Village, by grading, draining, curbing, paving and constructing sidewalks, storm and sanitary sewers and water lines, in each case together with the necessary appurtenances and work incidental thereto; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2012-0208 was considered and adopted by unanimous vote.

- j) R2012-0209: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$440,000.00 to advance refund at a lower interest cost all or a portion of the \$440,000.00 of the county's outstanding sewer district improvement bonds, series 2004 (County Improvement No. 1460, Phase I), that are stated to mature on December 1 in each of the years from 2015 through 2022, all of which were issued as a part of a consolidated issue of capital improvement bonds, series 2004, dated as of September 15, 2004, to provide funds, in anticipation of the collection of special assessments theretofore levied, to pay the property owners' portion of the cost of constructing County Improvement No. 1460, Phase I, being water lines in five roads in County Sewer District No. 14 in Olmsted Township; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management and Councilmember Gallagher

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Jones with a second by Mr. Gallagher, Resolution No. R2012-0209 was considered and adopted by unanimous vote.

- k) R2012-0210: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$90,000.00 to advance refund at a lower interest cost all or a portion of the \$90,000.00 of the county's outstanding sewer district improvement bonds, series 2004 (County Improvement No. 1460, Phase II), that are stated to mature on December 1 in each of the years from 2015 through 2024, all of which were issued as a part of a consolidated issue of capital improvement bonds, series 2004, dated as of September 15, 2004, to provide funds, in anticipation of the collection of special assessments theretofore levied, to pay the property owners' portion of the cost of constructing County Improvement No. 1460, Phase II, a 12-inch waterline and appurtenances in Sharp Road from Sprague Road to Schady Road, in County Sewer District No. 14 in Olmsted Township; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management and Councilmember Gallagher

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Miller with a second by Mr. Gallagher, Resolution No. R2012-0210 was considered and adopted by unanimous vote.

- l) R2012-0211: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$110,000.00 to advance refund at a lower interest cost all or a portion of the \$110,000.00 of the county's outstanding sewer district improvement bonds, series 2004 (County Water Improvement No. 2300), that are stated to mature on December 1 in each of the years from 2015 through 2022, all of which were issued as a part of a consolidated issue of capital improvement bonds, series 2004, dated as of September 15, 2004, to provide funds, in anticipation of the collection of special assessments theretofore levied, to pay the property owners' portion of the cost of constructing County Water Improvement No. 2300 in County Sewer District No. 23 in Chagrin Falls Township; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Schron with a second by Mr. Rogers, Resolution No. R2012-0211 was considered and adopted by unanimous vote.

- m) R2012-0213: A Resolution providing for the issuance and sale of bonds in a maximum aggregate principal amount of \$2,020,000.00 to provide funds for the county's contribution to the acquisition and equipping of the Village of Highland Hills municipal building, and the renovation and construction and reconstruction of improvements thereto, including necessary appurtenances thereto, which building is to be used jointly by the Village and the county as a community center for governmental and civic purposes in accordance with a cooperative agreement between the Village and the County; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire, Sanders (US) LLP

On a motion by Mr. Rogers with a second by Ms. Simon, Resolution No. R2012-0213 was considered and adopted by unanimous vote.

16. CONSIDERATION OF ORDINANCES FOR THIRD READING ADOPTION

- a) O2012-0025: An Ordinance amending Section 6.12 of the County's Human Resources Personnel Policies and Procedures Manual to make it mandatory for the County to use direct deposit for paying employees' compensation, effective 11/1/2012; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer and Department of Human Resources on behalf of Human Resource Commission

On a motion by Ms. Conwell with a second by Mr. Miller, Ordinance No. O2012-0025 was considered and adopted by unanimous vote.

- b) O2012-0029: An Ordinance authorizing the renaming of the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency to Cuyahoga Job and Family Services (CJFS); and declaring the necessity that this Ordinance become immediately effective.

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

On a motion by Mr. Brady with a second by Ms. Conwell, Ordinance No. O2012-0029 was considered and adopted by unanimous vote.

17. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Thursday, November 1, 2012 at 11:00 a.m.

Mr. Greenspan reported that the Rules, Charter Review, Ethics & Council Operations Committee will meet on Tuesday, October 30, 2012 at 1:00 p.m.

Mr. Brady reported that the Health, Human Services & Aging Committee will meet not meet this week. The next meeting will be held on Thursday, November 1, 2012 at 1:00 p.m.

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will not meet for the next two weeks. The next meeting will be held on Thursday, November 8, 2012 at 10:00 a.m.

18. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

19. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

20. ADJOURNMENT

With no further business, Council President Connally adjourned the meeting at 6:04 p.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0028

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Chapter 339 of the Ohio Revised Code provides for the organization and operation of a county hospital; and,

WHEREAS, ORC 339.02 provides for the creation of a board of county hospital trustees and further provides the means by which appointments are made; and,

WHEREAS, ORC 339.02 further provides that such appointments to the board of trustees shall be for a six year term made by the Board of County Commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and,

WHEREAS, pursuant to ORC 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; 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 Sharon Sobol Jordan to serve on The MetroHealth System 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 Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees for the remainder of a six-year term ending on March 3, 2013.

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:

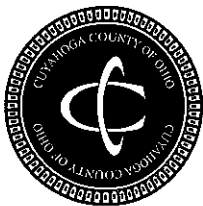
County Council President

Date

Clerk of Council

Date

Journal CC008
November 13, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

October 23, 2012

OCT 23 2012

Cuyahoga County Council

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

Re: *MetroHealth System Board of Trustees*

Dear President Connally:

On September 24, 2012, I nominated the following individuals to serve on the MetroHealth System's Board of Trustees:

- **Sharon Sobol Jordan, and**
- **Samuel R. Huston**

It is my understanding that you and your County Council colleagues require additional time to review the nominees' qualifications and backgrounds. To allow compliance with all applicable time requirements, I have agreed to formally withdraw the nomination of each individual.

To move the process forward, I am concurrently re-submitting the nominations of these two individuals to serve on this important board. I ask that his confirmation be set as soon as the Council schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

I thank you for your assistance.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Councilwoman Conwell

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0029

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Samuel R. Huston to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Chapter 339 of the Ohio Revised Code provides for the organization and operation of a county hospital; and,

WHEREAS, ORC 339.02 provides for the creation of a board of county hospital trustees and further provides the means by which appointments are made; and,

WHEREAS, ORC 339.02 further provides that such appointments to the board of trustees shall be for a six year term made by the Board of County Commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and,

WHEREAS, pursuant to ORC 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; 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 Samuel R. Huston to serve on The MetroHealth System 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 Samuel R. Huston to serve on The MetroHealth System Board of Trustees for the remainder of a six-year term ending on March 4, 2018.

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:

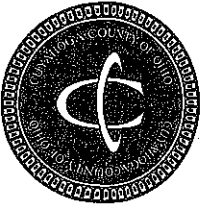
County Council President

Date

Clerk of Council

Date

Journal CC008
November 13, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

October 23, 2012

OCT 23 2012

Cuyahoga County Council

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

Re: *MetroHealth System Board of Trustees*

Dear President Connally:

On September 24, 2012, I nominated the following individuals to serve on the MetroHealth System's Board of Trustees:

- **Sharon Sobol Jordan, and**
- **Samuel R. Huston**

It is my understanding that you and your County Council colleagues require additional time to review the nominees' qualifications and backgrounds. To allow compliance with all applicable time requirements, I have agreed to formally withdraw the nomination of each individual.

To move the process forward, I am concurrently re-submitting the nominations of these two individuals to serve on this important board. I ask that his confirmation be set as soon as the Council schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

I thank you for your assistance.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Councilwoman Conwell

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0030

Sponsored by: Councilmember Greenspan	A Motion amending the Rules of the Cuyahoga County Council to clarify the process and powers related to the sponsorship of legislation; and declaring the necessity that this Motion become immediately effective.
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WHEREAS, the Cuyahoga County Charter provides in Article 2, Section 10, Subsection 2 that the Cuyahoga County Council shall adopt its own rules; and

WHEREAS, the Council's purpose and intent in adopting these rules is to develop operating procedures for the Council that are clear and understandable, promote fair and orderly conduct of the Council's business, facilitate openness and public participation, provide for easy access to public records, and encourage ethical conduct; and

WHEREAS, Council approved permanent rules on April 26, 2011 in Motion No. M2011-0007, as amended on May 8, 2012 by Motion No. M2012-0004; and

WHEREAS, Council deems it necessary to amend the permanent Rules of Council in order to provide for a more informative and accessible record of the sponsorship of legislation, to amend the process for members to withdraw legislation in Rule 11F, and to provide the mechanism by which members are listed as sponsors or cosponsors of legislation.

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

SECTION 1. The Rules of Cuyahoga County Council, approved by Council in Motion No. M2011-0007, as amended on May 8, 2012 by Motion No. M2012-0004, are hereby amended in part to read as follows (additions are bolded and underlined; deletions are stricken out):

Rule 7G: Sponsorship

Council member(s) and/or the Executive introducing legislation for consideration by Council shall be listed as sponsors of the legislation. At any point prior to final passage of legislation in Council, any sponsor may withdraw his/her name as a sponsor by notifying the Clerk.

At any point **after the initial introduction of legislation for consideration by Council and** prior to **the** final passage of legislation in Council, any Member may add or withdraw his/her name as a **cosponsor** by notifying the Clerk.

Rule 11F: Expiration of Pending Legislation

(1) Prior to the end of each year in which a General Election for Members of Council takes place, the Council shall consider a Motion of Council, providing that legislation introduced prior to July 1 of that year and not adopted shall expire. At least two weeks prior to the consideration of that Motion of Council, the Clerk shall provide each Member a list of legislation sponsored by that Member that is set to expire. The Council may adopt this Motion of Council so as to decide which items of legislation set to expire shall expire.

(2) In addition, legislation may be withdrawn at any time by letter to the Clerk from all of the **initial** sponsors and ~~cosponsors~~ of the legislation, requesting that it be withdrawn. The letter may be sent by electronic mail. At each meeting of Council, the Clerk shall announce any legislation that has been withdrawn by letter, and the items withdrawn shall be listed in the minutes of the meeting.

SECTION 2. Effective Date. Provided that this Motion receives the affirmative vote of at least eight (8) of the 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 in order that the County Council continue to have operating rules in place without interruption, and 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 the Council and Council committees relating to the adoption of this motion occurred in open meetings and that all deliberations of this Council and any of its committees that resulted in such formal action took place in meetings open to the public, in compliance with all legal requirements, including those of 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

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0020

Sponsored by: Councilmembers Gallagher, Germana, Connally, Jones, Brady, Miller and Rogers and County Executive FitzGerald	An Ordinance establishing the Cuyahoga County Based Business Preference Program.
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WHEREAS, Article VII, Section 7.01 of the Cuyahoga County Charter mandates that "the County shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County; and,

WHEREAS, an objective of the Cuyahoga County Small Business Enterprise (SBE) Program is to spur economic development in the public and private sectors of the Cuyahoga County economy; and,

WHEREAS, the Cuyahoga County Council deems a Cuyahoga County Based Business Preference Program for County purchases, and for entering into agreements and awarding contracts to be critical to the economic vibrancy and development of the County; and,

WHEREAS, the County Executive / Office of Procurement & Diversity administers all County purchases, agreements, and contracts; and,

WHEREAS, all County purchases, and the manner of entering into agreements and contracts are governed by the Cuyahoga County Contracting and Purchasing Procedures Ordinance, and any applicable state and federal laws.

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

SECTION 1. Program. There is hereby created a Cuyahoga County Based Business (CCBB) Preference Program.

SECTION 2. Definitions. For purposes of this ordinance, a Cuyahoga County Based Business means:

- (a) an individual, domestic corporation, sole proprietorship, partnership, or joint venture whose principal place of business has been located in Cuyahoga County for at least three (3) years as registered in official documents filed with the Secretary of State of Ohio or the Cuyahoga County Fiscal Office. If

one party to a joint venture has its principal place of business in Cuyahoga County, the joint venture shall be considered as having its principal place of business in Cuyahoga County; or

(b) a business organization with a “significant economic presence” in Cuyahoga County. For purposes of this ordinance,

a. “Significant economic presence” means a business organization that has for at least three years

- i. Had a sales office, division, sales outlet or manufacturing facility in Cuyahoga County; and
- ii. Pays required taxes to Cuyahoga County; and
- iii. Has an annual gross payroll in Cuyahoga County of at least \$100,000.00.

SECTION 3. Match-Price Preference Option for Cuyahoga County Based Business. Unless otherwise prohibited by state, federal or local law, when the County has solicited bids, proposals, qualification statements or other contractual solicitations, and is determining the lowest price or the lowest evaluated price for purposes of awarding a purchase, agreement or a contract, and the lowest price or lowest evaluated price is submitted by a non-Cuyahoga County business, a Cuyahoga County Based Business whose bid is within two (2) percent of the lowest bid submitted by a non-Cuyahoga County Based Business bidder shall be given the option to match the lowest bid. The option to match shall remain open for five (5) business days.

SECTION 4. SBE Certification and CCBB Qualification. When a business has been certified as a county SBE, and provided it meets the other definitional requirements of Section 2 (a) or (b), the business may qualify as a CCBB after at least one (1) year of continuous operation in Cuyahoga County, rather than the three (3) years required in Section 2.

SECTION 5. One Preference to Apply. If a business qualifies for both the SBE preference and the County Based Business Preference on a particular purchase, contract or agreement, only the larger preference shall apply.

SECTION 6. Application. The Cuyahoga County Based Business Preference Program applies solely to an entity with which the County is directly entering into a purchase, agreement, or contract, and not to subcontractors.

SECTION 7. Cuyahoga County Based Business Form.

(a) The Office of Procurement and Diversity is directed to create a Cuyahoga County Based Business form, which shall be submitted by any entity desiring to participate in the Cuyahoga County Based Business Preference Program.

- (b) Any entity desiring to participate in the Cuyahoga County Based Business Preference Program must submit, with and at the time of the bid, proposal or qualifications, a completed, signed and notarized Cuyahoga County Based Business form.

SECTION 8. Verification of Information and Denial of Designation. The Director of the Office of Procurement and Diversity is hereby authorized to investigate and verify any information submitted with the Cuyahoga County Based Business form and may reject the designation of a Cuyahoga County Based Business if he or she believes the information on the form is inaccurate or the entity is ineligible to be designated as a Cuyahoga County Based Business. The Director of the Office of Procurement and Diversity may request additional information prior to approving or rejecting the designation of a Cuyahoga County Based Business.

SECTION 9. Appeal of Denial of Designation. If a designation of a Cuyahoga County Based Business is denied by the Director of the Office of Procurement and Diversity, the entity may submit a written complaint or appeal to the Director of the Office of Procurement and Diversity who shall notify the SBE Grievance Hearing Board. The written complaint or appeal by the entity shall be made within five (5) days to the Director of the Office of Procurement and Diversity upon receipt of the Director of the Office of Procurement and Diversity's decision. The SBE Grievance Hearing Board shall make every effort to hold the hearing no more than twenty (20) days from the date of receipt of the written complaint or appeal from the entity.

SECTION 10. Effect of Denial of Designation. If a designation of a Cuyahoga County Based Business is denied by the Director of the Office of Procurement and Diversity and/or the SBE Grievance Hearing Board, the entity cannot reapply for designation as a Cuyahoga County Based Business for a period of one (1) year from the date of the notice of denial.

SECTION 11. Waiver. The County may choose not to apply the County based Business Program to any particular purchase, agreement or contract by a Resolution of Council enacted prior to the beginning of the purchase process, or issuance of the RFQ, RFP, or bid package.

SECTION 12. Biennial Review. The Office of Procurement and Diversity shall conduct a biennial review of the economic and budgetary impacts of the Cuyahoga County Based Business Program and shall submit the results to Council during the biennial budget process beginning in 2013.

SECTION 13. Open Meetings Compliance. 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 24, 2012

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: November 13, 2012

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0032

Sponsored by: Councilmember Greenspan	An Ordinance amending Ordinance No. O2011-0008, as amended, which enacted the Cuyahoga County Code of Ethics, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Council enacted a permanent Code of Ethics in Ordinance No. O2011-0008, as amended; and,

WHEREAS, it is necessary to amend the Code of Ethics to clarify restrictions on the appointing authority of the County; 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 27(C) of Article VII of the Cuyahoga County Code of Ethics, adopted as Ordinance No. O2011-0008, effective April 8, 2011, as amended by Ordinance No. O2011-0023 on April 26, 2011; Ordinance No. O2011-0035 on July 26, 2011; Ordinance No. O2011-0052 on October 25, 2011; Ordinance No. O2012-0002 on January 12, 2012; and Ordinance No. O2012-0004 on May 25, 2012, is hereby amended to read as follows (additions underlined, deletions stricken out):

- (C) An interest in one or more ~~public contracts of the County or~~ contracts in effect with, or under consideration by, the~~that~~ Board, commission or other body to which the appointment is being made~~advisory~~ board.

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

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: October 23, 2012
Committee(s) Assigned: Rules, Charter Review, Ethics & Council Operations

Journal CC008
November 13, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0053

Sponsored by: Councilmembers Brady, Gallagher, Miller, Connally, Germana and Rogers and County Executive FitzGerald	An Ordinance establishing a Department of Consumer Affairs and the powers and duties of the Director of Consumer Affairs and placing the duties and responsibilities of the operation of Weights and Measures of the County under the direction of the Department of Consumer Affairs.
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WHEREAS, Section 3.09(2) of the Charter of Cuyahoga County grants Council the power to establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in the Charter, as the Council determines to be necessary for the efficient administration of the County; and,

WHEREAS, Section 7.01 of the Charter of Cuyahoga County declares that the County shall have as a primary responsibility the promotion and enhancement of the economic well-being and prosperity of the County and all of its residents; and,

WHEREAS, Section 5.02 of the Charter of Cuyahoga County declares that “[t]he Fiscal Officer shall exercise all powers and perform all duties now or hereafter vested in or imposed by general law upon county auditors;” and,

WHEREAS, Section 319.55 of the Ohio Revised Code states that the County Auditor “shall see that all state laws relating to weights and measures are strictly enforced throughout his county, and shall assist generally in the prosecution of all violations of such laws;” and,

WHEREAS, Sections 1327.50 and 1327.52 of the Ohio Revised Code together declare that “[a]ny weights and measures official elected or appointed for a county” shall determine whether packaged commodities are “sold in accordance with sections 1327.46 to 1327.61 of the Revised Code or rules adopted under those sections;” and,

WHEREAS, Sections 1327.53 and 1327.54 of the Ohio Revised Code prohibit deceptive selling or buying practices and the misrepresentation of the price of a commodity or service; and,

WHEREAS, the Council of Cuyahoga County has determined that the creation of a County Department of Consumer Affairs is necessary for the economic well-being and prosperity of the residents of Cuyahoga County; and,

WHEREAS, the Council of Cuyahoga County has determined that the creation of a County Department of Consumer Affairs and placing Weights and Measures operation in the Department of Consumer Affairs is necessary for the efficient administration of the County; and,

WHEREAS, Section 3.09(5) of the Charter of Cuyahoga County grants Council the power to adopt and amend the County's annual tax budget, operating budget and capital improvements program to make appropriations for the County.

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

SECTION 1. The Cuyahoga County Department of Consumer Affairs

- (a) There is hereby established the Department of Consumer Affairs for Cuyahoga County under the supervision of the County Executive and the Fiscal Officer.
- (b) The official title of the department established in this section shall be the "Cuyahoga County Department of Consumer Affairs."
- (c) For convenience, the Cuyahoga County Department of Consumer Affairs may also be referred to as the County's "Department of Consumer Affairs" or "Consumer Affairs Department" in correspondence, legislation, or as is otherwise necessary or convenient.
- (d) The Department of Consumer Affairs shall consist of the following divisions:
 - (1) Weights and Measures, and (2) Consumer Protection.
- (e) The Department of Consumer Affairs shall have jurisdiction over all consumer transactions which take place within Cuyahoga County, regardless of the residence of any of the persons directly or indirectly affected by such transaction, unless prohibited by the Charter or general law.
- (f) The functions, employees, duties and responsibilities of the former Department of Weights and Measures are hereby incorporated into the Department of Consumer Affairs.
- (g) The duties and responsibilities of the Division of Consumer Protection shall include:
 - (1) Promoting consumer/financial literacy and asset building in Cuyahoga County;
 - (2) Investigating alleged violations of laws relating to Weights and Measures as provided by the Ohio Revised Code, and referring such violations to the

Cuyahoga County Prosecutor, Ohio Attorney General, or other agencies if appropriate.

(3) Educating consumers and businesses about laws related to consumer protection;

(4) Mediating disputes between consumers and businesses related to consumer protection complaints;

(5) Collaborating with businesses, non-profit organizations and government agencies on programs related to consumer affairs issues;

(6) Advising, when requested, the County Executive and the County Council on policies and programs related to consumer protection;

(7) Such other duties and responsibilities as provided by Ordinance of Cuyahoga County.

SECTION 2. The Director of Consumer Affairs

(a) There shall be a Director of Consumer Affairs who shall lead the Department of Consumer Affairs. The Director shall have thorough knowledge of county, state, and federal consumer protection laws; experience in the areas of consumer protection and education, the promotion of fair business practices, and the investigation, mediation and resolution of consumer complaints and issues; demonstrated knowledge, skills and abilities required in managing a division within a consumer affairs organization including directing budget, personnel, fiscal, supply and other administrative functions of an organization; and experience establishing collaborative relationships with business, non-profit and public entities for the purpose of addressing consumer protection issues.

(b) The Director of Consumer Affairs shall be responsible for fulfilling the duties of the Department of Consumer Affairs and is authorized to hire personnel in the Department of Consumer Affairs to aid and assist the Director in the proper discharge of his or her duties and powers, subject to the approval of the County Executive; consistency with the Human Resources policies and procedures of the County, the County Charter and general law; and budgetary constraints set by County Council and 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Environment & Sustainability

Additional Sponsorship Requested on the Floor: November 9, 2011

Additional Sponsorship Requested: November 2, 2012

Committee Report/Second Reading/Referred to Committee: November 13, 2012
Committee(s) Assigned:

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0230

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	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.
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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>
A.	21H892 - Sobriety Treatment and Recover Teams	BA1200578
	CF783118- Annie E. Casey Foundation – Strategic Planning	
	Personal Services \$ (10,000.00)	
	Other Expenses \$ (22,600.99)	

Funding Source: Annie E. Casey Foundation.

B.	21H891 - Casey Foundation Special Grant		BA1200579
	CF783084- Casey Foundation Grant		
	Other Expenses	\$	(10,587.13)

Funding Source: Annie E. Casey Foundation.

C.	21H893 - Gund Foundation-Foster/Adopt		BA1200580
	CF783126- George Gund Foundation		
	Other Expenses	\$	(42.00)

Funding Source: Gund Foundation.

D.	20A807 - EC- Invest in Children		BA1200605
	EC451393- Program Administration		
	Other Expenses	\$	75,000.00

Funding Source: United Way and Eaton Corporation.

E.	24A435 -Cuy Tapestry System of Care		BA1200596
	CF135004 - DCFS-Cuy Tapestry System of Care		
	Personal Services	\$	(39,000.00)
	Other Expenses	\$	(90,000.00)

Funding Source: The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

F.	24A301 - Children and Family Services		BA1200597
	CF135467 - Administrative Services - CFS		
	Personal Services	\$	129,000.00

Funding Source: The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

G.	64A601 - Supplies		BA1200855
	FS109751 - Fiscal - County Supplies		
	Other Expenses	\$	450,000.00

Funding Source: Funding for this item comes from chargebacks to agencies for supplies purchases.

H.	20A635 - Title IV-E Administration Juvenile Court		BA1200857
	JC517326 - Title IV-E Juvenile Court		
	Other Expenses	\$	143,000.00

Funding Source: Funding comes from reimbursements through Title IV-E of the Social Security Act for administration expenses associated with the placement of eligible children.

I.	21A653 – Title VI-B School Age MR741538 – CCBDD FY13 School -Age IDEA Grant	BA1200764
	Personal Services	\$ 142,613.80
	Other Expenses	\$ 162,000.00

Funding Source: Ohio Department of Education. There is no cash match required.

J.	21A660 – Pathways II Cooperative Project MR741025 – Pathways II Cooperative Project	BA1200836
	Other Expenses	\$ 1,556,266.00

Funding Source: Ohio Rehabilitation Services Commission. No cash match is required.

K.	20A099 – TASC Medicaid CO456525 – TASC Medicaid	BA1200839
	Other Expenses	\$ 60,000.00

Funding Source: This fund is supported by reimbursement from Federal Medicaid for services provided to eligible participants.

L.	40A524 – OH Public Works Integrating Committee CE785261 – Taylor Road Issue 1	BA1200848
	Capital Outlay	\$ 300,000.00

Funding Source: This project is funded by State Issue 1 dollars (20%) and the County (\$7.50 Engineer's Fund).

M.	40A069 – Future Debt Issuance CC768853 – Justice Center Facilities Improvements	BA1200561
	Other Expenses	\$ 1,000,000.00

Funding Source: Funding for the Justice Center Facilities Improvements will come from proceeds from a future bond issue.

N.	40A069 – Capital Project Future Debt Issue CC767327 – Jail I Kitchen Replacement – Justice Center	BA1200562
	Capital Outlay	\$ 100,000.00

Funding Source: Funding for the Jail I Kitchen Replacement will come from the 2012 General Obligation Bond Offering set to take place in November 2012.

O.	21A359 – Internet Crimes Against Children PR764969 – Internet Crimes Against Children Continuation 2011-2012	BA1200806
	Personal Services	\$ 336,550.00
	Other Expenses	\$ 116,551.00
	Capital Outlays	\$ 24,000.00

Funding Source: United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the total grant period of April 1, 2011 through June 30, 2013. No cash match is required.

P.	21A837– State Homeland Security (SHSG)	BA1200902
	JA763466 – State Homeland Security (SHSP) 2011/2014	
	Personal Services	\$ 16,748.70
	Capital Outlays	\$ 541,538.30

Funding Source: United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

Q.	21A500– Urban Area Security Initiative (URSI)	BA1200903
	JA741520 – FY11 Urban Area Security Initiative (UASI)	
	Personal Services	\$ 179,521.60
	Other Expenses	\$ 2,766,966.00
	Capital Outlays	\$ 643,944.40

Funding Source: United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2011 through August 30, 2014.

R1.	29A390 – Health & Human Services Levy 2.9	BA1200919
	SU513937 – MetroHealth Subsidy 2.9	
	Other Expenses	\$ 23,000.00
R2.	29A391 – Health & Human Services Levy 4.8	
	SU514463 – Hospital Operations Subsidy	
	Other Expenses	\$ 23,000.00

Funding Source: Health and Human Services Levy Fund.

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:	24A301 – Children and Family Services	BA1200593
	CF135525 – Supportive Services	
	Other Expenses \$ 689,000.00	
TO:	24A301 – Children and Family Services	
	CF135467 – Administrative Services - CFS	
	Other Expenses \$ 329,000.00	
TO:	24A301 – Children and Family Services	
	CF135483 – Training	
	Other Expenses \$ 40,000.00	
TO:	24A301 – Children and Family Services	
	CF135491 – Information Services	
	Other Expenses \$ 22,000.00	
TO:	24A301 – Children and Family Services	
	CF135509 – Direct Services	

	Other Expenses	\$	110,000.00
TO:	24A301 – Children and Family Services		
	CF135541 – Multi Systemic Therapy (MST)		
	Other Expenses	\$	38,000.00
TO:	24A301 – Children and Family Services		
	CF135608 – Contracted Placements		
	Other Expenses	\$	150,000.00

Funding Source: The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

B. FROM:	20A303 – Children Services Fund		BA1200595
	CF134023 –Adoption Services		
	Other Expenses	\$	600,000.00
	20A303 – Children Services Fund		
	CF134031 – CFS Foster Care		
	Other Expenses	\$	100,000.00
TO:	20A303 – Children Services Fund		
	CF134015 – Client Supportive Services		
	Other Expenses	\$	700,000.00

Funding Source: The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

C. FROM:	24A301 – Children and Family Services		BA1200598
	CF135525 – Supportive Services		
	Other Expenses	\$	119,000.00
TO:	24A301 – Children and Family Services		
	CF135467 – Administrative Services - CFS		
	Capital Outlay	\$	119,000.00

Funding Source: The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

D. FROM:	20A658 – Fiscal Certificate of Title		BA1200856
	FS109694 – Fiscal Operations – Title Bureau		
	Other Expenses	\$	15,000.00
TO:	20A658 – Fiscal Certificate of Title		
	FS109694 – Fiscal Operations – Title Bureau		
	Capital Outlay	\$	15,000.00

Funding Source: Funding comes from fees for titling motor vehicles.

E. FROM:	20A600 – Support Enforcement Agency		BA1200842
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SE496000 – Support Enforcement Agency
Other Expenses \$ 55,000.00

TO: 20A600 – Support Enforcement Agency
SE496000 – Support Enforcement Agency
Capital Outlay \$ 55,000.00

Funding Source: Funded by reimbursement through Title IV-D of the Social Security Act at the rate of 66%, the State Child Support allocation, fees for services (2% of collections), and the County's Health and Human Services Levy Fund (approximately 10% of agency revenue).

F. FROM: 01A001 – General Fund **BA1200797**
JA100354– Justice Services-CECOMS
Personal Services \$ 8,000.00

TO: 01A001 – General Fund
JA100354– Justice Services-CECOMS
Other Expenses \$ 8,000.00

Funding Source: Funding is from the General Fund covering the period January 1, 2012 through December 31, 2012.

G. FROM: 20A809 – Witness Victim HHS **BA1200800**
JA107425– Witness Victim HHS
Other Expenses \$ 21,023.00

TO: 20A809 – Witness Victim HHS
JA107425– Witness Victim HHS
Capital Outlays \$ 21,023.00

Funding Source: Health and Human Services Levy Fund covering the period January 1, 2012 through December 31, 2012.

H. FROM: 20A820–Delinquent Real Estate Tax Assessment-
Prosecutor **BA1200804**
PR495572– Delinquent Real Estate Tax Assessment-Prosecutor
Other Expenses \$ 8,500.00

TO: 20A820 – Delinquent Real Estate Tax Assessment-Prosecutor
PR495572– Delinquent Real Estate Tax Assessment-Prosecutor
Capital Outlays \$ 8,500.00

Funding Source: Funding is from fees collected on delinquent real estate tax assessments covering the period January 1, 2012 through December 31, 2012.

I. FROM: 20A076–Cuyahoga County Regional Forensic
Science Lab **BA1200904**
CR180265– Cuyahoga County Regional Forensic Science Lab
Personal Service \$ 30,000.00

TO: 20A076 – Cuyahoga County Regional Forensic Science Lab
 CR180265– Cuyahoga County Regional Forensic Science Lab
 Other Expenses \$ 30,000.00

Funding Source: Funding is from fees and a General Fund Subsidy covering the period January 1, 2012 through December 31, 2012.

J. FROM: 01A001–General Fund **BA1200905**
 SH351080– Impact Unit/Community Policing
 Other Expenses \$ 17,600.00

TO: 01A001 – General Fund
 SH351080– Impact Unit/Community Policing
 Capital Outlays \$ 17,600.00

Funding Source: General Fund covering the period January 1, 2012 through December 31, 2012.

SECTION 3. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following cash transfers between County funds.

<u>Fund Nos. /Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	24A430 – Executive Office of HHS	JT1200130
	HS157289 – Executive Office of HHS	
	Transfer Out \$	37,500.00
TO:	20A317 - ADAMHSBCC	
	MH434100 – Local Grants	
	Revenue Transfer \$	37,500.00

Funding Source: Health and Human Services Levy Fund.

SECTION 4. 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 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

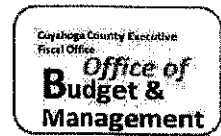
Date

Journal CC008
November 13, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



November 6, 2012

Clerk of County Council

Dear Ms. Schmotzer:

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 November 13, 2012, are presented below.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original appropriation level that is required to cover expenditures 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.

* Impact of fiscal item is included in the current projection and ending fund balance.

General Fund/Health & Human Services	Amount
Children & Family Services – Decreasing appropriation in the Tapestry System of Care account with a related additional appropriation to Administrative Services to cover personal services through year-end. Funding is from Federal and State revenues as well as the Health & Human Services Levy Fund. (\$129,000.00)	\$0.00
MetroHealth Subsidy – Additional appropriation to cover the County's portion of costs associated with a task force to respond to the increase in heroin overdoses. Funding is from the Health & Human Services Levy Fund.	\$46,000.00
TOTAL	\$46,000.00

Other Operating Funds	Amount
Fiscal Office/County Supplies – Additional appropriation to cover the countywide contract for the purchase of supplies through June 2013. Funding is from chargebacks to user agencies. (See OBM Review Document.)	\$450,000.00
Juvenile Court – Additional appropriation to cover provider payments and fund Title IV-E revenue recovery. Funding is from reimbursements through Title IV-E of the Social Security Act.	\$143,000.00
Common Pleas Court/Treatment Alternatives to Street Crimes (TASC) Medicaid – Additional appropriation to cover a contract for a new case management/billing system for the TASC program. Funding is from reimbursements from Federal Medicaid for services provided to eligible participants.	\$60,000.00
TOTAL	\$653,000.00

Grants/Projects	Amount
Children & Family Services – Decreasing appropriations in Sobriety Treatment & Recover Teams grant fund to close-out grant. Funding is from the Annie E. Casey Foundation Strategic Planning.	-\$32,600.99
Children & Family Services – Decreasing appropriations in the Casey Foundation Special Grant to close-out grant. Funding is from the Casey Foundation Grant.	-\$10,587.13
Children & Family Services – Decreasing appropriation in the Fund Foundation Foster Adoption to close-out grant.	-\$42.00
Early Childhood/Invest in Children – Appropriating donations received from the United Way and Eaton Corporation.	\$75,000.00

Board of Developmental Disabilities – Additional appropriation to cover personal services for the School Age IDEA grant. Funding is from the Ohio Department of Education.	\$304,613.80
Board of Developmental Disabilities – To appropriate a grant award from the Ohio Rehabilitation Services Commission for the Pathways II Cooperative Project.	\$1,556,266.00
Public Works/Road & Bridge – Additional appropriation to cover higher than estimated construction costs for the Taylor Road Project. Funding is from State Issue I (20%) and the County's \$7.50 Fund.	\$300,000.00
Capital Project/Justice Center Facilities Improvements – Additional appropriation to cover a building improvement study by an independent consultant. Funding is from a future debt issuance or the General Fund.	\$1,000,000.00
Capital Project/Jail I Kitchen Replacement – Additional appropriation to cover the cost overruns. Funding will be from a future debt issuance.	\$100,000.00
Prosecutor – To appropriate the Internet Crimes Against Children (ICAC) grant award from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice that would extend the grant period to June 30, 2013.	\$477,101.00
Justice Services – To establish appropriations for the State Homeland Security (SHSG) grant from the U.S. Department of Homeland Security, Federal Emergency Management Agency.	\$558,287.00
Justice Services – To establish appropriations for the FY2011 Urban Area Security Initiative (UASI) from the U.S. Department of Homeland Security, Federal Emergency Management Agency.	\$3,590,432.00
TOTAL	\$7,918,469.68

Total Additional Appropriations - All Funds	\$8,617,469.68
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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>11/13 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 0.00	\$ 1,902,000.42	\$ 355,342,816.36
HHS Levy Impact	\$ 121,000.00	\$ (17,479,402.98)	\$ 216,445,593.83
Other Fund	\$ 8,496,469.68	\$ 160,217,650.55	\$ 1,059,150,637.55
Total	\$ 8,617,469.68	\$ 144,640,247.99	\$ 1,630,939,047.74

Appropriation Transfer Summary – Is a transfer of appropriation between two or more budget accounts or between different expenditure categories within the same budget account.

<u>General Fund/Health & Human Services</u>	<u>Amount</u>
Children & Family Services – Realigning appropriation from Supportive Services to various funds to cover expenses through year-end. Funding is from Federal & State revenues as well as the Health & Human Services Levy Fund.	\$689,000.00
Children & Family Services – Realigning appropriation from Adoption Services and Foster Care to Client Supportive Services funds to cover expenses through year-end. Funding is from Federal & State revenues as well as the Health & Human Services Levy Fund.	\$700,000.00
Children & Family Services – Realigning appropriation from Supportive Service to Administrative Services to cover capital outlays through year-end. Funding is from Federal & State revenues as well as the Health & Human Services Levy Fund.	\$119,000.00
Child Support Enforcement Agency – Realigning appropriation to cover the purchase of equipment. Funding is from Title IV-D reimbursements, State Child Support allocation, fees for services, and the Health & Human Services Levy Fund.	\$55,000.00
Justice Services – Realigning appropriation within CECOMS account to cover the purchase of narrow banding and communication tower maintenance. Funding is from the General Fund.	\$8,000.00
Justice Services – Realigning appropriation within the Witness Victim HHS fund to cover the purchase of laptop computers for staff. Funding is from the Health & Human Services Levy Fund.	\$21,023.00
Sheriff – Realigning appropriation within the Impact Unity/Community Policing fund to cover the purchase of in-car video equipment. Funding is from the General Fund.	\$17,600.00
TOTAL	\$1,609,623.00

Other Operating Funds	Amount
Fiscal Office/Certificate of Title – Realigning appropriation within the Certificate of Title division to cover the purchase of fire proof cabinets and furniture. Funding is from title fees.	\$15,000.00
Prosecutor – Realigning appropriation within the Delinquent Real Estate Tax Assessment to cover the purchase of laptop computers. Funding is from fees collected on delinquent real estate tax assessments.	\$8,500.00
Medical Examiner – Realigning appropriation to cover the purchase of supplies through year-end. Funding is from fees and a General Fund subsidy.	\$30,000.00
TOTAL	\$53,500.00

Total Appropriation Transfers - All Funds	\$1,663,123.00
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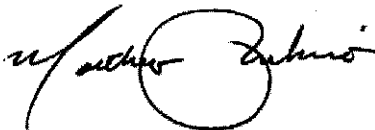
Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

General Fund/Health & Human Services	Amount
Office of Health & Human Services – A cash transfer from the Office of Health & Human Services to the Alcohol, Drug Addiction, and Mental Health Services Board to cover half the cost of an independent audit of the Shelter Plus Care grant. Funding is from the Health & Human Services Levy Fund.	\$37,500.00

Total Cash Transfers - All Funds	\$37,500.00
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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 appropriation for countywide supplies contract
Requesting Agency	Fiscal Office/Office of Procurement & Diversity
Funding Source	64A-601 Supplies
Total Impact	\$450,000
Status	Recommended
Agenda Date	November 13, 2012

Summary of Request

Request to increase appropriation in the amount of \$450,000 due to increased use of the County Supplies contract.

Background Information

The Fiscal Office/Office of Procurement and Diversity (OPD) manages the countywide supplies contract which uses a separate County Office Supply Contract subfund.

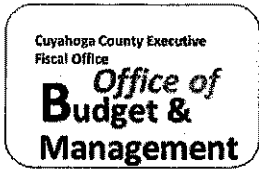
The supplies contract budget has a deficit due to increased use of the supplies contract. While the countywide purchase of supplies has not increased during 2012, the amount of purchases made through this contract has increased. Countywide office supply expenses for 2012 (including purchases made on OPD's supplies contract as well as expenses made by individual agencies) are projected to be less than the cumulative amount budgeted for supplies in all agency budgets, based on third quarter projection.

OBM Recommendation and Impact Statement

OBM recommends approval. There is no General Fund or levy impact.

Revenues come from chargebacks to agencies for their supplies purchases. There are not currently sufficient revenues in the fund for this appropriation request, but sufficient revenues are expected to return once the Department comes current with charges to agencies for their supplies purchases.

This appropriation will provide enough funding through June of 2013. Countywide supplies expenses are expected to continue to decline due to decreased use of toner for the new copiers and following the conclusion of the presidential election which caused a spike in purchases.



Recommendation for Appropriation Request

Request Description	Increase appropriation for countywide supplies contract
Requesting Agency	Fiscal Office/Office of Procurement & Diversity
Funding Source	64A-601 Supplies
Total Impact	\$450,000
Status	Recommended
Agenda Date	November 13, 2012

Summary of Request

Request to increase appropriation in the amount of \$450,000 due to increased use of the County Supplies contract.

Background Information

The Fiscal Office/Office of Procurement and Diversity (OPD) manages the countywide supplies contract which uses a separate County Office Supply Contract subfund.

The supplies contract budget has a deficit due to increased use of the supplies contract. While the countywide purchase of supplies has not increased during 2012, the amount of purchases made through this contract has increased. Countywide office supply expenses for 2012 (including purchases made on OPD’s supplies contract as well as expenses made by individual agencies) are projected to be less than the cumulative amount budgeted for supplies in all agency budgets, based on third quarter projection.

OBM Recommendation and Impact Statement

OBM recommends approval. There is no General Fund or levy impact.

Revenues come from chargebacks to agencies for their supplies purchases. There are not currently sufficient revenues in the fund for this appropriation request, but sufficient revenues are expected to return once the Department comes current with charges to agencies for their supplies purchases.

This appropriation will provide enough funding through June of 2013. Countywide supplies expenses are expected to continue to decline due to decreased use of toner for the new copiers and following the conclusion of the presidential election which caused a spike in purchases.

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: November 6, 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 November 13, 2012. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A. 21H892 - Sobriety Treatment and Recover Teams **BA1200578**
CF783118- Annie E. Casey Foundation – Strategic Planning
Personal Services \$ (10,000.00)
Other Expenses \$ (22,600.99)

Appropriation decrease is requested to reduce appropriations in The Department of Children and Family Services in order to close our grant account, as a result of unused funds. Grant award was received in support of the departments' mission from the Annie E. Casey Foundation.

B. 21H891 - Casey Foundation Special Grant **BA1200579**
CF783084- Casey Foundation Grant
Other Expenses \$ (10,587.13)

Appropriation decrease is requested to reduce appropriations in The Department of Children and Family Services in order to close our grant account, as a result of unused funds. Grant award was received in support of the departments' mission from the Annie E. Casey Foundation.

C. 21H893 - Gund Foundation-Foster/Adopt **BA1200580**
CF783126- George Gund Foundation
Other Expenses \$ (42.00)

Appropriation decrease is requested to reduce appropriations in The Department of Children and Family Services in order to close our grant account, as a result of unused funds. Grant award was received in support of the departments' mission from the Gund Foundation.

D. 20A807 - EC- Invest in Children **BA1200605**
EC451393- Program Administration
Other Expenses \$ 75,000.00

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

To provide additional appropriation to the Office of Early Childhood for donations received from the United Way and Eaton Corporation. The funds will be used to support communications and community related events and other special projects for the agency, as needed. This request is cost neutral to the HHS Levy Fund.

E.	24A435 –Cuy Tapestry System of Care		BA1200596
	CF135004 – DCFS-Cuy Tapestry System of Care		
	Personal Services	\$	(39,000.00)
	Other Expenses	\$	(90,000.00)

The Department of Children and Family Services has requested appropriation decreases to move appropriations from the Tapestry (CTSOC) fund to cover projected shortfalls in the Public Assistance funds within the department for the remainder of the year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

F.	24A301 – Children and Family Services		BA1200597
	CF135467 – Administrative Services - CFS		
	Personal Services	\$	129,000.00

The Department of Children and Family Services has requested appropriation increases to move appropriations from the Tapestry (CTSOC) fund to cover projected shortfalls in the Public Assistance funds within the department for the remainder of the year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

G.	64A601 - Supplies		BA1200855
	FS109751 – Fiscal – County Supplies		
	Other Expenses	\$	450,000.00

The Fiscal Office/Office of Procurement and Diversity manages the contract for countywide purchase of office supplies. An additional contract certification is needed because more of the countywide supplies purchases are now made on this contract rather than independently through county agencies. The 2012 supplies contract expenses through September total \$558,024 compared with \$283,264 for the same period in 2011. This appropriation would allow the Office of Procurement and Diversity to certify appropriation budgets to cover countywide purchases through June 2013. Funding for this item comes from chargebacks to agencies for supplies purchases.

H.	20A635 – Title IV-E Administration Juvenile Court		BA1200857
	JC517326 – Title IV-E Juvenile Court		
	Other Expenses	\$	143,000.00

Juvenile Court requests additional appropriation of Title IV-E revenues to have sufficient funding to pay providers and to fund IV-E revenue recovery. Funding comes from reimbursements through Title IV-E of the Social Security Act for administration expenses associated with the placement of eligible children.

I.	21A653 – Title VI-B School Age		BA1200764
	MR741538 – CCBDD FY13 School -Age IDEA Grant		
	Personal Services	\$	142,613.80
	Other Expenses	\$	162,000.00

The Cuyahoga County Board of Developmental Disabilities (CCBDD) requests an increase in appropriation to cover staff salaries and professional development for the School Age IDEA Grant for FY2013. The source of funding is the Ohio Department of Education. There is no cash match required, and no general fund impact.

J.	21A660 – Pathways II Cooperative Project MR741025 – Pathways II Cooperative Project Other Expenses	BA1200836 \$ 1,556,266.00
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The Cuyahoga County Board of Developmental Disabilities (CCBDD) requests additional appropriation of \$1,556,266.00 for the 2012 Operating Budget to cover a recent award from the Ohio Rehabilitation Services Commission to administer the Pathways II Cooperative Project Grant, supporting vocational rehabilitation case management services. CCBDD has partnered with other agencies to access federal funds to be used for providing vocational rehabilitation services to individuals with disabilities. CCBDD contracts with the Ohio Rehabilitation Services Commission and provides fiscal oversight and support to the subcontracting agencies. This is an extension of the grant previously awarded in 2008. There is a cash match in conjunction with this grant. No additional appropriation is necessary, as sufficient funds exist in this fund to cover the cash match. The source of funding is the Ohio Rehabilitation Services Commission.

K.	20A099 – TASC Medicaid CO456525 – TASC Medicaid Other Expenses	BA1200839 \$ 60,000.00
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Request to increase appropriation to the TASC Medicaid Fund in order to support a contract for the new case management/billing system for the Treatment Alternatives to Street Crime (TASC) program in the Common Pleas Court. This fund is supported by reimbursement from Federal Medicaid for services provided to eligible participants.

L.	40A524 – OH Public Works Integrating Committee CE785261 – Taylor Road Issue 1 Capital Outlay	BA1200848 \$ 300,000.00
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Request to increase appropriation for the Taylor Road project. This project is ready for sale and the latest engineering estimate for construction is \$1,752,038.50, which is higher than the initial estimate. This request will cover the increase in the cost and other minor adjustments. This project is funded by State Issue 1 dollars (20%) and the County (\$7.50 Engineer's Fund).

M.	40A069 – Future Debt Issuance CC768853 – Justice Center Facilities Improvements Other Expenses	BA1200561 \$ 1,000,000.00
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Additional appropriation is requested for the Justice Center Improvements capital project. The \$1,000,000 amount above represents the total cost of a building improvements study to be conducted by an independent consultant. This project marks the beginning of the Justice Center Facilities Improvements; as the renovation occurs, more appropriation will be requested for this project account. Funding for the Justice Center Facilities Improvements will come from proceeds from a future bond issue.

N.	40A069 – Capital Project Future Debt Issue		BA1200562
	CC767327 – Jail I Kitchen Replacement – Justice Center		
	Capital Outlay	\$	100,000.00

Additional appropriation is requested for the Jail I Kitchen Replacement project to cover the cost overruns the project is experiencing. The project is now slated to cost \$7.4 million. Funding for the Jail I Kitchen Replacement will come from the 2012 General Obligation Bond Offering set to take place in November 2012.

O.	21A359 – Internet Crimes Against Children		BA1200806
	PR764969 – Internet Crimes Against Children Continuation 2011-2012		
	Personal Services	\$	336,550.00
	Other Expenses	\$	116,551.00
	Capital Outlays	\$	24,000.00

Provide additional appropriations for the continuation of the Internet Crimes Against Children (ICAC) grant in the amount of \$477,101 that extended the end date to June 30, 2013. The original award was for \$477,138 making the total award now \$954,239. The grant is intended for investigating and solving internet crimes against children. The Prosecutor's Office leads the ICAC unit—a multi-agency partnership between the Prosecutors Office, police and other prosecutor's offices around the State of Ohio. The award is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the total grant period of April 1, 2011 through June 30, 2013. No cash match is required.

P.	21A837– State Homeland Security (SHSG)		BA1200902
	JA763466 – State Homeland Security (SHSP) 2011/2014		
	Personal Services	\$	16,748.70
	Capital Outlays	\$	541,538.30

Establish appropriations for a recent award FY2011 State Homeland Security Program from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014. The grant was accepted by the Contracts and Purchasing Board on March 26, 2012 (CPB2012-292).

Q.	21A500– Urban Area Security Initiative (URSI)		BA1200903
	JA741520 – FY11 Urban Area Security Initiative (UASI)		
	Personal Services	\$	179,521.60
	Other Expenses	\$	2,766,966.00
	Capital Outlays	\$	643,944.40

Establish appropriations for a recent award FY2011 Urban Area Security Initiative (UASI) from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through August 30, 2014. The grant was accepted by the Contracts and Purchasing Board on March 26, 2012 (CPB2012-294).

R1.	29A390 – Health & Human Services Levy 2.9		BA1200919
	SU513937 – MetroHealth Subsidy 2.9		
	Other Expenses	\$	23,000.00

R2.	29A391 – Health & Human Services Levy 4.8		
	SU514463 – Hospital Operations Subsidy		
	Other Expenses	\$	23,000.00

To request an appropriation increase to cover the cost for MetroHealth's coordination of a taskforce to respond to the heroin overdose increases in Cuyahoga County. The funding source is the Health and Human Services Levy Fund.

Resolution: Appropriation Transfers

A.	FROM:	24A301 – Children and Family Services CF135525 – Supportive Services Other Expenses	\$	689,000.00	BA1200593
	TO:	24A301 – Children and Family Services CF135467 – Administrative Services - CFS Other Expenses	\$	329,000.00	
	TO:	24A301 – Children and Family Services CF135483 – Training Other Expenses	\$	40,000.00	
	TO:	24A301 – Children and Family Services CF135491 – Information Services Other Expenses	\$	22,000.00	
	TO:	24A301 – Children and Family Services CF135509 – Direct Services Other Expenses	\$	110,000.00	
	TO:	24A301 – Children and Family Services CF135541 – Multi Systemic Therapy (MST) Other Expenses	\$	38,000.00	
	TO:	24A301 – Children and Family Services CF135608 – Contracted Placements Other Expenses	\$	150,000.00	

The Department of Children and Family Services has requested appropriation transfers to realign appropriations within Public Assistance budget accounts to cover projected shortfalls for the remainder of the year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

B.	FROM:	20A303 – Children Services Fund CF134023 – Adoption Services Other Expenses	\$	600,000.00	BA1200595
		20A303 – Children Services Fund CF134031 – CFS Foster Care Other Expenses	\$	100,000.00	
	TO:	20A303 – Children Services Fund CF134015 – Client Supportive Services Other Expenses	\$	700,000.00	

The Department of Children and Family Services has requested appropriation transfers to realign appropriations within the Children Services Fund budget accounts to cover projected shortfalls for the remainder of the year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

C.	FROM:	24A301 – Children and Family Services CF135525 – Supportive Services Other Expenses	\$ 119,000.00	BA1200598
	TO:	24A301 – Children and Family Services CF135467 – Administrative Services - CFS Capital Outlay	\$ 119,000.00	

The Department of Children and Family Services has requested appropriation transfers to realign appropriations within Public Assistance budget accounts to cover projected shortfalls for the remainder of the year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

D.	FROM:	20A658 – Fiscal Certificate of Title FS109694 – Fiscal Operations – Title Bureau Other Expenses	\$ 15,000.00	BA1200856
	TO:	20A658 – Fiscal Certificate of Title FS109694 – Fiscal Operations – Title Bureau Capital Outlay	\$ 15,000.00	

An appropriation adjustment would use surplus from Commodities to cover purchase of fire proof cabinets to safely store titles and furniture. Funding comes from fees for titling motor vehicles.

E.	FROM:	20A600 – Support Enforcement Agency SE496000 – Support Enforcement Agency Other Expenses	\$ 55,000.00	BA1200842
	TO:	20A600 – Support Enforcement Agency SE496000 – Support Enforcement Agency Capital Outlay	\$ 55,000.00	

Request to transfer appropriation within the budget for the Child Support Enforcement Agency to support equipment purchases. CSEA is funded by reimbursement through Title IV-D of the Social Security Act at the rate of 66%, the State Child Support allocation, fees for services (2% of collections), and the County's Health and Human Services Levy Fund (approximately 10% of agency revenue).

F.	FROM:	01A001 – General Fund JA100354– Justice Services-CECOMS Personal Services	\$ 8,000.00	BA1200797
	TO:	01A001 – General Fund JA100354– Justice Services-CECOMS Other Expenses	\$ 8,000.00	

Transfer appropriations within Justice Services-CECOMS account for the purchase of narrow banding and maintenance on communication towers. Funding is from the General Fund covering the period January 1, 2012 through December 31, 2012.

G.	FROM:	20A809 – Witness Victim HHS JA107425– Witness Victim HHS Other Expenses	\$ 21,023.00	BA1200800
	TO:	20A809 – Witness Victim HHS JA107425– Witness Victim HHS Capital Outlays	\$ 21,023.00	

Transfer appropriations within Justice Services-Witness Victim HHS account for the purchase of laptop computers for Witness Victim staff (customer services request JA120732 approved by the Technical Advisory Committee on October 10, 2012). Funding is from the Health and Human Services Levy covering the period January 1, 2012 through December 31, 2012.

H.	FROM:	20A820–Delinquent Real Estate Tax Assessment-Prosecutor PR495572– Delinquent Real Estate Tax Assessment-Prosecutor Other Expenses	\$ 8,500.00	BA1200804
	TO:	20A820 – Delinquent Real Estate Tax Assessment-Prosecutor PR495572– Delinquent Real Estate Tax Assessment-Prosecutor Capital Outlays	\$ 8,500.00	

Transfer appropriations within the Prosecutor’s Delinquent Real Estate Tax Assessment account to purchase 26 laptop computers and docking stations (customer service request P4120845). Funding is from fees collected on delinquent real estate tax assessments covering the period January 1, 2012 through December 31, 2012.

I.	FROM:	20A076–Cuyahoga County Regional Forensic Science Lab CR180265– Cuyahoga County Regional Forensic Science Lab Personal Service	\$ 30,000.00	BA1200904
	TO:	20A076 – Cuyahoga County Regional Forensic Science Lab CR180265– Cuyahoga County Regional Forensic Science Lab Other Expenses	\$ 30,000.00	

Transfer appropriations within the Medical Examiner’s Cuyahoga County Regional Forensic Science Lab to cover the purchase of supplies for the remainder of the year. Funding is from fees and a General Fund Subsidy covering the period January 1, 2012 through December 31, 2012.

J.	FROM:	01A001–General Fund SH351080– Impact Unit/Community Policing Other Expenses	\$ 17,600.00	BA1200905
	TO:	01A001 – General Fund SH351080– Impact Unit/Community Policing Capital Outlays	\$ 17,600.00	

Transfer appropriations within the Sheriff’s Impact Unity/Community Policing account for the purchases of in-car video equipment. Funding is from the General Fund covering the period January 1, 2012 through December 31, 2012.

Resolution: Cash Transfers

A.	FROM:	24A430 – Executive Office of HHS		JT1200130
		HS157289 – Executive Office of HHS		
		Transfer Out	\$	37,500.00
	TO:	20A317 - ADAMHSBCC		
		MH434100 – Local Grants		
		Revenue Transfer	\$	37,500.00

Request to transfer cash from the Office of Health and Human Services to the Alcohol, Drug Addiction, and Mental Health Services Board of Cuyahoga County to cover half of the cost of an independent audit of the Shelter Plus Care grant, implemented by Emerald Development & Economic Network, Inc (EDEN). EDEN has been the sub recipient of the County's Shelter Plus Care grant – which provides a rental subsidy and supportive social services for homeless individuals and families – since 1993. Unlike every other grants awarded by HUD, "administrative costs" which normally include a portion of the agency's audit fees, are not eligible expenses, though the amount of the grant necessitates the completion of an A-133 audit. Prior to 2009, EDEN was able to cover the added cost of the A-133 audit from its overall Mental Health Board allocation, however, continuous reductions in funding to the mental health system that have been passed on to the contracted agencies makes this a cost prohibitive activity for EDEN. Considering that the grant is awarded to Cuyahoga County, and subcontracted to EDEN, it is the County's responsibility to assist EDEN in meeting the A-133 audit costs: half will be paid for by the Office of Health and Human Services and the remaining half by the ADAMHS Board. The Office of Health and Human Services' share is funded by the County's health and human services levy.

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County Council of Cuyahoga County, Ohio

Resolution No. R2012-0231

Sponsored by: **County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities**

A Resolution approving a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Association of Cuyahoga County Employees for Special Students, an affiliate of National Education Association and Ohio Education Association, covering approximately 141 employees for the period 9/1/2012 - 12/31/2015; approving a side letter of agreement to change the time period to 9/1/2012 - 8/31/2015; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the Cuyahoga County Board of Developmental Disabilities (“CCBDD”) has been engaged in collective bargaining negotiations with the Association of Cuyahoga County Employees for Special Students (“ACCESS”), an affiliate of the National Education Association and the Ohio Education Association, for a collective bargaining agreement (“CBA”) covering approximately 141 employees, effective September 1, 2012 – December 31, 2015; and approving a side letter of agreement to change the time period to September 1, 2012 – August 31, 2015; and,

WHEREAS, the current collective bargaining agreement between the parties expired on August 31, 2012; and,

WHEREAS, the negotiation teams representing ACCESS and CCBDD met on multiple occasions and were assisted in reaching a tentative agreement by FMCS Commissioner, Carolyn Brommer; and,

WHEREAS, the ACCESS ratified the tentative agreement on September 26, 2012 and the CCBDD by unanimous vote at its regular meeting on September 25, 2012 approved the agreement and recommended approval by the Cuyahoga County Council; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and,

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Board of Developmental Disabilities.

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

SECTION 1. The Cuyahoga County Council hereby approves the CBA between CCBDD and ACCESS, covering approximately 141 employees, effective September 1, 2012 through December 31, 2015; approves the side letter of agreement to change the time period to September 1, 2012 – August 31, 2015; and authorizes the execution by the CCBDD and its administrators of all the documents necessary to execute this transaction.

SECTION 2. The Cuyahoga County Council determines hereby that the CCBDD has the necessary funds to compensate the employees of the ACCESS and make any and all expenditures as required by the provisions of this CBA .

SECTION 3. It is necessary that this Resolution become effective immediately in order that critical services provided by Cuyahoga County of Developmental Disabilities can continue. This CBA becomes a binding agreement upon the affirmative vote of a majority of members of this Council.

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

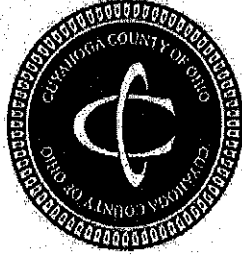
County Executive

Date

Clerk of Council

Date

Journal CC008
November 13, 2012



Item Details:

Agency/Dept. Name:	Cuyahoga Board of Mental Retardation and Developmental Disabilities	Agency/Dept. Head Name:	Dr. Terrence M. Ryan, Ph.D.
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Type of Request:

Request Prepared by:	Rosiland Kaiser	Telephone No.	216-736-2653
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SUMMARY OF REQUESTED ACTION:

Cuyahoga County Board of Developmental Disabilities has reached a tentative agreement with the Association of Cuyahoga County Employees for Special Students (ACCESS). We are submitting a draft copy of the agreement and a copy of the resolution of the Cuyahoga County Board of Developmental Disabilities approving this agreement.

The salary increases for the 3 years are as follows: 2% (9/12), 1% (1/13), 2% (1/14), 2% (1/15).

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Board of Commissioners has three options. Two of the options involve placing the matter on the agenda of a public meeting and voting to accept or reject. The third option involves allowing the agreement to be approved without any formal action by the Board of County Commissioners. This labor agreement will be deemed approved if the Board of County Commissioners takes no action in the next thirty days.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Memo to the Cuyahoga County Council](#)
- [Resolution - ACCESS - CCBDD](#)
- [Resolution - County Council](#)
- [Draft-Contract](#)
- [Signature Page](#)
- [Sideletter of Agreement - Change Dates of Contract](#)
- [CBA Costs](#)

History

Time

Who

Clerk of the Board

Approval

XXXXXXXXXXXXXXXXXXXXXXXXXXXX





1275 Lakeside Avenue East
Cleveland, Ohio 44114-1129
(216) 241-8230
Fax (216) 861-0253
www.CuyahogaBDD.org

MEMORANDUM

TO: Cuyahoga County Council, Ohio

FROM: Terrence Ryan, Ph.D., Superintendent
John McLaughlin, Director of Human Resources

A handwritten signature in black ink, appearing to read "John McLaughlin", is written over a horizontal line.

DATE: October 26, 2012

RE: **Approval of Labor Agreement between ACCESS and CCBDD for the period from September 1, 2012 – August 31, 2015**

Richard V. Mazzola
President

Ara A. Bagdasarian
Vice President

Andrés González
Secretary

Darnell Brown

David L. Deming

Diane Roman Fusco

Maggie Jackson

The Cuyahoga County Board of Developmental Disabilities has reached tentative agreement with the Association of Cuyahoga County Employees for Special Students (NEOEA) (OEA), which represents 141 employees mostly professional employees working in our Assistive Technology and Children Services Department, and our Operations Department. 22 of the 141 staff members are on layoff status.

State law requires that CCBDD labor agreements be submitted to the Cuyahoga County Council for approval. Therefore, enclosed is a draft copy of the agreement, a memo identifying the major changes from the previous agreement and various attachments. The basic salary increases for the 3 year agreement are as follows: 2% (9/12), 1% (1/13), 2% (1/14), 2% (1/15).

Please note that this tentative CBA was originally an agreement with a term of 40 months. The parties have reformed the agreement to comply with 4117.09(E) of the Ohio Revised Code.

The Cuyahoga County Council has three options. Two of the options involve placing the matter on the agenda of a public meeting and voting to accept or reject. The third option involves allowing the agreement to be approved without any formal action by the Council. This labor agreement will be deemed approved if the Cuyahoga County Council takes no action in the next thirty days. The third option has been selected in past years.

Please contact us if you have any questions.

JM/rck
Enclosures

10/12/12

LAI D OFF WITH RECALL RIGHTS = 22

NO.	NAME	JOB TITLE
1.	BORDEN, CATHERINE A	DEVELOPMENTAL SPECIALIST
2.	CASTORA, CYNTHIA L	DEVELOPMENTAL SPECIALIST
3.	NEGRON-MCDANIEL, LOURDES I.	DEVELOPMENTAL SPECIALIST
4.	OBEJERO-PAZ, MARTA	DEVELOPMENTAL SPECIALIST
5.	STONE, JANET M	DEVELOPMENTAL SPECIALIST
6.	MASTERTSON, TOM	DEVELOPMENTAL SPECIALIST
7.	MCCRONE, JOE	DEVELOPMENTAL SPECIALIST
8.	RYKALLA, MARY ELLEN	INTERVENTION SPECIALIST
9.	BERINGO, LINDA A	PARAPROFESSIONAL
10.	DICK, LESLIE M	PARAPROFESSIONAL
11.	EMERY, PATRICIA A	PARAPROFESSIONAL
12.	KMITT, JANICE A	PARAPROFESSIONAL
13.	LANGELIER, NICOLE J	PARAPROFESSIONAL
14.	MANN, LEO A	PARAPROFESSIONAL
15.	O'REILLY, KRISZTINA	PARAPROFESSIONAL
16.	ORENGO, GUDELIA	PARAPROFESSIONAL
17.	SLOAN, MICHELE	PARAPROFESSIONAL
18.	VAYNSHTOK, ROMAN	PARAPROFESSIONAL
19.	WARNER, BONNIE L	PARAPROFESSIONAL
20.	WATERS, MARY E	PARAPROFESSIONAL
21.	CAREY, JOANNE M	PARAPROFESSIONAL - LPN
22.	COUGHLIN, SHERYL J	PARAPROFESSIONAL - LPN

RESOLUTION

October 25, 2012

7h. APPROVAL TO REVISE THE TERM OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE ACCESS LABOR UNION

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to sign a Sideletter of Agreement between the CCBDD and Association of Cuyahoga County Employees for Special Students (ACCESS) labor union, revising the term of the collective bargaining agreement negotiated between the ACCESS labor union and the CCBDD, ratified by ACCESS members on September 25, 2012, and approved by this Board in regular session on September 27, 2012, to September 1, 2012 through August 31, 2015, so that it complies with the three-year term limit of such contracts in accordance with O.R.C. 4117.09(E); and,

BE IT FURTHER RESOLVED, that the Cuyahoga County Board of Developmental Disabilities requests hereby that the Cuyahoga County Council approve the collective bargaining agreement with sideletter described above; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions, so moved.

Moved DF

Seconded AB

AYE	NAY	
(X)	()	ANDRES GONZALEZ
(X)	()	ARA A. BAGDASARIAN
(X)	()	DARNELL BROWN
(X)	()	DAVID L. DEMING

AYE	NAY	
(X)	()	DIANE ROMAN FUSCO
(X)	()	MAGGIE JACKSON
(X)	()	RICHARD V. MAZZOLA

Sideletter of Agreement

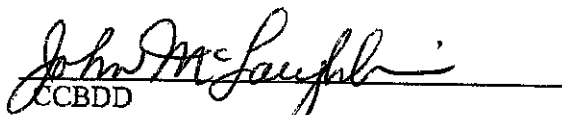
Whereas, the representative of the Cuyahoga County Council have questioned the legality of the 40 month term for the tentative ACCESS – CCBDD Collective Bargaining Agreement (September 1, 2012 – December 31, 2015) which was approved by the Cuyahoga County Board of Developmental Disabilities in public session on September 22, 2012 and;

Whereas the parties, ACCESS and CCBDD, agree to reform their tentative agreement to comply with the 3 year limit of ORC 4117.09(E)

THEREFORE, ACCESS and CCBDD agree as follows:


1. The term of this CBA will be September 1, 2012 – August 31, 2015.
2. Any relevant provision in the tentative agreement that references any date beyond August 31, 2015 is hereby modified to conform with the revised term of the agreement, September 1, 2013 – August 31, 2015.
3. The parties, ACCESS and CCBDD, request that the Cuyahoga Council approve this agreement for the 36 month period, September 1, 2012 – August 31, 2015.
4. This Sideletter Agreement will be attached and made part of the CBA.



ACCESS

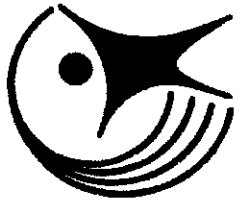

CCBDD
(Subject to formal approval of the Cuyahoga
County Board of Development Disabilities)

ARTICLE 76. ~~90~~ DURATION, EFFECT AND FORM

- A. The Agreement shall take effect September 1, ~~2009~~ 2012, and remain in full force and effect through ~~August 31, 2012~~ DECEMBER 31, 2015 2014.
- B. This Agreement shall constitute the full and complete commitments between the parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment of this Agreement and shall be controlling on both parties collectively and individually.
- ~~C. This agreement shall be printed in booklet form within 30 days of agreement and signed by the GCBDD President, the Superintendent, the Association President, and the Association Chief Negotiator. The cost of printing shall be borne equally by the Association and the GCBDD. A copy shall be given to each staff member of the bargaining unit and the Association and the GCBDD shall receive 50 additional copies. All new staff members of the bargaining unit shall be provided a copy of this booklet upon hiring.~~


Gloria Stansberry
Chief Negotiator


Terrence M. Ryan, Ph.D.
Superintendent



C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

**ACCESS CBA Costs
 (000)**

Salary, Retirement, and Health Care Insurance (000)

	Final Year 2011-12 (Prior CBA)	9/12 - 12/31/12	2013	2014	2015	Total
Approximate Active Members	184	120	120	116	116	
Salary	10730	2726	8409	8164	8246	
Salary Cap Bonuses	-0-	11	32	64	82	
Additional Hours Bonus	-0-	150	84	144	72	
Retirement	1502	435	1177	1143	1175	
Retirement Incentives	540	-0-	30	30	-0-	
Health, Dental & Vision Insurance	2000	476	1516	1575	1689	

Approximate Cost For
 2012-2015 CBA: \$37,536,000



C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

1275 Lakeside Avenue East
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www.CuyahogaBDD.org

MEMORANDUM

TO: Cuyahoga County Board of Developmental Disabilities

Richard V. Mazzola
President

FROM: Terrence Ryan, Ph.D., Superintendent

Ara A. Bagdasarian
Vice President

Kelly Petty, Assistant Superintendent

John McLaughlin, Director of Human Resources

Jacque Kasprisin, Director of Children Services and Assistive Technology

Andrés González
Secretary

DATE: September 18, 2012

Darnell Brown

RE: Tentative Agreement with ACCESS

David L. Deming

Action Requested

Diane Roman Fusco

1. Approve a Collective Bargaining Agreement with ACCESS for the period September 1, 2012 - December 31, 2015.

Maggie Jackson

2. Recommend approval of this CBA agreement to the Cuyahoga County, Ohio Council.

The bargaining teams (see attachment) reached tentative agreement on September 10, 2012 with the help of FMCS Commissioner Carolyn Brommer. Negotiations in general, were cordial and efficient.

ACCESS is a bargaining unit that was at one time the largest of the CCBDD units. Due to changes in CCBDD services, it has been reduced in size. The CCBDD school age program in 2012-2013 operates only 2 classrooms serving 9 children at John Adams High School. The units at Green Road DC and Parma DC closed in June.

The State Department of DD mandated in 2012 that the CCBDD programs for infant and children ages 0-3 be offered in a home-based model instead of site-based. In 2012, there has been a RIF (Reduction in Force) of 50-60 ACCESS bargaining positions. There have been 32 bargaining unit employees who have retired since July 1, 2012. 20 bargaining unit employees have been on layoff status since September 1, 2012.

The current CBA expired on September 1, 2012. The ACCESS and CCBDD negotiations teams have met eleven times in all day sessions. On September 10, 2012 with the help of Federal Mediator, Carolyn Brommer, the parties reached tentative agreement.

The major issue has been the change to the work year. As site-based (classrooms) programs have closed, the CCBDD has changed from an academic year scheduling to a full year operation. Most of the ACCESS professionals in 2011-2012 worked a year that consisted of 204 days at 7 hours 15 minutes per day.

The work year issue also provided an economic issue problem. The ACCESS pay schedules have been teacher schedules. CCBDD had compared itself with Cuyahoga County school districts in past negotiations. Among boards of developmental disabilities in Ohio, CCBDD has the top salaries for professionals although the rank among Cuyahoga County School districts is in the middle. Therefore, the challenge in these negotiations has been to increase the work year with as little impact on salary as possible. Another factor that we had to consider is that Jacquie Kasprisin and the Children Services managers believe that the new state model will require a significant amount of staff time and effort. The parties agreed to the full year schedule, but were apart on the length of the work day. The tentative agreement calls for a 7 hour work day from September 12, 2012 – January 15, 2014 and a 7.25 hour work day in the last year of the agreement. ACCESS was informed that it is very likely that CCBDD will want a 7.5 hour work day in 2016.

To deal with the work year and high salary maximum combination problem the parties have agreed to a transitional period which involves more vacation leave in the first two years and one-time bonuses in lieu of salary increases. The maximum salary for professionals is \$85,040 for 40 months with one minor exception (Ph.D. range for physical therapists.)

Five Operations department workers are receiving a salary increase due to their special skills. These positions are difficult to fill without these increases. All Operations staff members are also receiving additional vacation leave as bonus as a tradeoff for a lesser vacation leave schedule. The vacation leave bonuses for all bargaining unit members are as follows:

5 vacation days added to the staff members accumulated balance on September 1, 2012.

3 vacation leave days added to the staff members accumulated balance on January 1, 2014.

Staff members on layoff status will receive these bonuses if they are recalled.

The salary increases provided to the 5 John Adams staff members are 1% per year of the CBA. The salary increases for the other bargaining unit members are as follows:

2% increase, September 1, 2012

1% increase, January 1, 2013

2% increase, January, 2014

2% increase, January, 2015

Many ACCESS staff members will be at the maximum salary in September, 2012. Those staff members will receive their annual increase in a one-time bonus at the beginning of the pay year.

All bonuses in this CBA are deemed "one-time additional compensation" CCBDD has agreed to pay the 14% additional cost for retirement credit. This approach is a significant factor that made the agreement possible. It was suggested by the Union lawyers, so if it does not work (STRS does not grant credit) there could be a renegotiation of this provision.

The assignment and transfers, layoff, performance appraisal and vacancy provisions have been improved for CCBDD under this CBA. No agreement is perfect, but the changes in the CBA are very positive.

The CBA provides increased limits for professional leave and membership in professional associations.

Finally, a difficult compromise was reached for staff members who have driving violations, but this provision needs greater attention in 2016.

Please review a copy of the sign offs. It may be apparent that some were signed after midnight. A clean draft of the agreement will be ready to as soon as possible. There are a few other documents attached to help explain this CBA.

ACCESS is meeting to ratify on Tuesday, September 18, 2012. Hopefully, they do ratify. We recommend that the Board and the County Council approve this CBA. Please call us if you have any questions.

JM/rck

Attachments: As stated

Significant Changes to ACCESS Collective Bargaining Agreement

Article 1	Recognition:	Job titles have been updated. Classifications have been eliminated. Each position title in this agreement is unique. There are 19 position titles. The current bargaining unit membership is approximately 120. There are 31 position titles in the prior CBA. Sign Language Interpreter was added to the unit (1 member).
Article 1a	Definitions:	The definition of assignment has been refined. The definition of assignment does not include "core group" or any other work group designation.
Article 3	Negotiation Procedure:	Reduces team size from 10 each to 8 each.
Article 4	Employee Handbook:	Updates notification requirements to electronic format.
Article 10	Association Rights:	Language clarifications
Article 11	Association Release Time:	Reduces attendance at OEA assembly from 15 to 10.
Article 13	Certification/Licensure of Staff Members:	Eliminates language relevant to school year type operations.
Article 14	Personnel File:	Eliminate Indemnification/Language. Court cases have supported limiting public access to telephone numbers and addresses.
Article 15	Complaint Against Staff Members:	Carves out MUI complaints from the notification requirements.
Article 17	Position Descriptions:	Updates to electronic format.
Article 18	Professional Growth Performance Process:	Eliminates teacher evaluation process including planned observations.
Article 19	Vacancies:	Eliminates major paperwork process done annually with a process that will not be used by more than a few people. CCBDD retains its selection rights for open positions, not limited to transfers within bargaining unit. Reduces posting requirement to 5 days.
Article 21	Layoff Procedures:	Reduces bumping rights to a few situations.
Article 22	Assignments and	Assignments do <u>not</u> include specific work groups, but the

Significant Changes to ACCESS Collective Bargaining Agreement

	Transfers:	more general category is age groups.
Article 24	Days and Hours:	<p>This was the #1 issue. Work year has been increased for professional staff (100 members of 120) to full year. From 9/12 – 1/15, staff members will work a 7 hour day. The work day increases to 7.25 hours in 2015. The work day includes a 30 minute unpaid lunch. (Eg. Overall day is 7 hours paid and 30 minutes unpaid = 7.5 hours.)</p> <p>Staff members will be allowed to work from home as much as full day on calamity days. Limits for work at home are 6 hours per day. Staff members will not be required to work after 8 p.m. (9 p.m. in current agreement).</p> <p>Administrative Assistants and Equipment Assistant (3 positions) have same work year as professional staff members.</p> <p>Satellite unit staff (5 positions) working at John Adams High School will work Cleveland MSD schedule.</p> <p>Compensatory time will be earned after the staff member has worked hours in an attendance period (4 weeks). Compensatory time is limited to 200 hours and will not result in pay except at termination of employment.</p>
Article 24a	(NEW) Vacation Leave:	<p>100 staff members did not earn vacation leave in 2011-2012 CBA agreement. As full-time employees, they will earn vacation as of 9/1/12.</p> <p>The vacation leave schedule matches non-bargaining and Support Administration unit schedules. (The Adult Services unit bargained for one more vacation day, one less sick day.) There is a “grand father” provision relative to credited service credit. Staff hired prior to January 1, 2012 will earn service credit for any professional service including CCBDD service and State of Ohio Service. After January 1, 2013, the contract provision reverts to the credit service limitations in other CBAs and non-bargaining CCBDD and other State of Ohio government service.</p>
Sideletter	Vacation Leave:	The 100 professionals and operation department will be provided bonuses of 5 days in 2012 and 3 days in 2014 to transition to full-time. This approach reduced demand for

Significant Changes to ACCESS Collective Bargaining Agreement

		extra pay. Operations staff received the bonus because they agreed to a lesser vacation schedule than the 2011-2012 schedules.
Article 25	Operations:	Upgraded five repairpersons positions to specialists with more pay: electricians, 2 HVAC specialists, key person, painter; reduced vacation leave schedule (Article 24a); changed OT provision to match FLSA rule (our provision was more generous); established vacation bid procedure.
Article 26	Calamity Day:	Revised language, but not many changes. Operations staff members compensatory time provision eliminated.
Article 27	Recording Work Time:	Change to electronic data system (Kronos)
Article 28	Calling-in Absent:	Revised times. Since no on-site programs or substitutes, except custodial subs, process changes have been made.
Article 29	No-Fault Attendance:	Minor changes eliminated special treatment for new hire.
Article 30	Attendance Incentive Bonus:	Eliminated this provision as of January, 1, 2014
Article 31	Sick Leave:	Reduced the sick leave buyback provision which is one of the rewards for not using sick leave. Employees can be paid for 3 days @ 75% for meeting certain standards (old contract paid 4 days.) Revised sick leave use language.
Article 33	FMLA:	Added military leave language to match federal requirement.
Article 34	Assault Leave:	Reduced assault leave to 5 days (from 8 days.)
Article 40	Professional leave and Professional Development Reimbursement:	Increased overall expenditure limits for all employees. Established higher annual limit per person from \$750 to \$900.
Article 42	Return to Work:	Changed limit to 10 days, fewer days due to change in program year.
Article 45	Paid Membership in Professional Organization:	Increased reimbursement for therapist to \$600/year (from \$300) and other staff to \$300/year (was \$150)
Article 46	Eliminated	

Significant Changes to ACCESS Collective Bargaining Agreement

	NEOEA Language:	
Article 47	In-Service Day:	Provides in-service "make-up" days for In-service Day presenters.
Article 50	Mentor Program:	Revises model to coincide with children program charges. Add \$350 stipend for ACCESS mentor chairperson. No change to mentor stipend.
Article 58	Breaks:	Reduces breaks to one paid break of 15 minutes.
Article 61	Mileage Reimbursement:	Changes provision to IRS approved rate. Requires submission of request for reimbursement within 3 months.
Article 63	Driving Regulations:	Increases limit to \$2,000,000 if an employee with 3 minor violations obtains business use policy covering CCBDD. Establishes contract language on options in the event of major violations: termination or unpaid LOA. Revises rules on insurability.
Article 73	Insurance:	<p>No changes in 2013</p> <p>Staff member contributions increase in 2014. In 2015, staff member premium share will be 11% for single plan and 12.5% for family plan (currently approximately 9%).</p> <p>Plan design changes occur in 2014. Deductibles are increased from \$200/\$400 to \$300/\$600.</p> <p>Prescription drug co-pays are increased to \$10/\$32.50/\$65 from \$10/\$30/\$60 for 30 day supply: mail order is twice above co-pays for 90 day supply: OOP for in-network increased to \$1000/\$2000; ambulance and ER co-pays increased from \$50 to \$100. Full-time and part-time work year for purposes of health insurance established as 88% for full-time coverage and 50% for part-time insurance coverage. Covers new employees in second full month instead of 3rd full month; Increases opt out to \$1500/annually (from \$1100.)</p>
Article 75	Salary Change:	The teacher's step schedule has been eliminated. There are no steps. The ranges are different for bachelor's degree holders and master's degree holders and Ph.D.s who are physical therapists.

Significant Changes to ACCESS Collective Bargaining Agreement

		<p>Staff members who achieve an advanced degree get a 2% increase similar to other units. The top of the bachelor's ranges and master's degree ranges are unchanged from the current CBA throughout the 40 months of this agreement.</p> <p>The contract provides discretion to CCBDD on new hire rate of pay. All therapist positions are very difficult to fill. CCBDD may hire from 100-125% of minimum salary. For other positions, there is less discretion, but there is some.</p> <p>There is a provision to cover "red circles". There are none at this time. There are many staff members at the salary cap. They would receive their pay increase "additional hours compensation" which will be added to their compensation for retirement purposes.</p>
Article 76	Salary Increases and Additional Hours Compensation:	<p>The base salary increases are 2% (September, 2012), 2% (January, 2014 and 2% (January, 2015).</p> <p>Lump sum payments to professional staff and administrative assistants, and the equipment assistant are \$1500 (September, 2012), 1% of salary (January, 2013), \$1500 (January, 2014) and \$500 (January, 2015). These payments are to compensate staff members for the transition to full year. Five operation department repairpersons are provided salary increases as follows: electrician \$4500, 2 HVAC specialists: \$4500, Locksmith \$3500, Painter \$3500.</p>
Article 77	Retirement Incentive	<p>Reduces the retirement incentives to \$5000 in 2013 and \$5000 in 2014. There is no retirement incentive in 2015. 6 staff members in 2013 and 6 staff members in 2014 may take advantage of this provision.</p>
Article 78	Severance Pay	<p>Reduces the sick leave max at termination from 216 days to 185 days. Severance pay is 50% of accrued and unused sick leave.</p>
Article 80	Duration	<p>Contract period is September 1, 2012 – December 31, 2015</p>
Sideletter	Smoking Restriction	<p>More restrictive policy will go into effect on January 1, 2014</p>
Sideletter	School Age Satellite	<p>Rules and agreements related to the John Adams satellite operation.</p>

ACCESS Work Year Changes 2012-2015
Professional Staff (not including John Adams Staff)

Employees Ohio or Professional Service Credit	0-15 years	15 - 25 years	25 years or more
2011 - 2012 Work Year			
Days	204	204	204
Annual Hours*	1479	1479	1479
*Some variation for some individuals as does not include holidays and vacation days			
September, 2012 - January, 1, 2014 Note: This is a 16 month period, so actual numbers will be 1.3 x annual.			
Annual Base			
Days	260	260	260
Hours	1820	1820	1820
Annual Holidays			
Days	(16)	(16)	(16)
Hours	(112)	(112)	(112)
Annual Vacation Leave	(15)	(20)	(25)
Regular Schedule (except 0-15 Staff)	(105)	(140)	(175)
Vacation Leave Bonus			
Days	(5)	(5)	(5)
Hours	(35)	(35)	(35)
Net Annual Days and Hours			
Days	224	219	214
Hours	1568	1533	1498
PCT Above 2011 - 2012			
Days	9.8%	7.4%	4.9%
Hours	6.0%	3.7%	1.3%

2014

Employees Ohio or Professional Service Credit	0-15 years	15 - 25 years	25 years or more
<u>Annual Base Work Year</u>			
Days	260	260	260
Hours	1820	1820	1820
<u>Annual Holidays</u>			
Days	(16)	(16)	(16)
Hours	(112)	(112)	(112)
<u>Annual Vacation Leave</u>			
Days	(15)	(20)	(25)
Hours	(105)	(140)	(175)
<u>Vacation Leave Bonus</u>			
Days	(3)	(3)	(3)
Hours	(21)	(21)	(21)
<u>Net Annual Days and Hours</u>			
Days	276	221	216
Hours	1982	1541	1505
<u>PCT Above 2011 - 2012</u>			
Days	10.8%	8.3%	5.9%
Hours	7.0%	4.6%	1.8%

2015

Employees Ohio or Professional Service Credit	0-15 years	15 - 25 years	25 years or more
Annual Base Work Year			
Days	260	260	260
Hours	1885	1885	1885
Annual Holidays	(16)	(16)	(16)
Days	(116)	(116)	(116)
Hours			
Annual Vacation Leave	(15)	(20)	(25)
Days	(109)	(145)	(181)
Hours			
Vacation Leave Bonus	0	0	0
Net Annual Days and Hours			
Days	279	274	279
Hours	1660	1624	1588
PCT Above 2011 - 2012			
Days	12.2%	9.8%	7.4%
Hours	12.2%	9.8%	7.4%

RESOLUTION

September 27, 2012

8t APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH ACCESS

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a three-year collective bargaining agreement with the Association of Cuyahoga County Employees for Special Students (ACCESS) labor union, for the period beginning September 1, 2012 through December 31, 2015, as negotiated between the ACCESS labor union and the CCBDD, and ratified by ACCESS members on September 25, 2012; and,

BE IT FURTHER RESOLVED, that the Cuyahoga County Board of Developmental Disabilities requests hereby that the Cuyahoga County Council approve this agreement; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions, so moved.

Moved RM

Seconded AG AB

~~AYE~~ NAY

() () ANDRES GONZALEZ
() () ARA A. BAGDASARIAN
() () DARNELL BROWN
() () DAVID L. DEMING

~~AYE~~ NAY

() () DIANE ROMAN FUSCO
() () MAGGIE JACKSON
() () RICHARD V. MAZZOLA

[THIS PAGE LEFT BLANK INTENTIONALLY
FOR INSERTION OF R2012-0232,
THE 2013 BUDGET UPDATE]

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0233

Sponsored by: Council Executive FitzGerald/Department of Law	A Resolution making an award on RQ24839 to Hylant Group, Inc. in the amount not-to-exceed \$3,600,000.00 for risk management services and insurance brokerage and premiums through and including December 31, 2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Law has recommended an award on RFP 24839 to Hylant Group, Inc. in the amount not-to-exceed \$3,600,000.00 for risk management services and insurance brokerage and premiums through and including December 31, 2015; and,

WHEREAS, the Hylant Group, Inc. will be utilizing the Pinkney-Perry Insurance Agency, Inc. as its SBE partner; and,

WHEREAS, County Council has determined that awarding RFP 24839 to Hylant Group, Inc. is in the best interest of the County; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RFP 24839 to Hylant Group, Inc. in the amount not-to-exceed \$3,600,000.00 for all risk management services and insurance brokerage and premiums. The effective date of the Contract shall be the date of its execution by the County Executive upon adoption of this Resolution by County Council, and the Contract shall continue through and including December 31, 2015. Any amounts due under the contract, however, shall not commence until January 1, 2013, and no appropriations shall be needed for the year 2012 for this Contract.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. 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 a County entity. 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:

Committee(s) Assigned:

Journal _____
_____, 20__

Cuyahoga County - Risk Management Proposal Evaluation

Criteria	Elyant	Brooks & Stafford	Score
<p>Single team approach $++$</p> <p>Single team coordinator $++$</p> <p>Similar clients $++$</p> <p>Similar projects $++$</p> <p>Team coordinator's resume & experience $++$</p> <p>Resumes of key team members $+$</p> <p>Information about number of accounts, licensed agents/brokers on team $+++$</p> <p>Underwriter rating $++$</p>	<p>Better Co-ordination More comparable clients Better experience More comparable agents Inexpensive Fireman's A</p>	<p>FM AT</p>	<p>7</p>
<p>Team description & Organizational chart $+$</p> <p>Samples of insurance policies $++$</p> <p>Underwriter quotes included $++$</p> <p>Comparison with existing coverage $++$</p> <p>Specialty services $+$</p> <p>Compliance with RFP requirements; certificate of good standing; registration with state; licenses; references, etc. $++$</p> <p>Additional coverage not requested in the RFP, i.e. terrorism insurance $+$</p> <p>Agent/Broker errors and omissions insurance with minimum limit of \$2 million per occurrence $++$</p> <p>Customer Service $+$</p>	<p>Had chart Showed proposed vs current coverage Quoted E90 Better references offering Checking</p>	<p>no chart provided samples</p>	<p>7</p>
<p>Compensation for each specific category, i.e., commissions, caps</p> <p>Explain how compensation structure is in the County's best interest/not incentivize proposer to oversell</p> <p>Signed agreement by participating agents confirming agreement at the time of the proposal; absolve County and hold it harmless against disputes between team members</p> <p>Annual cost for each service</p> <p>Alternatives offered by adjusting deductibles</p> <p>Hourly rates for consulting services</p> <p>Specialty services included in price: claim administration, consulting services, on-going risk audit, insurance reaudit feasibility studies and annual reports</p>	<p>Offered a cap TOTAL PREMIUM MUCH LESS \$914,607 + 88,000 / 11,000</p>	<p>Lower commission Schedule \$1,531,886</p>	<p>7</p>

Stan Kosilecky
 Cathie Chancellor
 Majeed G. Maikhlouf
 Anka Davis
 Jack Boyle

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Cuyahoga County - Risk Management Proposal Evaluation

Item	Comments	Hyland	Brooks & Stafford	Total Score
Single team approach	E	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	18
Single team coordinator	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Similar clients	M	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Team coordinator's resume & experience	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Resumes of key team members	M	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Information about number of accounts, licensed agents/brokers on team	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Underwriter rating	BIS	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Team description & Organizational chart	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Samples of insurance policies	EVEN	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Underwriter quotes included	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Comparison with existing coverage	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Specialty services	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Compliance with RFP requirements: certificate of good standing, registration with IG submitted with proposal, references, forms, etc.	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Additional coverage not requested in the RFP, i.e. terrorism insurance	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Agent/Broker errors and omissions insurance with minimum limit of \$2 million per occurrence	E	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Customer Service	H	MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Compensation for each specific category, i.e., commissions, caps		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Explain how compensation structure is in the County's best interest/not incentivize proposer to over-sell		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Signed agreement by participating agents confirming agreement at the time of the proposal, absolve County and hold it harmless against disputes between team members		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Annual cost for each service		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Alternatives offered by adjusting deductibles		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Hourly rates for consulting services		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	
Specialty services included in price: claim administration, consulting services, on-going risk audit, insurance related feasibility studies and annual reports		MIKE WAS REARS IN NUT	NEAL MORE DAGESSEN	

CAP 498,205
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 PARKS DEF NOT HAVE RYMOND
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 331,880
 95
 100,1400
 1100,1400

Stan Kostlesky
 Cathie Chancellor
 Majeed G. Makhlouf
 Anika Davis
 Jack Boyle

Cuyahoga County - Risk Management Proposal Evaluation

Criteria	Hylant	Continuing	Brooks & Stafford
<ul style="list-style-type: none"> Single team approach <input checked="" type="checkbox"/> Single team coordinator <input checked="" type="checkbox"/> Similar clients <input checked="" type="checkbox"/> Similar projects <input checked="" type="checkbox"/> Team coordinator's resume & experience <input checked="" type="checkbox"/> Resumes of key team members <input checked="" type="checkbox"/> Information about number of accounts, licensed agents/brokers on team <input checked="" type="checkbox"/> Underwriter rating <input checked="" type="checkbox"/> 	23	18	18
<ul style="list-style-type: none"> Team description & Organizational chart <input checked="" type="checkbox"/> Samples of insurance policies <input checked="" type="checkbox"/> Underwriter quotes included <input checked="" type="checkbox"/> Comparison with existing coverage <input checked="" type="checkbox"/> Specialty services <input checked="" type="checkbox"/> Compliance with RFP requirements: certificate of good standing registration with IG submitted with proposal, references, forms, etc. <input checked="" type="checkbox"/> Additional coverage not requested in the RFP, i.e. terrorism insurance <input checked="" type="checkbox"/> Agent/Broker errors and omissions insurance with minimum limit of \$2 million per occurrence <input checked="" type="checkbox"/> Customer Service <input checked="" type="checkbox"/> 	22	17	17
<ul style="list-style-type: none"> Compensation for each specific category, i.e., commissions, caps Explain how compensation structure is in the County's best interests/not incentivize proposer to over-sell Signed agreement by participating agents confirming agreement at the time of the proposal; absolve County and hold it harmless against disputes between team members Annual cost for each service Alternatives offered by adjusting deductibles Hourly rates for consulting services Specialty services included in price: claim administration, consulting services, on-going risk audit, insurance related feasibility studies and annual reports 	50	50	50
	95	95	70

info presentation

- Bad Reference Director gone

- presentation comparatively better
- comparison

references contact

lower

higher price

[Signature]
10/23/12

Stan Koslesky
Cathie Chancellor
Maheed G. Makhoul
Anka Davis
Jack Boyle

Cuyahoga County - Risk Management Proposal Evaluation

Criteria	Hyland	Brooks & Stafford
Single team approach	=	
Single team coordinator	H	
Similar clients	H	
Similar projects	H	
Team coordinator's resume & experience	H	
Resumes of key team members	H	
Information about number of accounts, licensed agents/brokers on team	H	
Underwriter rating	B3	
6 out of 8 advantages to H		
Team description & Organizational chart	H	
Samples of insurance policies	=	
Underwriter quotes included	=	
Comparison with existing coverage	H	
Specialty services	H	
Capabilities with RFP requirements: certificates of good standing, registration with state, health, property, automobile, marine, etc.		
Additional coverage not requested in the RFP, i.e., terrorism insurance	H	
Agent/Broker errors and omissions insurance with minimum limit of \$2 million per occurrence	=	
Customer Service	H	
Compensation for each specific category, i.e., commissions, caps		
Explain how compensation structure is in the County's best interest/not incentivize proposer to over-sell		
Signed agreement by participating agents confirming agreement at the time of the proposal: absolve County and hold it harmless against disputes between team members		
Annual cost for each service		
Alternatives offered by adjusting deductibles		
Hourly rates for consulting services		
Specialty services included in price: claim administration, consulting services, on-going risk audit, insurance related feasibility studies and annual reports		
Comments	<p>Mike Whalen better</p> <p>4 similar clients are real</p> <p>* more well-rounded experience</p>	<p>Robert Underwriter rating</p>
Summary	<p>Excellent reviews by CMHA + CMSD</p>	<p>\$1,331,886</p>
Final Score	<p>68%</p> <p>\$ 916,607 +</p> <p>88,000</p> <p>1,004,607</p>	

Myra Muller

Stan Kosljesky
 Cathie Chancellor
 Majed G. Makhlouf
 Arica Davis
 Jack Boyle

Cuyahoga County - Risk Management Proposal Evaluation

Criteria	Hyland	Brooks & Stafford
Single team approach	+ OK	+
Single team coordinator	+	+
Similar clients	+	+
Similar projects	+	+
Team coordinator's resume & experience	+	+
Resumes of key team members	+	+
Information about number of accounts, licensed agents/brokers on team	+	+
Underwriter rating	+	+
Team description & Organizational chart	+ Even	+
Samples of insurance policies	+ Even	+
Underwriter quotes included	+	+
Comparison with existing coverage	+ Even	+
Specialty services	+ Even	+
Compliance with RFP requirements; certificate of good standing; registration with IS-submitted with proposal, references, forms, etc.	+ Even	+
Additional coverage not requested in the RFP, i.e., terrorism insurance	+ Even	+
Agent/broker errors and omissions insurance with minimum limit of \$2 million per occurrence	+ Even	+
Customer Service	+ Even	+
Compensation for each specific category, i.e., commissions, traps	916,607 + 88,000 <u>1,004,607</u>	7,331,886
Explain how compensation structure is in the County's best interest/not incentivize proposer to oversell	+ Even	+
Signed agreement by participating agents confirming agreement at the time of the proposal; absolve County and hold it harmless against disputes between team members	+ Even	+
Annual cost for each service	+ Even	+
Alternatives offered by adjusting deductibles	+ Even	+
Hourly rates for consulting services	+ Even	+
Specialty services included in price: claim administration, consulting services, on-going risk audit, insurance reloaded feasibility studies and annual reports	+ Even	+
16 Registration on	+ Even	+

16 Registration on

Stan Koslosky
Cathie Chancellor
Majeed G. Makhoul
Anka Davis
Jack Boyte

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10

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0234

Sponsored by: Council Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making awards on RQ23838 to various municipalities and providers in the total amount not-to-exceed \$2,376,110.00 for various services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014; authorizing the County Executive to execute the agreements, contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended an award on RQ23838 to various municipalities and providers for various services for the Community Social Services Program for the time period 1/1/2013-12/31/2014 as follows:

- A) City of Euclid in the amount not-to-exceed \$36,652.00 for Transportation Services,
- B) City of Lakewood in the amount not-to-exceed \$73,904.00 for Adult Development, Congregate Meals and Transportation Services,
- C) City of Maple Heights in the amount not-to-exceed \$86,408.00 for Congregate Meals and Transportation Services,
- D) City of Parma Heights in the amount not-to-exceed \$169,862.00 for Congregate Meals and Transportation Services,
- E) Catholic Charities Community Services Corporation on behalf of the St. Martin de Porres Family Center in the amount not-to-exceed \$144,064.00 for Adult Development and Transportation Services,
- F) Community Partnership on Aging in the amount not-to-exceed \$33,212.00 for Congregate Meals and Transportation Services,
- G) The East End Neighborhood House Association in the amount not-to-exceed \$113,342.00 for Adult Development and Transportation Services,

H) Eliza Bryant Village in the amount not-to-exceed \$117,146.00 for Adult Day Care and Transportation Services,

I) The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$294,582.00 for Adult Development and Transportation Services,

J) Goodrich Gannett Neighborhood Center in the amount not-to-exceed \$109,500.00 for Adult Development, Congregate Meals and Transportation Services,

K) The Harvard Community Services Center in the amount not-to-exceed \$120,644.00 for Adult Development, Congregate Meals and Transportation Services,

L) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$184,718.00 for Adult Development and Transportation Services,

M) Murtis Taylor Human Services System in the amount not-to-exceed \$61,600.00 for Adult Development Services,

N) The Salvation Army in the amount not-to-exceed \$117,764.00 for Adult Development, Congregate Meals and Transportation Services,

O) Senior Citizen Resources, Inc. in the amount not-to-exceed \$97,106.00 for Adult Development and Transportation Services,

P) Senior Outreach Services in the amount not-to-exceed \$50,130.00 for Adult Development and Transportation Services,

Q) University Settlement, Incorporated in the amount not-to-exceed \$153,582.00 for Adult Development, Congregate Meals and Transportation Services,

R) West Side Community House in the amount not-to-exceed \$411,894.00 for Adult Development, Congregate Meals and Transportation Services; and,

WHEREAS, the total amount awarded for this project is not-to-exceed \$2,376,110.00; and,

WHEREAS, funding for this project is 100% from the Health and Human Services Levy funds; and,

WHEREAS, County Council has determined that awarding RQ23838 to various municipalities and providers for various services for the Community Social Services Program is in the best interest of the County; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ23838 to various municipalities and providers in the total amount not-to-exceed \$2,376,110.00 for various services for the Community Social Services Program for the time period 1/1/2013-12/31/2014 as follows:

A) City of Euclid in the amount not-to-exceed \$36,652.00 for Transportation Services,

B) City of Lakewood in the amount not-to-exceed \$73,904.00 for Adult Development, Congregate Meals and Transportation Services,

C) City of Maple Heights in the amount not-to-exceed \$86,408.00 for Congregate Meals and Transportation Services,

D) City of Parma Heights in the amount not-to-exceed \$169,862.00 for Congregate Meals and Transportation Services,

E) Catholic Charities Community Services Corporation on behalf of the St. Martin de Porres Family Center in the amount not-to-exceed \$144,064.00 for Adult Development and Transportation Services,

F) Community Partnership on Aging in the amount not-to-exceed \$33,212.00 for Congregate Meals and Transportation Services,

G) The East End Neighborhood House Association in the amount not-to-exceed \$113,342.00 for Adult Development and Transportation Services,

H) Eliza Bryant Village in the amount not-to-exceed \$117,146.00 for Adult Day Care and Transportation Services,

I) The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$294,582.00 for Adult Development and Transportation Services,

J) Goodrich Gannett Neighborhood Center in the amount not-to-exceed \$109,500.00 for Adult Development, Congregate Meals and Transportation Services,

K) The Harvard Community Services Center in the amount not-to-exceed \$120,644.00 for Adult Development, Congregate Meals and Transportation Services,

L) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$184,718.00 for Adult Development and Transportation Services,

M) Murtis Taylor Human Services System in the amount not-to-exceed \$61,600.00 for Adult Development Services,

N) The Salvation Army in the amount not-to-exceed \$117,764.00 for Adult Development, Congregate Meals and Transportation Services,

O) Senior Citizen Resources, Inc. in the amount not-to-exceed \$97,106.00 for Adult Development and Transportation Services,

P) Senior Outreach Services in the amount not-to-exceed \$50,130.00 for Adult Development and Transportation Services,

Q) University Settlement, Incorporated in the amount not-to-exceed \$153,582.00 for Adult Development, Congregate Meals and Transportation Services; and,

R) West Side Community House in the amount not-to-exceed \$411,894.00 for Adult Development, Congregate Meals and Transportation Services.

SECTION 2. That the County Executive is authorized to execute agreements in connection with said award and all documents consistent with this Resolution.

SECTION 3. 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 a County entity. 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:
Committee(s) Assigned:

Journal _____
_____, 20__



CUYAHOGA COUNTY

TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Department of Senior & Adult Services

PROPOSAL DUE DATE: June 26, 2012

RFP TITLE: Community Social Services Program

RFP #: 23838

SBE: 0%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N		COMMENTS & INITIALS
VENDOR NAME & ADDRESS Agape Home health Care 540 East 105 th Street 305B Cleveland, OH 44108	YER						NO
Catholic Charities Community Services Corp. 7911 Detroit Avenue Cleveland, OH 44102	YER						yes
The Cleveland Hearing & Speech Center 11635 Euclid Avenue Cleveland, OH 44106	YER						NO
Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121	YER						yes
East End Neighborhood House 2749 Woodhill Road Cleveland, OH 44104	YER						yes

Tracey W. Mason
Department Director Name

[Signature]
Department Director Signature of Approval

10/12/12
Date



**CUYAHOGA COUNTY
TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Department of Senior & Adult Services

PROPOSAL DUE DATE: June 26, 2012

RFP TITLE: Community Social Services Program

RFP #: 23838

SBE: 0%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG / ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Bliza Bryant Village 7201 Wade Park Avenue Cleveland, OH 44103	YER						yes
City of Euclid 585 East 222 Street Cleveland, OH 44123	YER						yes
The Golden Age Center of Greater Cleveland 12200 Fairhill Road Cleveland, OH 44120	YER						yes
Goodrich-Gannett Neighborhood Center 1400 East 55 th Street Cleveland, OH 44103	YER						yes
Harvard Community Services Center 18240 Harvard Avenue Cleveland, OH 44128	YER						yes

Tracey M. Mason
Department Director Name

Department Director Signature of Approval

10/12/12
Date



**CUYAHOGA COUNTY
TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Department of Senior & Adult Services PROPOSAL DUE DATE: June 26, 2012

RFP TITLE: Community Social Services Program RFP #: 28838 SBE: 0%

TO BE COMPLETED BY OPD VENDOR NAME & ADDRESS	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
	IS ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N		COMMENTS & INITIALS
The Jewish Community Center of Cleveland 26001 South Woodland Road Beachwood, OH 44122	YER						yes
City of Lakewood 16024 Madison Avenue Lakewood, OH 44107	YER						yes
City of Maple Heights 15901 Libby Road Maple Hts., OH 44137	YER						yes
Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120	YER						yes
City of Parma Heights 6281 Pearl Road Parma Hts., OH 44130	YER						yes

Tracey N. Mason
Department Director Name
Date: 6/19/2012

Department Director Signature of Approval



**CUYAHOGA COUNTY
TABULATION OF PROPOSALS RECEIVED**

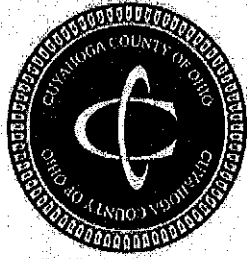
DEPARTMENT NAME: Department of Senior & Adult Services PROPOSAL DUE DATE: June 26, 2012

RFP TITLE: Community Social Services Program RFP #: 23838 SBE: 0%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER						USER DEPT.
	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	
VENDOR NAME & ADDRESS The Salvation Army 2507 East 22 nd Street Cleveland, OH 44115	YER						yes
Senior Citizen Resources Inc. 3100 Devonshire Road Cleveland, OH 44109	YER						yes
Senior Outreach Services, Inc. 2390 East 79 th Street Cleveland, OH 44104	YER						yes
University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127	YER						yes
West Side Community House 9300 Lorain Avenue Cleveland, OH 44102	YER						yes

Tracey N. Mason
Department Director Name

[Signature]
Department Director Signature of Approval
Date: 10/12/12



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with The City of Euclid in the amount not-to-exceed \$36,652.00 for Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (2 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services - 2012 - Award & Execute Contract - City of Euclid - Community Social Services Program - 2013/2014 - RFP 23838 (2 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with City of Euclid in the amount of \$36,652.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South

Euclid, OH 44121 Council Districts 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council Districts - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Patrick Gareau (President and CEO) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 8,000 units of Transportation service (1 unit = a one-way trip) Principal owner: Bill Cervenik, Mayor

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$36,652.00

ATTACHMENTS:

Click to download

- [00 RFP 23838 CSSP 2013 - 2014](#)
- [Notice of Intent 23838](#)
- [City of Euclid Bidder Compliance](#)
- [City of Euclid signed contract tab](#)
- [City of Euclid proposal](#)
- [City of Euclid sig auth](#)
- [City of Euclid nca](#)
- [City of Euclid bwc](#)
- [City of Euclid w-9](#)
- [City of Euclid aud](#)
- [City of Euclid dma](#)
- [00 OPD Tab Sheet](#)
- [00 award recommendation](#)
- [City of Euclid financial statement](#)
- [Euclid History](#)
- [Evaluation](#)
- [Euclid Cover TAB](#)

History

Time

10/29/2012 3:57 PM

Who

Office of Procurement &

Approval

Yes

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

Contractor: City of Euclid	
Contract/Agreement No.: CE090021 8-01, 02	Time Period: 1/1/09-12/31/10

Service Description: Adult development and transportation services for the Community Social Services Program (CSSP)
--

Original Contract/Agreement Amount: \$45,604.00
Prior Amendment(s) Amount(s): None; This amendment +\$10,300

Performance Indicators: Provider was reviewed based on results of one compliance review and two financial reviews (thru 9/30/09) conducted in 2009 as well as a review of its delivery of contracted units. Please see attached.

Actual performance versus performance indicators (include statistics): The City of Euclid scored 77.5 out of 100 possible points (please see attached).
--

Rating of Overall Performance of Contractor (Check One):

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

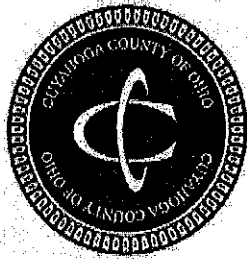
J Justification of Rating: DSAS has adopted a 10 point scale for providers (90-100 is Ju superior; 80-89.9 is above-average; 70-79.9 is average; 60-69.9 is below average; 59.9 and tification of Rating below is poor.
--

**Dept. of Senior & Adult Services/
Community Social Services Program** _____ **8/9/10**
User Department _____ **Date**

Program: Community Social Services Program
 Period: 1/1/09-12/31/09 (does not include financial audits for 10/1/09-12/31/09)
 Reviewed:
 Scoring Completed: 3/23/2010
 Provider: City of Euclid

	Potential Points		Earned Points
	100		EUC 77.5
Billing	12	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	10.5
Compliance Audit: Facility Check	10	Deduct one point for each finding issued in this area	10
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	5
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	0
Compliance Audit: Client Files	10	Deduct one point for each finding issued in this area	8
Compliance Audit: Service Delivery	15	[Determined by service; Each service can earn up to 15 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	9
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5
Service Utilization	10	[Determined by service; Each service can earn up to 15 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0.	10

Compliance Audit: Corrective Actions corrected & submitted on time	3	Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point	0
Financial Audit: Client Eligibility Verification	12	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	12
Financial Audit: Unit Verification	9	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	6
Financial Audit: Monthly Expense Reports	4	Deduct .5 for each time a monthly financial report was not submitted on-time	2



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with City of Lakewood in the amount not-to-exceed \$73,904.00 for Adult Development, Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (3 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract –City of Lakewood– Community Social Services Program – 2013/2014.– RFP 23838 (3 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with City of Lakewood in the amount of \$73,904.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130

Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Michael Summers, (Mayor) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 3,000 units of Adult Development service (1 unit = 1 hour) 10,040 units of Congregate Meal service (1 unit = 1 meal) 3,000 units of Transportation service (1 unit = a one-way trip) Principal owner: Michael P. Summers, Mayor

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is

recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:	Explanation:
Other	Cuyahoga County Health & Human Services Levy

Total Amount Requested:

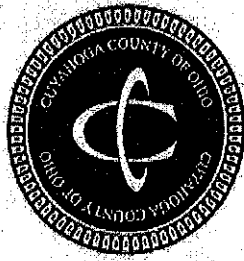
\$73,904.00

ATTACHMENTS:

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- [00 RFP 23838 csap 2013 - 2014](#)
- [00 notice of intent 23838](#)
- [City of Lakewood bidders compliance](#)
- [City of Lakewood dept. acknowledgement](#)
- [City of Lakewood contract cover tab](#)
- [City of Lakewood signed contract](#)
- [City of Lakewood proposal](#)
- [Signature Authority](#)
- [City of Lakewood nca](#)
- [City of Lakewood bwc](#)
- [City of Lakewood w-9](#)
- [City of Lakewood aud](#)
- [City of Lakewood dma](#)
- [additional user codes](#)
- [00 OPD Tab Sheet](#)
- [00 award recommendation for web](#)
- [City of Lakewood financial statement](#)

History



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action: Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with City of Maple Heights in the amount not-to-exceed \$86,408.00 for Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014, (4 of 18 awards/contracts).

Legislative Action Title: Senior & Adult Services – 2012 – Award & Execute Contract – City of Maple Heights– Community Social Services Program – 2013/2014 – RFP 23838 (4 of 18 contracts).

A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with City of Maple Heights in the amount of \$86,408.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award.

C. Contractor and Project Information 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18:

Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Jeffrey A. Lansky, (Mayor) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 5,500 units of Congregate Meal service (1 unit = 1 meal) 15,120 units of Transportation service (1 unit = a one-way trip) Principal owner: Jeffrey A. Lansky, Mayor

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for

more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158

Adult Development - 13 vendors - 316,140 units - \$1,119,650

Congregate Meals - 9 vendors - 71,245 units - \$328,232

Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Health & Human Services Levy

Total Amount Requested:

\$86,408.00

ATTACHMENTS:

Click to download

- [00 RFP 23838 cssp 2013 - 2014](#)
- [Notice of Intent](#)
- [City of Maple Heights bidders compliance](#)
- [City Maple Heights dept. acknowledgement](#)
- [City of Maple Heights contract cover tab](#)
- [City of Maple Heights signed contract tab](#)
- [City of Maple Heights proposal](#)
- [City of Maple Heights sig auth](#)
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- [City of Maple Heights aud](#)
- [City of Maple Heights w-9](#)
- [City of Maple Heights dma](#)
- [City of Maple Heights additional user codes](#)
- [00 awards contract history log](#)
- [Contract Evaluation](#)
- [OPD Tab Sheel](#)
- [Award Recommendation](#)
- [Vendor Financial Statement](#)

History

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

Contractor: City of Maple Heights	
Contract/Agreement No.: CE1100032-01, 02	Time Period: 1/1/11-12/31/12
Service Description: Congregate meals and Transportation services for the Community Social Services Program (CSSP)	
Original Contract/Agreement Amount: \$68,877.00	
Prior Amendment(s) Amount(s): \$16,094; \$1,000; total increase: \$17,094.00	
Performance Indicators: Vendor was reviewed based on results of on-site audit thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through	
Actual performance versus performance indicators (include statistics): The City of Maple Heights scored 76 out of 87 possible points (87%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.	

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

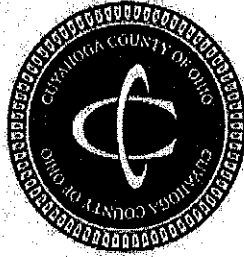
s: evaluation.

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: City of Maple Heights

Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
87		MAP 76.00	87%
Billing		6.00	Late: None; Incorrect: None
Compliance Audit: Facility Check	8	7.00	Evacuation procedure not tested (-1)
Compliance Audit: Policies & Procedures	5	5.00	No findings [from prior audit]
Compliance Audit: Personnel Files	5	1.00	No evidence of: Resumes/job apps, BCII checks, Performance appraisals, Driver checks (-4) [from prior audit]
Compliance Audit: Client Files	6	5.00	No evidence of: ADL/IADL assessment (-1) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	10.00	MEALS: No findings (-0,10); TRN: No findings(-0,10)
Compliance Audit: Quality Assurance	5	5.00	No findings
Service Utilization	10	8.00	C Meals: Delivered 4,049 units = 91.5% (6); TRN: Delivered 11,660 units = 103% (10)

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe. 12/31/11)
 Doc Updated: 8/23/2012
 Provider: City of Maple Heights

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	14.00	1st Quarter: 1 of 10 clients [10%] with incorrect info (-1); 2nd Quarter: 1 of 10 clients with incorrect info [10%] (-1); 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	11.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: 2 out of 424 units [.5%] unverified (-1)
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	2.00	Late: None
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	Finding suspended [from prior audit]



Item Details:

Agency/Dept. Name:	Department of Senior and Adult Services	Agency/Dept. Head Name:	Tracey Mason
Type of Request:	Award Recommendation		
Request by:	Prepared Patricia Baskerville	Telephone No.:	(216) 443-6692
SUMMARY OF REQUESTED ACTION:			
<p>Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with City of Parma Heights in the amount not-to-exceed \$169,862.00 for Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (5 of 18 awards/contracts). Legislative Action Title: Senior & Adult Services - 2012 - Award & Execute Contract - City of Parma Heights - Community Social Services Program - 2013/2014 - RFP 23838 (5 of 18 contracts). A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with City of Parma Heights in the amount of \$169,862.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. B. Procurement 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. C. Contractor and Project Information 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center: 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18:</p>			

Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18; East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18; Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18; Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18; Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18; Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18; Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18; Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18; Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18; Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18; Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18; University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18; West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Michael P. Byrne, (Mayor) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts; **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 16,000 units of Congregate Meal service (1 unit = 1 meal) 20,000 units of Transportation service (1 unit = a one-way trip) Principal owner: Michael P. Byrne, Mayor

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for

more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158

Adult Development - 13 vendors - 316,140 units - \$1,119,650

Congregate Meals - 9 vendors - 71,245 units - \$328,232

Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source: Explanation:

Other Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$169,862.00

ATTACHMENTS:

Click to download

- [00RFP 23838 cssp 2013 - 2014](#)
- [00 notice of intent 23838](#)
- [City of Parma Heights bidders compliance](#)
- [City of Parma Heights dept. acknowledgement](#)
- [City of Parma Heights contract cover tab](#)
- [City of Parma Heights signed contract tab](#)
- [City of Parma Heights proposal](#)
- [City of Parma Heights sig auth](#)
- [City of Parma Heights nca](#)
- [City of Parma Heights ins](#)
- [City of Parma Heights bwc](#)
- [City of Parma Heights w-9](#)
- [City of Parma Heights aud](#)
- [City of Parma Heights dma](#)
- [City of Parma Heights additional user codes](#)
- [00 awards contract history log](#)
- [City of Parma Heights evaluation](#)
- [00 OPD Tab Sheet](#)
- [00 award recommendation for web](#)
- [City of Parma Heights financial statement](#)

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

Contractor: City of Parma Heights	
Contract/Agreement No.: CE1100037-01,02	Time Period: 1/1/11-12/31/12

Service Description: Congregate meals and transportation services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$179,655.00

Prior Amendment(s) Amount(s): \$61,000; total increase \$61,000.00

Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through
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Actual performance versus performance indicators (include statistics): The City of Parma Heights scored 69 out of 87 possible points (79%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audit

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.
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Senior & Adult Services
User Department

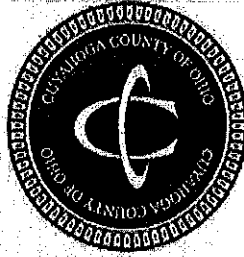
10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: City of Parma Heights

Potential Points			Earned Points	Total % Earned (Overall Rating); Notes
87			PARM 69.00	79%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	4.50	Late: None; Incorrect: 1/12, 2/12 & 6/12 (-1.5)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	8.00	No findings
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	2.00	No evidence of: Liability claim policy, Adopted HIPAA policy; Violate solicitation policy (-3) [from prior audit]
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	1.00	No evidence of: Performance appraisals, Driver checks, Resume/application, CPR certificates (-4) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	4.00	No evidence of: Reassessments, ADL/IADL assessments (-2) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	9.50	MEALS: No findings (-0,10); TRN: No general findings, 2 activities not offered as proposed (-1,9)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	C Meals: Delivered 17,362 units = 110% (10); TRN: Delivered 22,368 units = 149% (10)

Program: Community Social Services Program
 Contract Period: 1/1/11 - 12/31/12
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: City of Parma Heights

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	10.00	1st Quarter: 1 of 11 clients [9%] ineligible (-1); 2nd Quarter: 3 of 11 clients ineligible [27%], 1 client cited in previous audit (-2); 3rd Quarter: 5 of 11 clients [45%] ineligible/inaccurate, 1 client cited in previous audit (-2); 4th Quarter: 2 of 10 clients [20%] ineligible (-1)
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	11.00	1st Quarter: No findings; 2nd Quarter: 12 of 474 units unverified [3%] (-1); 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	2.00	Late: None
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts. for each report; reported for 1st half report	2.00	No findings [from prior audit]



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action: Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Catholic Charities Community Services Corporation on behalf of the St. Martin de Porres Family Center in the amount not-to-exceed \$144,064.00 for Adult Development and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (1 of 18 awards/contracts).

Legislative Action Title: Senior & Adult Services – 2012 – Award & Execute Contract – Catholic Charities Community Services Corporation on behalf of the St. Martin de Porres Family Center – Community Social Services Program – 2013/2014 – RFP 23838 (1 of 18 contracts).

A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with Catholic Charities Community Services Corporation on behalf of the St. Martin de Porres Family Center in the amount of \$144,064.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison

Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council Districts 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council Districts - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Patrick Gareau (President and CEO) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 41,500 units of Adult Development service (1 unit = 1 hour) 15,960 units of Transportation service (1 unit = a one-way trip) Principal owner: Patrick Gareau, President/CEO

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some

level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$144,064.00

ATTACHMENTS:

Click to download

- [Final RFP](#)
- [Notice of Intent](#)
- [Bidders Compliance form](#)
- [Department Acknowledgement form](#)
- [Contract Cover - TAB](#)
- [Signed Contract - TAB](#)
- [Vendor Proposal](#)
- [Signature Authority](#)
- [Non-collusion Affidavit](#)
- [Certificate of Insurance \(INS\)](#)
- [BWC](#)
- [W-9](#)
- [Auditor's Recovery \(FR\)](#)
- [DMA](#)
- [Secretary of State \(SOS\)](#)
- [Catholic Charities Comm Services Corp. additional user codes](#)
- [00 awards contract history log](#)
- [Contract Evaluation](#)

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

Contractor: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center

Contract/Agreement No.: CE1100036-01, 02 Time Period: 1/1/11-12/31/12

Service Description: Adult Development and transportation services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$143,891.00

Prior Amendment(s) Amount(s): \$25,369; \$11,000; total increase: \$36,369

Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): The CCCSC St. Martin de Porres Family Center scored 79 out of 87 possible points (91%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

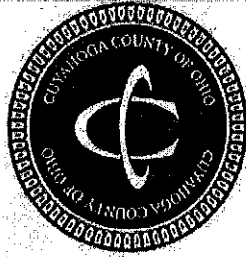
s: evaluation

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/22/2012
 Provider: Catholic Charities Community Services Corp on behalf of the St. Martin de Porres Family Center

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		SMDP 79.00	91%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	6.00	Late: None; Incorrect: None
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	8.00	No findings
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	No findings
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	3.00	File not available for review, No evidence of driver checks (-2) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	6.00	Finding suspended [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	9.00	ADV: No general findings, 2 activities not offered as proposed (-1,9); TRN: No general findings; 2 activities not offered as proposed (-1,9)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	9.00	ADV: Delivered 32,226 units = 104%(10); TRN: Delivered 11,922 units = 95.91%(8)

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/22/2012
 Provider: **Catholic Charities Community Services Corp on behalf of the St. Martin de Porres Family Center**

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	15.00	1st Quarter: 2 of 10 client files [20%] with incorrect info (-1); 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	11.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: 6 out of 944 units [.6%] units unverified
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	0.00	Late: 1/12-4/12 (2 mos = -2)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	No findings [from prior audit]



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Community Partnership on Aging in the amount not-to-exceed \$33,212.00 for Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (6 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract –Community Partnership on Aging– Community Social Services Program – 2013/2014 – RFP 23838 (6 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with Community Partnership on Aging in the amount of \$33,212.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH

44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Stacey OBrien, (Executive Director) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 3,700 units of Congregate Meal service (1 unit = 1 meal) 3,300 units of Transportation service (1 unit = a one-way trip) Principal owner: Stacey OBrien, Executive Director

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for

more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

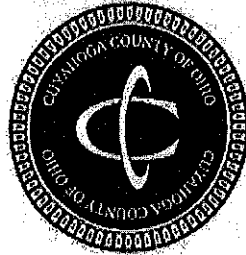
\$33,212.00

ATTACHMENTS:

Click to download

- [00 RFP 23838 cssp 2013 - 2014](#)
- [00 Notice of Intent 23838](#)
- [Community Partnership on Aging bidders compliance](#)
- [Community Partnership on Aging dept. acknowledgement](#)
- [Community Partnership on Aging contract cover tab](#)
- [Community Partnership on Aging signed contract tab](#)
- [Community Partnership on Aging proposal](#)
- [Community Partnership on Aging sig auth](#)
- [Community Partnership on Aging nca](#)
- [Community Partnership on Aging ins.](#)
- [Community Partnership on Aging bwc](#)
- [Community Partnership on Aging w-9](#)
- [Community Partnership on Aging aud](#)
- [Community Partnership on Aging dma](#)
- [Community Partnership on Aging sos](#)
- [Community Partnership on Aging additional user codes](#)
- [00 OPD Tab Sheet](#)
- [00 award recommendation for web](#)
- [Community Partnership on Aging financial statement](#)

History



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with The East End Neighborhood House Association in the amount not-to-exceed \$113,342.00 for Adult Development and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (7 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services - 2012 - Award & Execute Contract -The East End Neighborhood House Association- Community Social Services Program - 2013/2014 - RFP 23838 (7 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with The East End Neighborhood House Association in the amount of \$113,342.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of

Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Zulma Zabala, (CEO) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 20,000 units of Adult Development service (1 unit = 1 hour) 7,260 units of Transportation service (1 unit = a one-way trip) Principal owner: Zulma Zabala, President/CEO

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is

recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$113,342.00

ATTACHMENTS:

Click to download

- [00 RFP 23838 cssp 2013 - 2014](#)
- [00 notice of Intent 23838](#)
- [The East End Neighborhood House Assoc. bidders compliance](#)
- [The East End Neighborhood House Assoc. dept. acknowledgement](#)
- [The East End Neighborhood House Assoc. contract cover tab](#)
- [Signed contract - TAB](#)
- [The East End Neighborhood House Assoc. proposal](#)
- [The East End Neighborhood House Assoc. sig auth](#)
- [The East End Neighborhood House Assoc. nca](#)
- [The East End Neighborhood House Assoc. ins](#)
- [The East End Neighborhood House Assoc. bwc](#)
- [The East End Neighborhood House Assoc. w-9](#)
- [The East End Neighborhood House Assoc. aud](#)
- [The East End Neighborhood House Assoc. dma](#)
- [The East End Neighborhood House Assoc. sos](#)
- [East End Neighborhood House Assoc. The additional user codes](#)
- [00 awards contract history log](#)
- [East End Neighborhood House Assoc. The evaluation](#)
- [00 QPD Tab Sheet](#)
- [00 Award Recommendation for web](#)

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

Contractor: The East End Neighborhood House Association

Contract/Agreement No.: CE1100038-01

Time Period: 1/1/11-12/31/12

Service Description: Adult Development services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$65,434.00

Prior Amendment(s) Amount(s): \$3,175.00; \$8,500; total increase \$11,675.00

Performance Indicators: Vendor was reviewed based on results of on-site audits through the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): University Settlement, Inc. scored 64.50 out of 87 possible points (74%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/22/2012
 Provider: The East End Neighborhood House Association

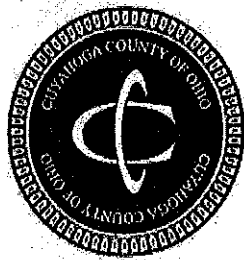
Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
87		EENA 64.50	74%
Billing	6	3.00	Late: 1/12, 4/12 (-2); Incorrect: 1/12, 6/12 (-1)
Compliance Audit: Facility Check	8	7.00	Evacuation procedure not tested (-1)
Compliance Audit: Policies & Procedures	5	4.00	No evidence of: HIPAA policy (-1) [from prior audit]
Compliance Audit: Personnel Files	5	4.00	No evidence of: Performance appraisal (-1) [from prior audit]
Compliance Audit: Client Files	6	2.00	No evidence of: Functional limitation assessments, Initial assessment, Emergency contact info; Reassessments documented incorrectly (-4) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	6.00	ADV: Daily activities not posted; 5 activities not offered as proposed (-4,6)
Compliance Audit: Quality Assurance	5	4.00	Report late (-1)

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/22/2012
 Provider: The East End Neighborhood House Association

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 14,221 units = 108% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	14.00	1st Quarter: No findings; 2nd Quarter: 1 of 10 clients ineligible [10%] (-1); 3rd Quarter: 1 of 7 clients ineligible [14%] (-1); 4th Quarter: No findings
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	7.00	1st Quarter: 11 of 382 units unverified [3%] (-1); 2nd Quarter: 17 of 539 units unverified [3%] (-1); 3rd Quarter: 24 of 465 units unverified [5.1%] (-2); 4th Quarter: 34 out of 857 units [4%] unverified (-1)

Program: Community Social Services Program
Contract Period: 1/1/11 - 12/31/12
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/22/2012
Provider: The East End Neighborhood House Association

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	1.50	Late: 6/12 (1 mo = -5)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report.	2.00	Finding suspended



Item Details:

Agency/Dept. Name:	Department of Senior and Adult Services	Agency/Dept. Head Name:	Tracey Mason
Type of Request:	Award Recommendation		
Request Prepared by:	Patricia Baskerville	Telephone No.:	(216)-443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Eliza Bryant Village in the amount not-to-exceed \$117,146.00 for Adult Day Care and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (8 of 18 awards/contracts).

Legislative Action Title: Senior & Adult Services – 2012 – Award & Execute Contract – Eliza Bryant Village – Community Social Services Program – 2013/2014 – RFP 23838 (8 of 18 contracts).

A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with Eliza Bryant Village in the amount of \$117,146.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Day Care and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370

Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Elza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Harvey Shankman, (President) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 3,600 units of Adult Day service (1 unit = a 5 hour day) 7,200 units of Transportation service (1 unit = a one-way trip) Principal owner: Harvey Shankman, President Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$117,146.00

ATTACHMENTS:

Click to download

- [00 RFP 23838 cssp 2013 - 2014](#)
- [00 notice of Intent 23838](#)
- [Eliza Bryant Village bidders compliance](#)
- [Eliza Bryant Village dept. acknowledgement](#)
- [Eliza Bryant Village contract cover tab](#)
- [Signed contract - TAB](#)
- [Eliza Bryant Village proposal](#)
- [Eliza Bryant Village sig auth](#)
- [Eliza Bryant Village nca](#)
- [Eliza Bryant Village iris](#)
- [Eliza Bryant Village bwc](#)
- [Eliza Bryant Village w-9](#)
- [Eliza Bryant Village aud](#)
- [Eliza Bryant Village dma](#)
- [Eliza Bryant Village sos](#)
- [Eliza Bryant Village additional user codes](#)
- [00 awards contract history log](#)
- [Eliza Bryant Village evaluation](#)
- [00 OPD Tab Sheet](#)
- [00 award recommendation for web](#)
- [Eliza Bryant Village financial statement](#)

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

Contractor: Eliza Bryant Village

Contract/Agreement No.: CE1100039-01,02

Time Period: 1/1/11-12/31/12

Service Description: Adult day care and transportation for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$116,744.00

Prior Amendment(s) Amount(s): (\$25,605); total decrease (\$25,605.00)

Performance Indicators: Provider was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): Eliza Bryant Village scored 60.50 out of 87 possible points (70%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average

Justification of Rating: DSAS has adopted a 10 point scale for providers (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

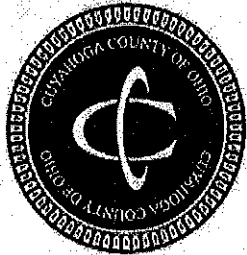
s: evaluation.

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: Eliza Bryant Village

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		EBV 60.50	70%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	5.00	Late: None; Incorrect: 4/12, 5/12 (-1)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area.	8.00	No findings
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	No findings
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	3.00	Personnel file not available, No evidence of: a defensive driving certificate (-2) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	3.00	No evidence of: ADL/IADL/nutrition reassessments, Initial assessment; Care plans not signed (-3) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	8.00	ADC: No general findings, 7 activities not offered as proposed (-4,6); TRN: No findings (-0,10)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area.	5.00	No findings
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	9.00	ADC: Delivered 2,216.50 units = 96.9% (8); TRN: Delivered 99.64% units = 99.6% (10) [Note: Use post amendment #s as amendment processing delayed by County policy, not due to Provider delay.]

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: Eliza Bryant Village

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	11.00	1st Quarter: 1 of 5 clients [20%] ineligible (-1); 2nd Quarter: 1 of 7 clients ineligible [14%] (-1); 3rd Quarter: 2 of 15 clients ineligible [13%] (-1); 4th Quarter: 2 of 10 clients [20%] ineligible, cited previous audit (-2)
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	1.00	1st Quarter: 32 of 150 units unverified [21%](-3); 2nd Quarter: 38 of 466 units unverified [8%] (-2); 3rd Quarter: 98 of 654 units unverified [15%] (-3); 4th Quarter: 59 out of 417 units [14%] unverified (-3)
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	1.50	Late: 5/12 (1 mos = -.5)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	1.00	Report late, Other finding suspended (-1)



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Patricia Baskerville **Telephone No.:** (216) 443-6692

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$294,582.00 for Adult Development and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (9 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – The Golden Age Centers of Greater Cleveland – Community Social Services Program – 2013/2014 – RFP 23838 (9 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with The Golden Age Centers of Greater Cleveland in the amount of \$294,582.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed. 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland, OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of

Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Michael Biedenbach, (President/CEO) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 54,124 units of Adult Development service (1 unit = 1 hour) 14,267 units of Transportation service (1 unit = a one-way trip) Principal owner: Michael Biedenbach, President/CEO

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is

recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:	Explanation:
Other	Helath & Human Services Levy

Total Amount Requested:

\$294,582.00

ATTACHMENTS:

Click to download

- [00 RFP 29838 cssp 2013 - 2014](#)
- [00 Notice of Intent](#)
- [Golden Age Centers of Greater Cleveland. The bidders of](#)
- [Golden Age Centers of Greater Cleveland. The dept. acknowledgement](#)
- [Golden Age Centers of Greater Cleveland. The contract cover tab](#)
- [Golden Age Centers of Greater Cleveland. The signed contract](#)
- [Golden Age Centers of Greater Cleveland. The proposal](#)
- [Golden Age Centers of Greater Cleveland. The sig auth](#)
- [Golden Age Centers of Greater Cleveland. The nca](#)
- [Golden Age Centers of Greater Cleveland. The inc.](#)
- [Golden Age Centers of Greater Cleveland. The bwc](#)
- [Golden Age Centers of Greater Cleveland. The w-9](#)
- [Golden Age Centers of Greater Cleveland. The audi](#)
- [Golden Age Centers of Greater Cleveland. The dma](#)
- [Golden Age Centers of Greater Cleveland. The sos](#)
- [additional user codes Golden Age Centers of Greater Cleveland. The](#)
- [00 Awards contract history log](#)
- [Golden Age Centers of Greater Cleveland. The evaluation](#)
- [00 OPD Tab Sheef](#)
- [00 Award Recommendation for web](#)

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

Contractor: The Golden Age Centers of Greater Cleveland	
Contract/Agreement No.: CE1100040-01, 02	Time Period: 1/1/11-12/31/12

Service Description: Adult Development and Transportation services for the Community Social Services Program (CSSP)
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Original Contract/Agreement Amount: \$256,753.00

Prior Amendment(s) Amount(s): \$3,175; \$52,000; total increase \$55,175.00
--

Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through
--

Actual performance versus performance indicators (include statistics): University Settlement, Inc. scored 64.50 out of 87 possible points (74%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.
--

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.
--

Senior & Adult Services
User Department

10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Golden Age Centers of Greater Cleveland

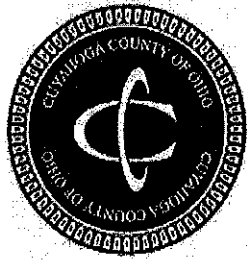
	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		GAC 64.50	74%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time.	5.00	Late: None; Incorrect: 1/12, 6/12 (-1)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area.	5.00	Average over 3 locations; Bohn: Smoke detector not working, Exit signs not illuminated, Evac procedure not posted, Fire extinguisher not inspected, Evac procedure not tested (-5); Gunning: Evac map incomplete, Damaged table (-2); King Kennedy: Elevator not inspected, Incorrect hours of operation (-2) [Ave: -3]
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area.	4.00	Posted grievance procedure at Lake Shore incorrect (-1) [from prior audit]
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks).	4.00	No evidence of: Driver checks (-1) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area.	1.00	No evidence of: Emergency contact info, Initial assessment, Reassessments, ADL/IADL or nutrition assessments; Case notes not signed by reviewer (-5) [from prior audit]

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Golden Age Centers of Greater Cleveland

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	7.50	Average over 3 locations; ADV - Bohn: No general findings, 5 activities not offered as proposed [-4,6]; ADV - Gunning: No general findings, 8 activities not offered as proposed [-4,6]; ADV - King Kennedy: No general findings, 6 activities not offered as proposed [-3,7] (ADV: -3.7, 6.3); TRN: TRN - Bohn: No general findings, 2 activities not offered as proposed [-1,9]; Gunning: No general findings, 2 activities not offered as proposed [-1,9]; King Kennedy: No general findings 3 activities not offered as proposed [-2,8]; (TRN: -1.3,8.7)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	4.00	Report late
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 42,675 units = 105% (10); TRN: Delivered 15,047 units = 179% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point.		Not factored into this evaluation

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc. Updated: 8/23/2012
 Provider: The Golden Age Centers of Greater Cleveland

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter.] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	13.00	1st Quarter: 1 of 12 clients [8%] ineligible (-1); 2nd Quarter: No findings; 3rd Quarter: 2 of 12 clients ineligible [17%] (-1); 4th Quarter: 1 of 11 clients [9%] ineligible (-1)
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	8.00	1st Quarter: 4 of 1,070 units [.01%] unverified (-1); 2nd Quarter: 27 of 1,011.75 units unverified [3%] (-1); 3rd Quarter: 3.25 of 559 units [.5%] unverified (-1); 4th Quarter: 10.5 out of 743 units [1.4%] unverified (-1)
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	2.00	Late: None
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	1.00	Report late, Other finding suspended (-1) [from prior audit]



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Daurin K. Elliott **Telephone No.:** 216-420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Goodrich Gannett Neighborhood Center in the amount not-to-exceed \$109,500.00 for Adult Development, Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (10 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – Goodrich Gannett Neighborhood Center – Community Social Services Program – 2013/2014 – RFP 23838 (10 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with Goodrich Gannett Neighborhood Center in the amount of \$109,500.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of

Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Mary Robinson, (Interim Executive Director) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 16,500 units of Adult Development service (1 unit = 1 hour) 6,080 units of Congregate Meal service (1 unit = 1 meal) 9,350 units of Transportation service (1 unit = a one-way trip) Principal owner: Mary Robinson, Interim Executive Director

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and

In the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$109,500.00

ATTACHMENTS:

Click to download

- [Final RFP](#)
- [Notice of Intent - Award Letter](#)
- [Bidder's Compliance form](#)
- [Department Acknowledgement form](#)
- [Contract Cover - TAB](#)
- [Signed contract - TAB](#)
- [Vendor Proposal](#)
- [Signature Authority](#)
- [Non-collusion Affidavit](#)
- [Certificate of Insurance \(INS\)](#)
- [W-9](#)
- [Auditor of State \(FR\)](#)
- [DMA](#)
- [Secretary of State \(SOS\)](#)
- [Additional User codes](#)
- [Contract History Sheet](#)
- [Contract Evaluation](#)
- [OPD Tab Sheet](#)
- [Award Recommendation](#)

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

Contractor: Goodrich Gannett Neighborhood Center

Contract/Agreement No.: CE1100031-01,02,03,04 Time Period: 1/1/11-12/31/12

Service Description: Adult development, congregate meals, homemaking and transportation services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$123,951.00

Prior Amendment(s) Amount(s): (\$7,700); total decrease (\$7,700.00)

Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): Goodrich Gannett Neighborhood Center scored 67 out of 87 possible points (77%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12

Date

Program: Community Social Services Program
Contract Period: 1/1/11 - 12/31/12
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: Goodrich Gannett Neighborhood Center

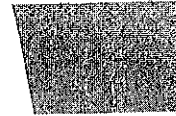
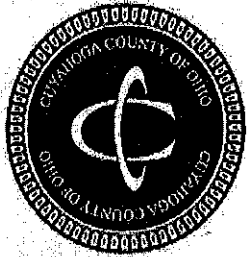
	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		GGNC 67.00	77%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	5.00	Late: None; Incorrect: 1/12, 4/12 (-1)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	8.00	No findings
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	4.00	No evidence of: ADA policy (-1) [from prior audit]
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	2.00	No evidence of: Performance appraisals, CPR certification, Driver checks (-3) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	6.00	No findings [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	9.00	ADV: No general findings, 5 activities not offered as proposed (-3,7); MEALS: No findings (-0,10); TRN: No findings (-0,10)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings

Program: Community Social Services Program
Contract Period: 1/1/11 - 12/31/12
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: Goodrich Gannett Neighborhood Center

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	7.00	ADV: Delivered 12,452.75 units = 101% (10); C Meals: Delivered 5,629 units = 75.05% (1); HMK: Terminated; TRN: Delivered 8,282 units = 114% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		<i>Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point</i>		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	10.00	1st Quarter: 2 of 10 clients [20%] ineligible (-1); 2nd Quarter: 6 of 10 clients [50%] ineligible [3 clients] or with incorrect info [3 clients] including 1 client cited in previous audit (-3); 3rd Quarter: 5 of 13 clients ineligible [38%] (-1); 4th Quarter: 2 out of 10 clients [20%] ineligible (-1)

Program: Community Social Services
Contract: Program
 1/1/11 - 12/31/12
Period:
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: Goodrich Gannett Neighborhood Center

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Unit Verification	12	[Computed by quarter. Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	9.00	1st Quarter: 2.25 of 820 units [.3%] unverified (-1); 2nd Quarter: 6 of 652.50 units [1%] unverified (-1); 3rd Quarter: 4.25 of 579.5 units unverified [.7%] (-1); 4th Quarter: No findings
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	0.00	Late: 1/12-6/12 (6 mos = -3)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	No findings [from prior audit]



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request:

Request Prepared by: Daurin K. Elliott **Telephone No.:** (216) 420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with The Harvard Community Services Center in the amount not-to-exceed \$120,644.00 for Adult Development, Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (11 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – The Harvard Community Services Center – Community Social Services Program – 2013/2014 – RFP 23838 (11 of 18 contracts). **A. Scope of Work Summary 1.** Senior & Adult Services is requesting approval of an award to contract with the Harvard Community Services Center in the amount of \$120,644.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement 1.** The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information 1.** The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp, on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18:

City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Elaine Gohlstin, (President/CEO) 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 20,000 units of Adult Development service (1 unit = 1 hour) 3,400 units of Congregate Meal service (1 unit = 1 meal) 7,260 units of Transportation service (1 unit = a one-way trip) Principal owner: Elaine Gohlstin, President/CEO.

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and

In the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$120,644.00

ATTACHMENTS:

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- [Final RFP](#)
- [Notice of Intent - Award Letter](#)
- [Bidder's Compliance form](#)
- [Department Acknowledgement form](#)
- [Contract cover - TAB](#)
- [Signed contract - TAB](#)
- [Vendor Proposal](#)
- [Non-collusion Affidavit](#)
- [Certificate of Liability Insurance](#)
- [W-9](#)
- [Auditor of State \(FR\)](#)
- [DMA](#)
- [Secretary of State \(SOS\)](#)
- [Additional user codes](#)
- [Contract History Sheet](#)
- [Contract Evaluation](#)
- [OPD Tab Sheet](#)
- [Award Recommendations](#)
- [Vendor Financial Statement](#)

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

Contractor: The Harvard Community Services Center

Contract/Agreement No.: CE1100044-01

Time Period: 1/1/11-12/31/12

Service Description: Adult Development services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$52,010.00

Prior Amendment(s) Amount(s): \$3,176; \$20,000; total increase \$23,176.00

Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): The Harvard Community Services Center scored 74 out of 87 possible points (85%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

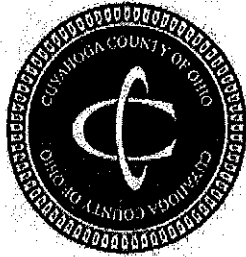
10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Harvard Community Services Center

Potential Points		Earned Points		Total % Earned (Overall Rating); Notes
87		74.00		85%
HCSC		74.00		85%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	6.00	Late: None; Incorrect: None
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	7.00	Evacuation procedure not tested (-1)
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	4.00	No evidence of a HIPAA policy (-1) [from prior audit]
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	3.00	No evidence of: Performance appraisals, BCII check (-2) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	4.00	No evidence of: Reassessment, ADL/IADL/nutrition assessments (-2) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	7.00	ADV: No general findings, 6 activities not offered as proposed (-3,7)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	4.00	Report late (-1)
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 11,445.5 units = 106% (10)

Program: Community Social Services Program
Contract: 1/1/11 - 12/31/12
Period:
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: The Harvard Community Services Center

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	15.00	1st Quarter: 1 of 10 clients [10%] with incorrect info (-1); 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	12.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	0.00	Late: 1/12, 4/12-6/12 (4 mos. = -2)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	Finding suspended [from prior audit]



Item Details:

Agency/Dept. Name:	Department of Senior and Adult Services	Agency/Dept. Head Name:	Tracey Mason
Type of Request:	Award Recommendation		
Request Prepared by:	Daurin K. Elliott	Telephone No.:	(216) 420-6765
SUMMARY OF REQUESTED ACTION:			
<p>Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$184,718.00 for Adult Development and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (12 of 18 awards/contracts). Legislative Action Title: Senior & Adult Services – 2012 – Award & Execute Contract – The Mandel Jewish Community Center of Cleveland – Community Social Services Program – 2013/2014 – RFP 23838 (12 of 18 contracts). A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with The Mandel Jewish Community Center of Cleveland in the amount of \$184,718.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. B. Procurement 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors: pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. C. Contractor and Project Information 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137</p>			

Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130
Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid,
OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The
2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village
7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers
of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8
and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland,
OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240
Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish
Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122
Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road
Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street
Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100
Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services
2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University
Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18:
West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2.
The (owners, executive director [specify]) for the vendor is: Michael Hyman, Executive
Director 3.b. The Community Social Services Program services are delivered throughout the
County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of
Community Social Services Program contracts occurs every two years. 2. Not applicable -
The project has (#) phases ... 3. The awarding of Community Social Services Program
contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4.
It is anticipated that if these contracts move without delay, they will be approved prior to
the effective date. **E. Funding** 1. The Community Social Services Program is funded 100%
by the County Health & Human Services levy. 2. The schedule of payments is monthly and
is based on the presentation of an itemized invoice by the vendor detailing the actual
clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by
service through the Community Social Services Program during 1/1/13-12/31/14: 24,000
units of Adult Development service (1 unit = 1 hour) 18,980 units of Transportation service
(1 unit = a one-way trip) Principal owner: Michael Hyman, Executive Director

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or
more of four essential services to Cuyahoga County seniors. The primary goal of the
Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness
for Cuyahoga County residents age 60 and older and disabled adults thus helping these
residents maintain and/or improve their physical health. These services are delivered
through contracts with community centers, municipalities and other local non-profits to
provide four essential services: adult day, adult development, congregate meals, and
transportation. With awards from this RFP, DSAS will expand its service delivery area for
CSSP services. To be considered for an award, vendors had to score at least 60 points for
their service proposal. Providers earning at least 60 points for their proposal received some
level of funding based on the ranking of their proposal, their requested number of units and
in the case of current vendors their current contracted number of units. Overall, DSAS is

recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$184,718.00

ATTACHMENTS:

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- [Final RFP](#)
- [Notice of Intent - Award Letter](#)
- [Bidder Compliance form](#)
- [Department Acknowledgement form](#)
- [Contract Cover - TAB](#)
- [Contract - TAB](#)
- [Vendor Proposal](#)
- [Signature Authority](#)
- [Non-collusion Affidavit](#)
- [Certificate of Liability Insurance](#)
- [BWC](#)
- [W-9](#)
- [Auditor of State -Unresolved Findings](#)
- [DMA](#)
- [Secretary of State](#)
- [Additional user codes](#)
- [Contract History Sheet](#)
- [Contract Evaluation](#)
- [OPD Tab Sheet](#)
- [Award Recommendations](#)

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

Contractor: The Mandel Jewish Community Center of Cleveland

Contract/Agreement No.: CE1100045-01, 02 Time Period: 1/1/11-12/31/12

**Service Description: Adult Development and Transportation services for the
Community Social Services Program (CSSP)**

Original Contract/Agreement Amount: \$140,476.00

Prior Amendment(s) Amount(s): \$18,018; \$7,000; total increase \$25,018.00

**Performance Indicators: Vendor was reviewed based on results of on-site audits thru
the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of
contracted units, submission of billing rosters and other contract elements through**

**Actual performance versus performance indicators (include statistics): The Mandel
Jewish Community Center of Cleveland scored 72.50 out of 87 possible points (83%)
on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in
February 2013, after the audits for the period ending 12/31/12 are completed. The
audits for the period ending 6/30/12 are currently underway.**

Rating of Overall Performance of Contractor (Check One):

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

**Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is
superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and
below is poor.**

Senior & Adult Services
User Department

10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Mandel Jewish Community Center of Cleveland

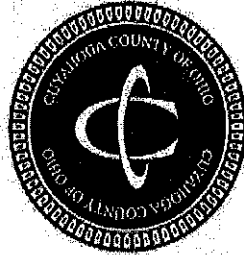
	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		JCC 72.50	83%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	5.50	Late: None; Incorrect: 4/12 (-.5)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	7.00	Soap dispenser in men's room (-1)
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	3.00	Grievance procedure incorrect, No funding statement (-2) [from prior audit]
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	0.00	No evidence of: Resumes/job applications, Performance appraisals, 1st certification, CPR certifications, Defensive driver certifications (-5) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	4.00	No evidence of: Functional limitation assessment, ADL/IADL/nutrition assessments (-2) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	9.50	ADV: No general findings, 1 activity not offered as proposed (-1.9); TRN: No findings (-0.10)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Mandel Jewish Community Center of Cleveland

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 16,346 units = 101% (10); TRN: Delivered 14,319 units = 101% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	16.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	9.00	1st Quarter: 29 of 1,242 units [2.3%] recovered/unverified (-1); 2nd Quarter: 2 of 655 units [.31%] unverified (-1); 3rd Quarter: 2 of 850 units unverified [.2%] (-1); 4th Quarter: No findings

Program: Community Social Services Program
Contract 1/1/11 - 12/31/12
Period:
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: The Mandel Jewish Community Center of Cleveland

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	1.50	Late: 6/12 (1 mos = -.5)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	Finding suspended [from prior audit]



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services Agency/Dept. Head Name: Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Daurin K. Elliott Telephone No.: (216) 420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Murtis Taylor Human Services System in the amount not-to-exceed \$61,600.00 for Adult Development Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (13 of 18 awards/contracts).

Legislative Action Title: Senior & Adult Services - 2012 - Award & Execute Contract - Murtis Taylor Human Services System - Community Social Services Program - 2013/2014 - RFP 23838 (13 of 18 contracts). A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with Murtis Taylor Human Services System in the amount of \$61,600.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. B. Procurement 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. C. Contractor and Project Information 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Helghts 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18:

Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18; East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18; Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18; Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18; Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18; Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18; Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18; Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18; Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18; Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18; Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18; University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18; West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Lovell J. Custard, President/CEO. 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding**

1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 20,000 units of Adult Development service (1 unit = 1 hour) Principal owner: Lovell Custard, President/CEO

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for

more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:	Explanation:
Other	Health & Human Services Levy

Total Amount Requested:

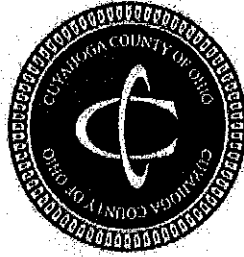
\$61,600.00

ATTACHMENTS:

Click to download

- [Final RFP](#)
- [Notice of Intent - Award Letter](#)
- [Bidder's Compliance form](#)
- [Department Acknowledgement form](#)
- [Contract Cover - TAB](#)
- [Signed Contract - TAB](#)
- [Vendor Proposal](#)
- [Signature Authority](#)
- [Non-collusion Affidavit](#)
- [Certificate of Liability Insurance](#)
- [BWC](#)
- [W-9](#)
- [Auditor of State - Unresolved Findings \(FR\)](#)
- [DMA](#)
- [Secretary of State \(SOS\)](#)
- [OPD Tab Sheet](#)
- [Award Recommendation](#)
- [Vendor Financial Statement](#)

History



Item Details:

Agency/Dept. Name:	Department of Senior and Adult Services	Agency/Dept. Head Name:	Tracey Mason
Type of Request:	Award Recommendation		
Request Prepared by:	Daurin K. Elliott	Telephone No.:	(216) 420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with The Salvation Army in the amount not-to-exceed \$117,764.00 for Adult Development, Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (14 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – The Salvation Army – Community Social Services Program – 2013/2014 – RFP 23838 (14 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with The Salvation Army in the amount of \$117,764.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center, 1264 East 123rd Street Cleveland Hts., OH 44108 Council District: 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District: 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District: 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District: 8 5 of 18: City of Parma Heights 6281 Pearl Road

Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Not-for-profit, Bd. Of Trustees 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 20,000 units of Adult Development service (1 unit = 1 hour) 3,375 units of Congregate Meal service (1 unit = 1 meal) 8,320 units of Transportation service (1 unit = a one-way trip) Principal owner: Corporation, Board of Trustees

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregational meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and

In the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$117,764.00

ATTACHMENTS:

Click to download

- [Final RFP](#)
- [Notice of Intent - Award Letter](#)
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- [Contract Cover - TAB](#)
- [Signed Contract - TAB](#)
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- [DMA](#)
- [Secretary of State \(SOS\)](#)
- [Additional User codes](#)
- [Contract History Sheet](#)
- [Contract Evaluation](#)
- [OPD Tab Sheet](#)

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

Contractor: The Salvation Army	
Contract/Agreement No.: CE1100047-01, 02, 03	Time Period: 1/1/11-12/31/12
Service Description: Adult Development, homemaking and transportation services for the Community Social Services Program (CSSP)	
Original Contract/Agreement Amount: \$84,537.00	
Prior Amendment(s) Amount(s): \$7,700; 10,250; total increase \$17,950.00	
Performance Indicators: Provider was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through	
Actual performance versus performance indicators (include statistics): The Salvation Army scored 75.50 out of 87 possible points (87%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.	

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Salvation Army

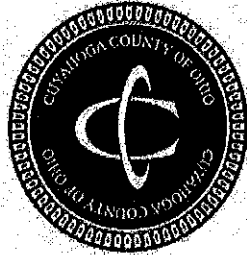
Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
87		SALV 75.50	87%
Billing	6	5.50	Late: None; Incorrect: 6/12 (-.50)
Compliance Audit: Facility Check	8	8.00	No findings
Compliance Audit: Policies & Procedures	5	4.00	Violate solicitation policy (-1) [from prior audit]
Compliance Audit: Personnel Files	5	2.00	No evidence of: Driver checks, Performance appraisal, Medical/Vision statement (-3) [from prior audit]
Compliance Audit: Client Files	6	4.00	No evidence of: ADL/IADL/nutrition assessments, Case notes not signed by reviewer (-2) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	9.00	ADV: No general findings, 3 activities not offered as proposed (-2,8); HMK: No findings (-0,10); TRN: No general findings, 1 activity not offered as proposed (-1,9)
Compliance Audit: Quality Assurance	5	4.00	Report late (-1)

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Salvation Army

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 12,730.50 units = 129% (10); HMK: Delivered 3,341 units = 139% (10); TRN: Delivered 4,867.50 units = 111% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	14.00	1st Quarter: No findings; 2nd Quarter: 1 of 10 clients with incorrect info [10%] (-1); 3rd Quarter: 3 of 11 clients ineligible &/or inaccurate info [27%] (-1); 4th Quarter: No findings

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: The Salvation Army

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	11.00	1st Quarter: 2.5 of 732 units (.3%) unverified (-1); 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	2.00	Late: None
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	Finding suspended [from prior audit]



Item Details:

Agency/Dept. Name:	Department of Senior and Adult Services	Agency/Dept. Head Name:	Tracey Mason
Type of Request:	Award Recommendation		
Request Prepared by:	Daurin K. Elliott	Telephone No.:	(216) 420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Senior Citizen Resources, Inc. in the amount not-to-exceed \$97,106.00 for Adult Development and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (15 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – Senior Citizen Resources, Inc. – Community Social Services Program – 2013/2014 – RFP 23838 (15 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with Senior Citizen Resources, Inc. in the amount of \$97,106.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130

Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Mark C. Mazzone, President 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 22,000 units of Adult Development service (1 unit = 1 hour) 13,000 units of Transportation service (1 unit = a one-way trip) Principal owner: Mark Mazzone, President

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for

more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158

Adult Development - 13 vendors - 316,140 units - \$1,119,650

Congregate Meals - 9 vendors - 71,245 units - \$328,232

Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$97,106.00

ATTACHMENTS:

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- [Signed contract - TAB](#)
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- [Certificate of Liability Insurance](#)
- [BWC](#)
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- [Auditor of State \(FR\)](#)
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- [Secretary of State \(SOS\)](#)
- [Additional User codes](#)
- [Contract History Sheet](#)
- [Contract Evaluation](#)
- [OPD Tab Sheet](#)
- [Award Recommendations](#)
- [Vendor Financial Statement](#)

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

Contractor: Senior Citizen Resources, Inc.	
Contract/Agreement No.: CE1100043-01, 02	Time Period: 1/1/11-12/31/12
Service Description: Adult Development and transportation services for the Community Social Services Program (CSSP)	
Original Contract/Agreement Amount: \$65,494.00	
Prior Amendment(s) Amount(s): \$3,153; \$25,000; total increase \$28,153.00	
Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through	
Actual performance versus performance indicators (include statistics): University Settlement, Inc. scored 77 out of 87 possible points (89%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.	

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

s: evaluation

Program: Community Social Services Program
Contract: 1/1/11 - 12/31/12
Period:
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: Senior Citizen Resources, Inc.

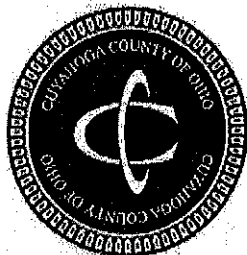
	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		SCR 77.00	89%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	5.00	Late: None; Incorrect: 2/12, 6/12 (-1)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	7.00	Evacuation procedure not tested (-1)
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	4.00	Violate solicitation policy (-1) [from prior audit]
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	3.00	No evidence of: 1st Aid certificates, CPR certificates, 1 finding suspended (-2) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	3.00	No evidence of: Reassessments, ADL/IADL/nutrition assessments, Initial assessment, 1 finding suspended (-3) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	10.00	ADV: No findings (-0,10); TRN: No findings (-0,10)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: Senior Citizen Resources, Inc.

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 21,480.5 units = 130% (10); TRN: Delivered 9,584 units = 126% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	16.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings.
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	11.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: 3.5 of 1,217.5 units [.3%] unverified (-1); 4th Quarter: No findings

Program: Community Social Services Program
Contract 1/1/11 - 12/31/12
Period:
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: Senior Citizen Resources, Inc.

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Monthly Expense Reports.	2	Deduct .5 for each time a monthly financial report was not submitted on-time	2.00	Late: None
Goals & Objective Reporting	2	*** NEW GATEWAY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	1.00	Late (-1) [from prior audit]



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Daurin K. Elliott **Telephone No.:** (216) 420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with Senior Outreach Services in the amount not-to-exceed \$50,130.00 for Adult Development and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (16 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – Senior Outreach Services – Community Social Services Program – 2013/2014 – RFP 23838 (16 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with Senior Outreach Services in the amount of \$50,130.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of Parma Heights 6281 Pearl Road Parma Heights, OH 44130

Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2.

The (owners, executive director [specify]) for the vendor is: Delores Lynch, Executive Director 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts. **D. Project Status and Planning** 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date. **E. Funding** 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 8,016 units of Adult Development service (1 unit = 1 hour) 6,024 units of Transportation service (1 unit = a one-way trip) Principal owner: Delores Lynch, Executive Director

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and in the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for

more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:	Explanation:
Other	Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$50,130.00

ATTACHMENTS:

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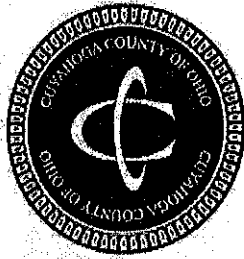
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- [Signature Authority](#)
- [Non-collusion Affidavit](#)
- [W-9](#)
- [Auditor of State \(FR\)](#)
- [DMA](#)
- [Secretary of State \(SOS\)](#)
- [Additional User codes](#)
- [OPD Tab Sheet](#)
- [Award Recommendations](#)
- [Vendor Financial Statement](#)

History

Time

Who

Approval



Item Details:

Agency/Dept. Name:	Department of Senior and Adult Services	Agency/Dept. Head Name:	Tracey Mason
Type of Request:	Award Recommendation		
Request Prepared by:	Daurin K. Elliott	Telephone No.:	(216) 420-6765
SUMMARY OF REQUESTED ACTION:			
<p>Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with University Settlement, Incorporated in the amount not-to-exceed \$153,582.00 for Adult Development, Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (17 of 18 awards/contracts). Legislative Action Title: Senior & Adult Services - 2012 - Award & Execute Contract - University Settlement, Incorporated-Community Social Services Program - 2013/2014 - RFP 23838 (17 of 18 contracts). A. Scope of Work Summary 1. Senior & Adult Services is requesting approval of an award to contract with University Settlement, Incorporated in the amount of \$153,582.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. B. Procurement 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. C. Contractor and Project Information 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of</p>			

Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Derrick Fulton, Executive Director 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date.

E. Funding 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 27,000 units of Adult Development service (1 unit = 1 hour) 3,400 units of Congregate Meal service (1 unit = 1 meal) 9,450 units of Transportation service (1 unit = a one-way trip) Principal owner: Derrick Fulton, Executive Director

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and

In the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:	Explanation:
Other	Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$153,582.00

ATTACHMENTS:

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

Contractor: University Settlement, Incorporated

Contract/Agreement No.: CE1100048-01, 02 Time Period: 1/1/11-12/31/12

Service Description: Adult Development and transportation services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$99,574.00

Prior Amendment(s) Amount(s): \$3,175; 43,000; total increase \$46,175.00

Performance Indicators: Vendor was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): University Settlement, Inc. scored 75.50 out of 87 possible points (87%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

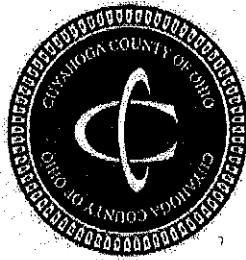
10/12/12
Date

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: University Settlement, Incorporated

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
	87		UNIV 75.50	87%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	6.00	Late: None; Incorrect: None
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	8.00	No findings
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	No findings
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	3.00	Personnel file not available, No evidence of a 1st aid certificate (-2) (additional finding suspended) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	5.00	No evidence of an initial assessment (-1) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	7.50	ADV: No general findings, 7 activities not offered as proposed (-4,6); TRN: No general findings, 2 activities not offered as proposed (-1,9)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 19,759.75 units = 132% (10); TRN: Delivered 8,901 units = 134% (10)

Program: Community Social Services Program
 Contract: 1/1/11 - 12/31/12
 Period:
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: University Settlement, Incorporated

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	15.00	1st Quarter: 1 of 10 clients [10%] with incorrect info (-1); 2nd Quarter: No findings; 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	8.00	1st Quarter: 20 of 1,164 units [1.7%] unverified (-1); 2nd Quarter: 16 of 1,295.50 units unverified [1%] (-1); 3rd Quarter: 10.5 of 698.5 units [1.5%] unverified (-1); 4th Quarter: 15 out of 1,242 units [1.2%] unverified (-1)
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time.	1.00	Late: 3/12, 4/12 (2 mos = -1)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	No findings



Item Details:

Agency/Dept. Name: Department of Senior and Adult Services **Agency/Dept. Head Name:** Tracey Mason

Type of Request: Award Recommendation

Request Prepared by: Daurin K. Elliott **Telephone No.:** (216) 420-6765

SUMMARY OF REQUESTED ACTION:

Summary of Requested Action Division of Senior & Adult Services, recommending an award on RQ23838 and enter into a contract with West Side Community House in the amount not-to-exceed \$411,894.00 for Adult Development, Congregate Meals and Transportation Services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014. (18 of 18 awards/contracts). **Legislative Action Title:** Senior & Adult Services – 2012 – Award & Execute Contract – West Side Community House – Community Social Services Program – 2013/2014 – RFP 23838 (18 of 18 contracts). **A. Scope of Work Summary** 1. Senior & Adult Services is requesting approval of an award to contract with West Side Community House in the amount of \$411,894.00. The anticipated start-completion dates are 01/01/2013-12/31/2014. 2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract. 3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59. **B. Procurement** 1. The procurement method for this project was RFP 23838. The total value of the RFP is \$2,376,110.00. The awards total: \$2,376,110.00. 2. The RFP was closed on 06/26/2012. 3. There were a total of 46 service proposals submitted by 20 vendors pulled from OPD. All 46 proposals were reviewed, 40 service proposals with 18 vendors are being recommended for award. **C. Contractor and Project Information** 1. The addresses of all vendors are: 1 of 18: Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center. 1264 East 123rd Street Cleveland Hts., OH 44108 Council District 7 2 of 18: City of Euclid 585 East 222nd Street Euclid, OH 44123 Council District 11 3 of 18: City of Lakewood 16024 Madison Avenue Lakewood, OH 44107 Council District 2 4 of 18: Maple Heights 15901 Libby Road Maple Heights, OH 44137 Council District 8 5 of 18: City of

Parma Heights 6281 Pearl Road Parma Heights, OH 44130 Council District 4 6 of 18: Community Partnership on Aging 1370 Victory Drive South Euclid, OH 44121 Council District 6 and 11 7 of 18: East End Neighborhood House Association, The 2749 Woodhill Road Cleveland, OH 44104 Council District 7 8 of 18: Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103 Council District 7 9 of 18: Golden Age Centers of Greater Cleveland, The 12200 Fairhill Road Cleveland, OH 44115 Council District - 2, 7, 8 and 10 10 of 18: Goodrich Gannett Neighborhood Center 1368 East 55th Street Cleveland, OH 44103 Council District 7 11 of 18: Harvard Community Services Center, Inc., The 18240 Harvard Avenue Cleveland, OH 44128 Council District 9 12 of 18: Mandel Jewish Community Center of Cleveland, The 26001 South Woodland Road Beachwood, OH 44122 Council District 10 13 of 18: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120 Council District 9 14 of 18: Salvation Army, The 2507 East 22nd Street Cleveland, OH 44115 Council District 3 15 of 18: Senior Citizen Resources, Inc. 3100 Devonshire Rd. Cleveland, OH 44109 Council District 3 16 of 18: Senior Outreach Services 2390 East 79th Street Cleveland, OH 44104 Council District 8 17 of 18: University Settlement, Inc. 4800 Broadway Avenue Cleveland, OH 44127 Council District 7 18 of 18: West Side Community House 9300 Lorain Avenue Cleveland, OH 44102 Council District 3 2. The (owners, executive director [specify]) for the vendor is: Rev. Daniel F. Bogre, President 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning 1. The awarding of Community Social Services Program contracts occurs every two years. 2. Not applicable - *The project has (#) phases ...* 3. The awarding of Community Social Services Program contracts is on a critical action path because contracts need to be in place by 1/1/2013. 4. It is anticipated that if these contracts move without delay, they will be approved prior to the effective date.

E. Funding 1. The Community Social Services Program is funded 100% by the County Health & Human Services levy. 2. The schedule of payments is monthly and is based on the presentation of an itemized invoice by the vendor detailing the actual clients and units of service delivered (by client) for the prior month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE/OUTCOMES: This contract seeks to deliver the following units of service, by service through the Community Social Services Program during 1/1/13-12/31/14: 40,000 units of Adult Development service (1 unit = 1 hour) 19,750 units of Congregate Meal service (1 unit = 1 meal) 31,851 units of Transportation service (1 unit = a one-way trip) Principal owner: Rev. Daniel Bogre, President

Additional background info:

With RFP 23838, the Division of Senior & Adult Services sought vendors to deliver one or more of four essential services to Cuyahoga County seniors. The primary goal of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and older and disabled adults thus helping these residents maintain and/or improve their physical health. These services are delivered through contracts with community centers, municipalities and other local non-profits to provide four essential services: adult day, adult development, congregate meals, and transportation. With awards from this RFP, DSAS will expand its service delivery area for CSSP services. To be considered for an award, vendors had to score at least 60 points for their service proposal. Providers earning at least 60 points for their proposal received some level of funding based on the ranking of their proposal, their requested number of units and

In the case of current vendors their current contracted number of units. Overall, DSAS is recommending the following awards by service (note: most vendors have a contract for more than one service):

Adult Day - 1 vendor - 3,600 units - \$84,158
Adult Development - 13 vendors - 316,140 units - \$1,119,650
Congregate Meals - 9 vendors - 71,245 units - \$328,232
Transportation - 17 vendors - 198,342 units - \$844,070

Total awards - 18 vendors - 589,327 units - \$ 2,376,110.00. The resulting contracts will allow DSAS to deliver services to approximately 1,110 unduplicated clients on an annual basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

n/a

Financial Information:

Funding source:

Other

Explanation:

Cuyahoga County Health & Human Services Levy

Total Amount Requested:

\$411,894.00

ATTACHMENTS:

Click to download

- [Final RFP](#)
- [Notice of Intent - Award Letter](#)
- [Bidder's Compliance form](#)
- [Department Acknowledgement form](#)
- [Contract cover - TAB](#)
- [Signed Contract - TAB](#)
- [Vendor Proposal](#)
- [Signature Authority](#)
- [Non-collusion Affidavit](#)
- [Certificate of Insurance](#)
- [BWC](#)
- [W-9](#)
- [Auditor of State \(FR\)](#)
- [DMA](#)
- [Secretary of State](#)
- [Additional User codes](#)
- [Contract History Sheet](#)
- [Contract Evaluation](#)
- [OPD Tab Sheet](#)

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

Contractor: West Side Community House

Contract/Agreement No.: CE1100049-01, 02, 03 **Time Period:** 1/1/11-12/31/12

Service Description: Adult Development, Congregate Meals and Transportation services for the Community Social Services Program (CSSP)

Original Contract/Agreement Amount: \$261,733.00

Prior Amendment(s) Amount(s): \$103,570; \$54,500; total increase 158,700.00

Performance Indicators: Provider was reviewed based on results of on-site audits thru the period ending 12/31/11 (performed in 2012) as well as a review of its delivery of contracted units, submission of billing rosters and other contract elements through

Actual performance versus performance indicators (include statistics): West Side Community House scored 74.17 out of 87 possible points (85%) on its 2012 mid-year evaluation (please see attached). Vendors will be re-evaluated in February 2013, after the audits for the period ending 12/31/12 are completed. The audits for the period ending 6/30/12 are currently underway.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: DSAS has adopted a 10 point scale for providers (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

Senior & Adult Services
User Department

10/12/12
Date

s: evaluation

Program: Community Social Services Program
 Contract Period: 1/1/11 - 12/31/12
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: West Side Community House

Potential Points		Earned Points		Total % Earned (Overall Rating); Notes
87		WSCH 74.17		85%
Billing	6	Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time	5.00	Late: None; Incorrect: 2/12, 4/12 (-1)
Compliance Audit: Facility Check	8	Deduct one point for each finding issued in this area	6.00	Evac procedure not posted in 1 room, Evac procedure not tested (-2)
Compliance Audit: Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	No findings
Compliance Audit: Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	2.00	No evidence of: valid driver license, driver checks, performance appraisals (-3) [from prior audit]
Compliance Audit: Client Files	6	Deduct one point for each finding issued in this area	5.00	No evidence of an initial assessment (-1) (additional finding suspended) [from prior audit]
Compliance Audit: Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area. Exception: Providers not delivering 1-2 activities in accordance with their proposal lose 1 point; 3-4 activities - 2 points; 5-6 activities - 3 points; 7-8 activities - 4 points; 9-10 activities - 5 points; 11 or more activities - 6 points.	8.67	ADV: No general findings, 5 activities not offered as proposed (-3,7); MLS: No findings (0,10); TRN: No general findings, 2 activities not offered as proposed (-1,9)
Compliance Audit: Quality Assurance	5	Deduct one point for each finding issued in this area	5.00	No findings

Program: Community Social Services
 Program:
 Contract Period: 1/1/11 - 12/31/12
 Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
 Doc Updated: 8/23/2012
 Provider: West Side Community House

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Service Utilization	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 98% or higher = 10; 95 to 97.99% = 8; 90-94.99% = 6; 85-89.99% = 4; 80-84.99% = 2; 75-79.99% = 1; 74.99% or less = 0	10.00	ADV: Delivered 31,053 units = 120% (10); C Meals: Delivered 14,915 units = 101% (10); TRN: Delivered 24,489 units = 103% (10)
Compliance Audit: Corrective Actions corrected & submitted on time		Providers who submitted all corrective actions correctly and on or before the original due date receive 3 points; Providers who requested an extension and proceeded to submit all corrective actions correctly and on-time receive 2 points; Providers who submitted a partial list of the corrective actions but may have been late receive 1 point.		Not factored into this evaluation
Financial Audit: Client Eligibility Verification	16	[Computed by quarter; Each quarter worth 4 points; Providers may lose up to 4 points per quarter;] Deduct one point for each quarter if at least one client is deemed to have been determined eligible incorrectly. Deduct an additional point if 50% or more of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point if all of the clients in the sample are found to have been determined eligible incorrectly. Deduct an additional point for each quarter after the first when a client is found to have had their eligibility verified incorrectly for more than one quarter. [Providers may lose up to 3 points for the 1st quarter and 4 points per quarter for the 2nd & 3rd quarter audits.]	14.00	1st Quarter: No findings; 2nd Quarter: No findings; 3rd Quarter: 2 of 10 clients inaccurate info [20%] (-1); 4th Quarter: 1 of 14 clients [7%] ineligible (-1)

Program: Community Social Services Program
Contract Period: 1/1/11 - 12/31/12
Period Reviewed: 1/1/12 - 6/30/12; YEAR 2 (fiscal audits thru pe 12/31/11)
Doc Updated: 8/23/2012
Provider: West Side Community House

	Potential Points		Earned Points	Total % Earned (Overall Rating); Notes
Financial Audit: Unit Verification	12	[Computed by quarter; Each quarter worth 3 points; Providers may lose up to 3 points per quarter] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services).	10.00	1st Quarter: 32 of 749 units [4.3%] (-1); 2nd Quarter: 3 of 773 units unverified [.4%] (-1); 3rd Quarter: No findings; 4th Quarter: No findings
Financial Audit: Monthly Expense Reports	2	Deduct .5 for each time a monthly financial report was not submitted on-time	1.50	Late: 1/12 (1 mos = -.5)
Goals & Objective Reporting	2	*** NEW CATEGORY for 2011/2012 contract *** Deduct 1 pt each time late; Deduct 1 pt for each report completed incorrectly; Deduct up to 2 pts for each report; reported for 1st half report	2.00	No findings

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0235

<p>Sponsored by: Council Executive FitzGerald/Office of Procurement & Diversity</p>	<p>A Resolution making an award on RQ25385 to Hewlett-Packard Company in the amount not-to-exceed \$653,391.44 for 750 HPZ220 computer workstations for the Department of Information Technology; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Office of Procurement & Diversity has recommended an award on RQ25385 to Hewlett-Packard Company in the amount not-to-exceed \$653,391.44 for the purchase of 750 – HPZ220 computer workstations for the Department of Information Technology; and,

WHEREAS, the General Fund is covering a majority of this project along with various other funds; and,

WHEREAS, County Council has determined that awarding RQ25385 to Hewlett-Packard Company is in the best interest of the County; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ RQ25385 to Hewlett-Packard Company in the amount not-to-exceed \$653,391.44 for the purchase of 750 – HPZ220 computer workstations for the Department of Information Technology.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. 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 a County entity. 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

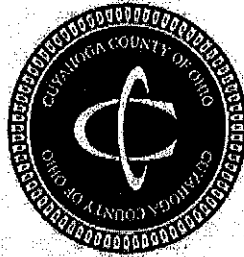
Date

Clerk of Council

Date

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name: Office of Procurement and Diversity **Agency/Dept. Head Name:** Lenora Lockett

Type of Request: Award Recommendation

Request Prepared by: James Taylor **Telephone No.:** 443-5955

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. The Office of Procurement and Diversity requesting approval of an award recommendation with Hewlett Packard Company in the amount of \$653,391.44.
2. The primary goals of the project are to replace aged workstations to improve end user productivity and this will give the County a 5-year cycle plan for aged workstations.

B. Procurement

1. The procurement method for this project was a state contract purchase. The total value of the purchase is \$653,391.44.
2. The Intent to Purchase was posted on OPD's website from 10/11/12 - 10/17/12.
3. The proposed award recommendation received an RFP exemption on 10/29/2012, CPB2012-958.

C. Contractor and Project Information

1. Hewlett Packard Company
3000 Hanover Street
Palo Alto, CA 93404
- 2a. The CEO and President for the vendor is Meg Whitman.

2b. The vendor completed the required Vendor Registration process on 1/25/12.

D. Project Status and Planning

1. The project will give the County a 5-year cycle plan for aged workstations.

E. Funding

1. The project is funded 100% as Capital Project.

2. The schedule of payments is by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

State Contract

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

Financial Information:

Funding source: Explanation:

General Fund

Total Amount Requested:

\$653,391.44

ATTACHMENTS:

Click to download

[California SOS](#)

[HP Auditor Finding](#)

[Tab Sheet](#)

History

Time

Who

Approval

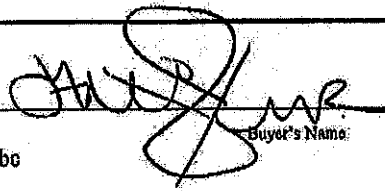
Clerk of the Board

TABULATION OF BIDS RECEIVED

OFFICE OF PROCUREMENT & DIVERSITY

REQUISITION NO.	IS-12-25385	ESTIMATED COST	\$653,391.44
DEPARTMENT NAME:	Department of Information Technology	ITB's SENT/RETURNED:	N/A
COMMODITY DESCRIPTION:	Bulk Computer Purchase	BID OPENING DATE	N/A

BIDDER'S NAME & ADDRESS	\$ AMOUNT BID	AWARD	COMMENTS
Hewlett Packard Company 3000 Hanover Street Palo Alto, CA 93404	\$653,391.44	\$653,391.44	Purchase under State Contract Number 0A1067 (expires 8/31/2014) Per O.R.C. 125.04 (B)
			TAC Approval: 8/22/12 RFP Exemption Approval: 10/29/12 (CPB2012-958)



 Buyer's Name:

 11/2/12
 Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0236

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ24975 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,674,072.45 for full depth recycle with asphalt overlay of Columbia Road from Butternut Ridge Road to Lorain Road in the City of North Olmsted; authorizing the County Executive to execute the 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 \$5.00 License Tax Funds in the amount of \$334,814.49 to fund said contract.</p>
--	--

WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has recommended an award on RQ24975 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,674,072.45 for full depth recycle with asphalt overlay of Columbia Road from Butternut Ridge Road to Lorain Road in the City of North Olmsted; and

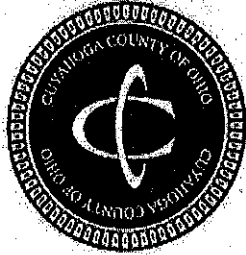
WHEREAS, the bids were received on October 3, 2012. This project is federally funded; therefore, the SBE participation goal was waived. The Ohio Department of Transportation assessed a seven (7%) percent DBE goal; and

WHEREAS, Chagrin Valley Paving, Inc. is located at 17290 Munn Road, Chagrin Falls, Ohio 44023 in Council District 6; but the construction is in the City of North Olmsted, Council District 1; and

WHEREAS, the funding for this project is as follows: (a) 80% from Federal Funds, and (b) 20% will be paid from the County \$5.00 Vehicle License Tax Fund.

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

SECTION 1. That the County Council hereby approves the County Executive's recommendation and authorizes an award on RQ24975 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,674,072.45 for full depth recycle with asphalt overlay of Columbia Road from Butternut Ridge Road to Lorain Road in the City of North Olmsted.



Item Details:

Agency/Dept. Name: County Engineer **Agency/Dept. Head Name:** Thomas P. Sotak, P.E.

Type of Request: Award Recommendation

Request Prepared by: Jullann Conway **Telephone No.:** 216-348-3838

SUMMARY OF REQUESTED ACTION:

Department of Public Works

A) SCOPE OF WORK SUMMARY

1. is recommending an award on RQ24975 and enter into a contract with Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,674,072.45 for the resurfacing, restoration and rehabilitation of Columbia Road from Butternut Ridge Road to Lorain Road in the City of North Olmsted.

2) and enter into a contract with Chagrin Valley Paving, Inc. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the Bid Specifications.

3) is submitting an application to use the County Motor Vehicle \$5.00 License Tax Fund, in accordance with Chapter 4504 of the Ohio Revised Code to pay Cuyahoga County's share of the cost \$334,814.49 for the above referenced project. On July 10, 2010 the Board of County Commissioners approved, by resolution an agreement by and between said Board of County Commissioners and the City of North Olmsted.

3) N/A.

PROCUREMENT

1) Competitive Bid process.

2) The bids were received on October 3, 2012. This project is federally funded, therefore the SBE participation goal is waived. The Ohio Department of Transportation has assessed an seven (7%) percent DBE goal.

3) There were fourteen (14) proposals pulled from OPD and five (5) bids were submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

C) CONTRACTOR AND PROJECT INFORMATION

Chagrin Valley Paving, Inc. 440-543-2253

Paul Phillips, President

17290 Munn Road

Chagrin Falls, Ohio 44023

Council District - 6

3. Construction is in the City of North Olmsted (Council District 1).

D. PROJECT STATUS AND PLANNING

1. As per specifications construction will begin April 2012 and will be completed in September, 2013.

E. FUNDING

1. LPA project which is 80% Federal Funded, and 20% Cuyahoga County using funds from the \$5.00 Vehicle License Tax Fund.

The contractor has completed ethics training as required

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The work within the limits of this improvement includes the repair and/removal and replacement of deteriorated pavement; curb ramp reconstruction for ADA compliancy; adjustment or reconstruction to grade, as required, of the various roadway, drainage, water supply and sanitary structures and/or appurtenances within the subject work limits; the construction of an asphalt overlay including installation of a hybrid geosynthetic paving mat and all other related items as shown in the plans.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Sole Source

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

Financial Information:

Funding source: Explanation:

Federal

See Summary of Requesting Action.

Total Amount Requested:

\$1,674,072.45

ATTACHMENTS:

Click to download

- [Auditor's Findings](#)
- [Business Name filing](#)
- [Ordinance 2010-49 & \\$5 Application](#)
- [Acknowledgement Frm](#)
- [Contract Cvr TAB \(1\)](#)
- [Contract Signature Pages](#)
- [Contract Proposal](#)
- [Contract Wage Rates](#)
- [Section 100 General Provisions](#)
- [Section 200 Special Provisions](#)
- [Section 300 Supplemental Specs](#)
- [Section 400 Proposal Notes](#)
- [Section 500 Reports Geotech](#)

History

Time

Who

Office of Procurement &
Diversity

Approval


Copyright 2001-2009

DUE DATE October 3, 2012

OFFICE OF PROCUREMENT & DIVERSITY

TABULATION OF BIDS RECEIVED OVER \$25,000

POSITION NUMBER 24975
 POSITIONING DEPT. Public Works
 MODITY DESCRIPTION Resurfacing of Columbia Rd.

CONTRACT PERIOD
 NUMBER OF ITB'S SENT/RETURNED 14/5
 ESTIMATE \$1,642,000.00
 SBE 0%

TO BE COMPLETED BY OPD AND USER DEPARTMENT (P=PROCUREMENT; D=DEPARTMENT)		TO BE COMPLETED BY CONTRACT COMPLIANCE OFFICER						
BIDDER'S NAME & ADDRESS	BID BOND/CHECK	P-ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	PRICE PREFERN. IF Y, SEE*	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
grin Valley Paving, Inc 30 Mann Rd. grin, Falls, OH 44023	Bid Bond, 100% - Merchants Bonding Co.	P-YES-02 10-4-12	\$1,674,072.45					
Shelly Company Canyon Falls Blvd. Ste. 120 nsburg, OH 44087-1973	Bid Bond, 100% - Liberty Mutual Insurance Co.	P-YES-02 10-4-12	\$1,737,763.55					
vo Paving Company 4 Hudson Dr. v, OH 44224	Bid Bond, 100% - Travelers Casualty & Surety Co.	P-YES-02 10-4-12	\$1,785,668.60		N/A			
on Scot Contractors 30 Kinsman RD. bury, OH 44065	Bid Bond, 100% - American Safety Casualty Insurance Co.	P-NO-02 10-4-12 BIDDERS 10/2 02-ESTIMATE	\$1,807,000.00					
osing Construction Company 30 McCracken Road reland, OH 44125	Bid Bond 100% - Liberty Mutual Insurance Co.	P-NO-02 10-4-12 BIDDERS 10/2 02-ESTIMATE	\$1,897,225.33					

WEST BID REC'D \$ _____ RANGE OF LOWEST BID REC'D \$ _____ PRICE PREFER % & \$ LIMIT _____ MAX SBE PRICE PREFER % _____

DEPARTMENT
 DIRECTOR SIGNATURE _____

LOW BIDDER NOTIFIED
 No Yes Date: _____

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0237

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution amending Resolution No. R2012-0162, which made awards to various municipalities for various municipal grant projects for the Community Development Block Grant Program for the period 9/1/2012 - 12/31/2013 to change the total amount from \$1,492,641.88 to \$1,842,641.88 and to make an award to City of Rocky River in the amount of \$350,000.00 for the Linda Street Improvement Project, a Tier 1 Project; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Development has recommended to amend Resolution No. R2012-0162 to change the total amount from \$1,492,641.88 to \$1,842,641.88 and to make an award to the City of Rocky River in the amount of \$350,000.00 for the Linda Street Improvement Project, a Tier 1 Project; and

WHEREAS, the grant awards are funded 100% from the Federal CDBG funds and payments are made by submission of reimbursement requests and based on paid invoices; and

WHEREAS, it is necessary that this Resolution become immediately effective because this project has begun.

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

SECTION 1. The County Council hereby approves the amendment to Resolution No. R2012-0162 to change the total amount from \$1,492,641.88 to \$1,842,641.88 and to make an award to the City of Rocky River in the amount of \$350,000.00 for the Linda Street Improvement Project, a Tier 1 Project.

SECTION 2. The County Executive is authorized to execute contracts in connection with said awards and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because this project has begun. 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 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

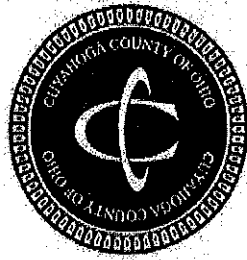
County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Sara Parks Jackson	Telephone No.:	216-443-8160

SUMMARY OF REQUESTED ACTION:

A. Scope of Work
 Department of Development requesting an amendment to Resolution No. R2012-162 for various municipal grant projects for the Community Development Block Grant Program to increase the total amount from \$1,492,641.88 to \$1,842,641.88, an increase of \$350,000.00 and; recommending an award of \$350,000 to the City of Rocky River for the Linda Street Improvement Project.

The anticipated start-completion dates are 9/1/2012-12/31/2013.

2. The allocation of 40% of the annual CDBG entitlement funding for the purpose of a Competitive Municipal Grant Program, is a requirement of the Cooperation Agreement that each of the 51 communities signed with Cuyahoga County. These communities form the Urban County. The reservation of these funds for such purpose is contained in each year's application to the U.S. Department of HUD.

B. Procurement:

1. All Urban County communities are informed of the Competitive Municipal Grant program, the scoring criteria and the timeline. Each are invited to submit applications for consideration and scoring.
2. The highest scoring projects are recommended for funding within the available funding.

C. Contractor and Project Information
 The request for amendment adds the City of Rocky River as a recommended project.

1. City of Rocky River
Linda Street Improvement Project
CDBG funding - Tier 1- \$350,000.00
Council District 1
Dave Greenspan

2. Pamela E. Bobst, Mayor
3a. City of Rocky River
21012 Hilliard Blvd
Rocky River, Ohio

D. Project Status and Planning

1. The Competitive Municipal Grant process reoccurs annually in accordance with the Urban County Cooperation Agreement.

4. To be consistent with all 2012 CDBG Municipal Grant awards the project's term has already begun. The reason for the delay was a discrepancy related to pertinent, required information.

E. Funding

1. The awards are funded 100% with federal Community Development Block Grant funds.
2. Payments are made on a reimbursement basis.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Rocky River will be added to the other seven communities that will receive funding for projects that ranked the highest in the scoring process.

Pamela E. Bobst, Mayor
City of Rocky River
21012 Hilliard Blvd
Rocky River, Ohio

Explanation for late submittal:

Error prevented the community from inclusion in the original award.

Contract/Agreement Information:

Procurement Method:

Competitive Bid

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

Additional funds added to provide one additional grant.

Financial Information:

Funding source:

Federal

Explanation:

2012 Community Development Block Grant Funds

Total Amount Requested:
\$350,000.00

ATTACHMENTS:

[Click to download](#)

[Resolution R2012-0162](#)

History

Time

10/26/2012 10:46 AM

Who

Office of Procurement &
Diversity

Clerk of the Board

Approval

Yes

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Novusolutions
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County Council of Cuyahoga County, Ohio

Resolution No. R2012-0238

Sponsored by: Council Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry	A Resolution making an award on RQ23777 to Oriana House, Inc. in the amount of \$1,050,000.00 for operation of the North Star Neighborhood Reentry Resource Center for the period 1/1/2013 - 12/31/2015, and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.
--	--

WHEREAS, the County Executive/Department of Health and Human Services has recommended an award on RQ23777 to Oriana House in the amount of \$1,050,000.00 for operation of the North Star Neighborhood Reentry Resources Center for the period 1/1/2013 – 12/31/2015; and,

WHEREAS, the North Star Neighborhood Reentry Resource Center is designed to provide information, a range of direct services, and convenient access to other community resources in a welcoming, supportive setting.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ23777 to Oriana House in the amount of \$1,050,000.00 for operation of the North Star Neighborhood Reentry Resources Center for the period 1/1/2013 – 12/31/2015.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award and all documents consistent with 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:

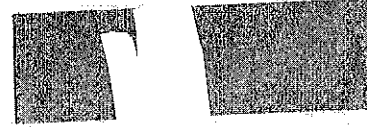
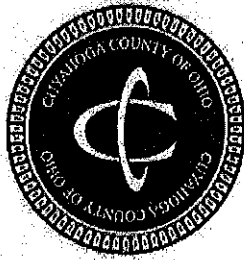
County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name: Administrator's Office/Health and Human Services **Agency/Dept. Head Name:** Rick Werner

Type of Request: Submission of Awarded Contract

Request Prepared by: Mary Kelley **Telephone No.:** 443-7721

SUMMARY OF REQUESTED ACTION:

Submitting a contract with Oriana House, Inc in the amount not-to-exceed \$1,050,000.00 for operation of the North Star Neighborhood Reentry Resource Center for the period January 1, 2013 through December 31, 2015.

Scope of Work: The primary goals of the project are to operate a neighborhood reentry resource center that assists those involved in the criminal justice system and their families in navigating the challenges involved with reentry, resulting in lower recidivism rates, crime rates and victimization rates.

The North Star Neighborhood Reentry Resource Center is designed to provide information, a range of direct services, and convenient access to other community resources in a welcoming, supportive setting.

Procurement

The procurement method for this project was an RFP. The total value of the RFP is \$1,050,000.00. The RFP was closed on July 24, 2012. There is 0% SBE or DBE participation/goal. There was only one proposal submitted to OPD, which was submitted for review and that one proposal was approved.

The address of the vendor is:

Oriana House, Inc.
885 East Buchtel Avenue
PO Box 1501
Akron, OH 44309-1501

Oriana House, Inc. is a non-profit organization. Their President and CEO is James Lawrence.

The address of the project is:
North Star Neighborhood Reentry Resource Center
1834 East 55th Street
Cleveland, OH 44103
District 7

The project is funded 100% by the general fund, HHS levy. The schedule of payments is monthly by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source:	Explanation:
General Fund	General Fund HHS levy

Total Amount Requested:

\$1,050,000.00

ATTACHMENTS:

Click to download

- [Auditor Findings for Recovery](#)
- [Oriana House Secretary of State form](#)
- [Oriana House BWC Certificate](#)
- [Oriana House Inc signature authorization](#)
- [TAB sheet](#)
- [Oriana House certificate of liability insurance](#)
- [Department Acknowledgement form](#)
- [Original RFP for Neighborhood Reentry Resource Center](#)
- [Good Faith Effort certification](#)
- [Bidder's compliance form](#)
- [non collusion affidavit](#)
- [Oriana House contract TAB signed by Oriana](#)
- [Oriana House contract appendix a](#)
- [Oriana house contract appendix b](#)
- [Oriana house contract appendix c budget](#)
- [score sheet](#)
- [award letter](#)
- [Oriana response to RFP](#)



CUYAHOGA COUNTY

TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Office of Reentry PROPOSAL DUE DATE: July 24, 2012

RFP TITLE: Neighborhood Reentry Resource Center RFP #: HS-12-23777 SBE: N/A

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N		COMMENTS & INITIALS
Vendor Name & Address: Oriana House, Inc. Community Corrections & Treatment Center 1829 East 55 th Street Cleveland, Ohio 44103							Y

Luis Vazquez
Department Director Name

Ma. Juelan for Vargas
Department Director Signature of Approval

8/23/12
Date

DJA/Reentry NRRRC RFP Team Evaluation Scoring Sheet

Applicant _____

0=Non-responsive 1=Poor 3=Good 4=Very Good 5=Excellent

	<u>Score 1</u>	<u>Score 2*</u>	<u>Score 3</u>	<u>Score 4</u>
I Project Understanding (Maximum 15 weighted points)				
a. Demonstrated understanding of the purpose and scope of the project	5		5	5
b. Recognition of pertinent issues	5		5	4
c. Recognition and identification of potential problems	4		3	5
d. Recruitment activities/strategies employed to reach the target population	4		3	3
e. Key components of the program model, including specific strategies/programs employed to achieve intended outcomes, are clearly identified	4		3	4
f. Full range of services provided with appropriate collaborative partners	5		4	4
g. Use of internal resources and linkages to strengthen program	4		4	4
II Methodology (Maximum 20 weighted points)				
a. Work plan is comprehensive and likely be implemented according to project's defined schedule	5		4	5
b. Performance and evaluation model is conceptually sound	4		5	5
c. Specific operational performance measures and outcomes are identified, including their strengths and weaknesses, and the stated rationales (conceptual relevance) are sound	4		5	4
d. Plan for modification of programs based on findings from monitoring of performance/evaluation measures throughout the duration of the project	4		3	5
e. The facilities as described seem adequate and appropriate	5		5	4
III Project Management (Maximum 25 weighted points)				
a. Methods proposed for managing/controlling project are feasible and appropriate	4		4	4
b. Ability of applicant to track and document services rendered and outcomes.	4		5	4
c. Evaluation measurements are appropriate and at appropriate times throughout the project	4		5	5
d. Strength of organizational structure, including reporting levels and lines of authority with collaborative partners	5		4	5
e. Proposed level and amount of interaction with the county is appropriate	5		5	3
f. Recognition of potential risks/problems and proposed plan for risk management	4		4	3
IV Qualifications and Experience (Maximum 30 weighted points)				
a. Applicant's uniqueness in distinguishing itself from other applicants	5		5	5
b. Prior experience with target population	5		5	5
c. Prior experience in providing public information/service center	5		5	4
d. Experience of personnel identified with respect to his/her specific role in project	5		4	5
e. Organizational chart demonstrates adequate necessary linkages to assure project completion with adequate oversight.	4		4	4
f. Applicant has demonstrated ability to perform based on prior projects	5		4	4
g. Absence of meaningful conflict of interest	4		5	4
V Pricing (Maximum 10 weighted points)				
a. Detailed budget narrative that describes and supports the proposed budget	3		2	4
b. Benchmarks/milestones tied to payment are identified clearly and appropriate	3		3	4
c. Description and rationale for management and overhead costs	3		3	4
d. Services proposed prioritized for budgetary consideration/constraints	2		2	4

<u>Score 5</u>	<u>Avg Score</u>	<u>Weight</u>	<u>Wtd. Score</u>	<u>Section Score</u>
4	4.75	0.4	1.9	
5	4.75	0.4	1.9	
4	4	0.4	1.6	
4	3.5	0.5	1.75	
4	3.75	0.5	1.875	
4	4.25	0.4	1.7	
4	4	0.4	1.6	
				12.325
5	4.75	0.9	4.275	
4	4.5	0.6	2.7	
4	4.25	0.6	2.55	
4	4	0.6	2.4	
5	4.75	1.3	6.175	
				18.1
4	4	1.1	4.4	
4	4.25	1.1	4.675	
4	4.5	0.7	2.925	
4	4.5	1.0	4.5	
5	4.5	0.4	1.575	
4	3.75	0.8	3	
				21.075
5	5	0.7	3.5	
5	5	1.2	6	
4	4.5	1.1	4.95	
4	4.5	1	4.5	
4	4	0.8	3.2	
5	4.5	1	4.5	
4	4.25	0.2	0.85	
			1	27.5
4	3.25	0.6	1.95	
4	3.5	0.4	1.4	
4	3.5	0.5	1.75	
4	3	0.5	1.5	
				6.6
	Total Score			85.6

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0239

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing amendments to contracts with various providers for emergency assistance services for the period 9/1/2012 - 8/31/2014 for additional funds in the total amount not-to-exceed \$700,000.00; 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.
---	--

WHEREAS, the County Executive FitzGerald/Department of Children of Family Services has recommended to amend contracts with various providers for emergency assistance services for the period 9/1/2012 – 8/31/2014 and for additional funds in the total amount not-to-exceed \$700,000.00 as follows:

- 1) No. CE1200402-01 with A-Z Furniture Co. Inc. in the amount not-to-exceed \$102,000.00;
- 2) No. CE1200403-01 with Dave's Supermarket in the amount not-to-exceed \$40,000.00;
- 3) No. CE1200404-01 with Silverman Brothers, Inc. in the amount not-to-exceed \$48,000.00;
- 4) No. CE1200405-01 with West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$238,000.00; and
- 5) No. CE1200560-02 with Burlington Coat Factory Warehouse Corporation in the amount not-to-exceed \$272,000.00; and

WHEREAS, the primary goal of the program is for emergency assistance services (food, clothing, and household/children furniture items) that are required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes; and

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

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

SECTION 1. The County Council hereby approves the amendments to contracts with various providers various providers for emergency assistance services for the period

9/1/2012 – 8/31/2014 and for additional funds in the total amount not-to-exceed \$700,000.00 as follows:

- 1) No. CE1200402-01 with A-Z Furniture Co. Inc. in the amount not-to-exceed \$102,000.00;
- 2) No. CE1200403-01 with Dave's Supermarket in the amount not-to-exceed \$40,000.00;
- 3) No. CE1200404-01 with Silverman Brothers, Inc. in the amount not-to-exceed \$48,000.00;
- 4) No. CE1200405-01 with West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$238,000.00; and
- 5) No. CE1200560-02 with Burlington Coat Factory Warehouse Corporation in the amount not-to-exceed \$272,000.00.

SECTION 2. That the County Executive is hereby authorized to execute all documents required in connection with the amendments.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provide by Cuyahoga County can continue, and to continue the usual daily operation of a County entity. Provided 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 any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

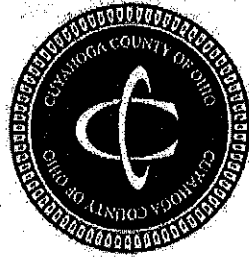
Date

Clerk of Council

Date

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

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name: Department of Agency/Dept. Head Patricia Rideout
Children and Family Name:
Services

Type of Request: Contract/Amendment

Request Prepared by: Freda Houchins **Telephone No.:** (216) 881-3109

SUMMARY OF REQUESTED ACTION:

Title: DCFS 2012/14 Clothing, Food and Furniture Services Contract Amendments RQ#22547

9/5/2012 9:58 AM Opre, Richard **OPD has reviewed this item and determined that it is ok to process in accordance with county policies/procedures/ordinances. Amend to add funds only.

A. Scope of Work Summary 1. The Division of Children and Family Services (DCFS) is requesting authorization to amend five (5) contracts - R2012-0143 -for additional funding with various vendors providing Clothing, Food and Furniture Services. DCFS released one RFP #22547 requesting proposals for Emergency Assistance (Food, Clothing and Furniture Items) purchases required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes. The contracts will be active as of September 1, 2012. The original requisition was submitted for two years, but mistakenly with only one year of funding, so we need to amend the contracts to reflect the intended two (2) year contract amounts.

Original Contract Amounts:

CE1200560-01 Burlington Coat Factory Warehouse Corporation - \$272,000 CE1200404-01 Silverman Brothers Inc. - \$48,000.00 CE1200403-01 Dave's Supermarket - \$40,000.00 CE1200402-01 A-Z Furniture Co. Inc. - \$102,000.00 CE1200405-01 West 25th Furnishings and Appliances, Inc. \$238,000.00

Amendment Additional Contract Amounts:

CE1200560-01 Burlington Coat Factory Warehouse Corporation - Increase \$272,000
CE1200404-01 Silverman Brothers Inc. - Increase \$48,000.00
CE1200403-01 Dave's Supermarket - Increase \$40,000.00
CE1200402-01 A-Z Furniture Co. Inc. - Increase \$102,000.00
CE1200405-01 West 25th Furnishings and Appliances, Inc. Increase \$238,000.00

***New 2012/2014 Contract Amounts:**

CE1200560-01 Burlington Coat Factory Warehouse Corporation - \$544,000 CE1200404-01
Silverman Brothers Inc. - \$96,000.00 CE1200403-01 Dave's Supermarket - \$80,000.00
CE1200402-01 A-Z Furniture Co. Inc. - \$204,000.00
CE1200405-01 West 25th Furnishings and Appliances, Inc. \$476,000.00
TOTAL AMENDMENT AMOUNT: \$700,000.00

2. This RFP is for Emergency Assistance (Food, Clothing, and Household/Children Furniture items) services that are required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes. Releasing the RFP will allow for competitive bidding thus maximizing available dollars.

B. Procurement

1. The procurement method for this project is RFP - 22547. The total value of the RFP is \$700,000.00.
2. RFP - RQ22547 was closed on 3/13/2012. There is no SBE goal.
3. There were seven proposals submitted for this RFP. All seven of the proposals were reviewed, and five proposals were awarded.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors:

A-Z Furniture Co. Inc.
1872 E. 55
Cleveland, OH 44103
Council District - 7
CEO: Rena Golan

West 25th Furnishings and Appliances Inc.
2104 West 25th Street
Cleveland, OH 44113
Council District - 3
CEO: Alex Feuerman

Burlington Coat Factory Warehouse Corporation
1830 Route 130
North Burlington, NJ 08016
Council District - Out of District
CEO: Susan Kenny

Dave's Supermarket
5300 Richmond Road
Bedford Heights, OH 44146
Council District - 9

CEO: Tom Thiry

Silverman Brothers Inc.
6601 Harvard
Cleveland, OH 44105
Council District - 7
CEO: Alan Silverman

D. Project Status and Planning

1. The project reoccurs bi-annually.
2. NA
3. The project is on a critical action path because the original requisition was submitted for two years, but mistakenly with only one year of funding, so we need to amend the contracts to reflect the intended two (2) year contract amounts.

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy). The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The services were awarded through a competitive bidding process - RFP #22547. The original requisition was submitted for two years, but mistakenly with only one year of funding, so we need to amend the contracts to reflect the intended two (2) year contract amounts.

The purpose of the Cuyahoga County Division of Children and Family Services (CCDCFS) is to assure that children at risk of abuse or neglect are protected and nurtured within a family and with the support of the community. To support the accomplishment of the mission of the Cuyahoga County Division of Children and Family Services, there are four (4) Imperatives in which drives the work and decision-making of our agency. These imperatives are: children who cannot be protected within their own home must be removed; we must reduce the number of children who come into custody unnecessarily; children must be placed in the most family-like setting which can meet their needs; all children must have a time-limited permanency plan.

The purchase of Emergency Assistance Services (Food, Clothing, and Household/Children Furniture items) is required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes.

Explanation for late submittal:

NA

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source: **Explanation:**
General Fund Health and Human Services

Total Amount Requested:
\$700,000.00

ATTACHMENTS:

Click to download

- [Justification DCFS 2012-14 Clothing, Food and Furniture Services Contract Amendments RQ#22547 SD 08292012.pdf](#)
- [2012DepartmentAcknowledgementForm.doc](#)
- [2012-2014 A-Z Furniture Amendment 1 SD Contract.pdf](#)
- [A-Z Furniture W-9 \(Furniture\) for RFP RQ 22547 W-9.pdf](#)
- [A-Z Furniture SOS 2012-2014 RFP RQ 22547.pdf](#)
- [2012-2014 A-Z Furniture Amendment 1 Workers Comp 2-28-13.pdf](#)
- [A-Z Furniture Certificate of Liability Insurance Form exp 12-5-2012.pdf](#)
- [A-Z Furniture FR Amend #1 RFP RQ22547.pdf](#)
- [2012-2014 A-Z Furniture Amendment 1 Signature Authorization .pdf](#)
- [A-Z Furniture CE1200402-01 Eval.doc](#)
- [A-Z Furniture CE1200402-01 Amend #1 Contract Cover TAB 2.doc](#)
- [2012-2014 West 25th Contract Amendment 1 SD Contract TAB .pdf](#)
- [West 25th Furnishings and Appliances W9 2012-2014 RFP RQ 22547.pdf](#)
- [West 25th Furnishings and Appliances SOS 2012-2014 RFP 22547.pdf](#)
- [2012-2014 West 25th Contract Amendment 1 Workers Comp exp 2-28-13 .pdf](#)
- [West 25th Furnishings and Appliances Certificate of Liability Insurance 2012-2014 RFP RQ 22547.pdf](#)
- [West 25th Furniture FR Amend #1 2012-2014 RFP 22547.pdf](#)
- [West 25th Furnishings and Appliances RFP22547 Signature Authorization.pdf](#)
- [West 25th Furnishings and Appliances CE1200405-01 Eval.doc](#)
- [West 25th Furnishings and Appliances CE1200405-01 Amend#1 Contract Cover TAB 2.doc](#)
- [Burlington Coat Factory CE1200560-01 SD Amend #1.pdf](#)
- [1 Burlington Coat Factory 2012-2014 RQ 22547 W9.pdf](#)
- [Burlington Coat Factory 2012-2014 SOS RQ 22547.pdf](#)
- [Burlington Coat Factory RQ 22547 Workers Comp exp 2-28-2013.pdf](#)
- [Burlington Coat Factory RQ 22547 Cert of Liability Insurance exp 12-1-2012 .pdf](#)
- [Burlington Coat Factory Amend #1 RQ 22547 FR 2012-2014.pdf](#)
- [1 Burlington Coat Factory RQ 22547 Signature Authorization 2012-2014 .pdf](#)
- [Burlington Coat Factory CE1200560-01 Eval.doc](#)
- [Burlington Coat Factory CE1200560-01 Amend#1 Contract Cover TAB 2.doc](#)
- [2012-2014 Dave's Contract Amendment 1 SD Contract.pdf](#)
- [Daves Supermarket 2012-2014 Contract W9.pdf](#)
- [Dave's Supermarket 2012-2014 SOS RFP 22547.pdf](#)
- [2012-2014 Dave's Contract Amendment 1 Workers Comp exp 2-28-13.pdf](#)
- [Dave's Supermarket 2012-2014 Amend #1 FR RFP 22547 .pdf](#)
- [2012-2014 Dave's Contract Amendment 1 Signature Authorization.pdf](#)
- [Daves Supermarket CE1200403-01 Eval.doc](#)
- [Dave's Supermarket Amend #1 Contract Cover TAB 2.doc](#)
- [Silverman Brothers CE-1200404-01 SD Amend #1.pdf](#)
- [Silverman Brothers 2012-2014 W-9 \(Clothing\) for RFP RQ 22547.pdf](#)
- [Silverman Brothers 2012-2014 RQ RFP 22547 SOS.pdf](#)
- [Silverman Brothers 2012-2014 RQ22547 Workers Comp Certificate exp 2-28-2013.pdf](#)

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

Contractor: A - Z Furniture Co., Inc.

Contract/Agreement No.: CE1200402-01 Time Period: 09/01/12 – 08/31/14

Service Description: Furniture Services

Original Contract/Agreement Amount: \$102,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: To purchase the goods and services described in the RFP from Vendor, and Vendor is willing to provide such goods and services to the COUNTY.

Actual performance versus performance indicators (include statistics): Vendor shall provide furniture, as set forth in the RFP and Bid documents. The County will issue a voucher to a person authorized to purchase clothing for children or youth described within the voucher. The voucher will list a maximum dollar amount.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Justification of Rating: This contract has been in place since September 1, 2012. The contract has not been comprehensively evaluated to date due to the short amount of time the contract has been effective. However, to date, all orders placed have been processed in accordance with the contract and delivered timely.

Division of Children and Family Services
User Department

10/03/12
Date

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

Contractor: Dave's Supermarket

Contract/Agreement No.: CE1200403-01 Time Period: 09/01/12 – 08/31/14

Service Description: Food Services

Original Contract/Agreement Amount: \$40,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: To purchase the goods and services described in the RFP from Vendor, and Vendor is willing to provide such goods and services to the COUNTY.

Actual performance versus performance indicators (include statistics): Vendor shall provide food, as set forth in the RFP and Bid documents. The County will issue a voucher to a person authorized to purchase clothing for children or youth described within the voucher. The voucher will list a maximum dollar amount.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Justification of Rating: This contract has been in place since September 1, 2012. The contract has not been comprehensively evaluated to date due to the short amount of time the contract has been effective. However, to date, all orders placed have been processed in accordance with the contract and delivered timely.

Division of Children and Family Services
User Department

10/03/12
Date

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

Contractor: Silverman Brothers, Inc

Contract/Agreement No.: CE1200404-01 **Time Period:** 09/01/12 – 08/31/14

Service Description: Clothing Services

Original Contract/Agreement Amount: \$48,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: To purchase the goods and services described in the RFP from Vendor, and Vendor is willing to provide such goods and services to the COUNTY.

Actual performance versus performance indicators (include statistics): Vendor shall provide clothing, as set forth in the RFP and Bid documents. The County will issue a voucher to a person authorized to purchase clothing for children or youth described within the voucher. The voucher will list a maximum dollar amount.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Justification of Rating: This contract has been in place since September 1, 2012. The contract has not been comprehensively evaluated to date due to the short amount of time the contract has been effective. However, to date, all orders placed have been processed in accordance with the contract and delivered timely.

Division of Children and Family Services
User Department

10/03/12
Date

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

Contractor: West 25th Furnishings and Appliances, Inc.

Contract/Agreement No.: CE1200405-01 **Time Period:** 09/01/12 – 08/31/14

Service Description: Furniture Services

Original Contract/Agreement Amount: \$238,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: To purchase the goods and services described in the RFP from Vendor, and Vendor is willing to provide such goods and services to the COUNTY.

Actual performance versus performance indicators (include statistics): Vendor shall provide furniture, as set forth in the RFP and Bid documents. The County will issue a voucher to a person authorized to purchase clothing for children or youth described within the voucher. The voucher will list a maximum dollar amount.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Justification of Rating: This contract has been in place since September 1, 2012. The contract has not been comprehensively evaluated to date due to the short amount of time the contract has been effective. However, to date, all orders placed have been processed in accordance with the contract and delivered timely.

Division of Children and Family Services
User Department

10/03/12
Date

s: evaluation

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

Contractor: Burlington Coat Factory Warehouse Corporation

Contract/Agreement No.: CE1200560-02 **Time Period:** 09/01/12 – 08/31/14

Service Description: Clothing Services

Original Contract/Agreement Amount: \$272,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: To purchase the goods and services described in the RFP from Vendor, and Vendor is willing to provide such goods and services to the COUNTY.

Actual performance versus performance indicators (include statistics): Vendor shall provide clothing, as set forth in the RFP and Bid documents. The County will issue a voucher to a person authorized to purchase clothing for children or youth described within the voucher. The voucher will list a maximum dollar amount.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Justification of Rating: This contract has been in place since September 1, 2012. The contract has not been comprehensively evaluated to date due to the short amount of time the contract has been effective. However, to date, all orders placed have been processed in accordance with the contract and delivered timely.

Division of Children and Family Services
User Department

10/03/12
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0240

Sponsored by: Council Executive FitzGerald/Department of Public Works	A Resolution authorizing the County Executive and Department of Public Works to release an amount not-to-exceed \$500,000.00 from the Medical Mart Contingency Fund to the Cleveland Sports Commission when the 2013 Senior Games are held at the Convention Center; authorizing the County Executive and Department of Public Works to negotiate and execute any necessary contract or other documents for same.
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WHEREAS, under the Medical Mart Agreement Regarding Final Project Finance Approval dated December 1, 2010, a County Contingency Fund was established in the amount of \$3,485,435.00 ("Contingency Fund"); and,

WHEREAS, there is currently \$3,385,435.00 remaining in the Contingency Fund; and,

WHEREAS, the County Executive and Department of Public Works have requested the authority to release an amount not to exceed \$500,000.00 from the Contingency Fund to the Cleveland Sports Commission for the Senior Games to be held at the Cleveland Convention Center in Cleveland; and,

WHEREAS, the Contingency Fund is held at U.S. Bank, the Trustee for Medical Mart, and it is not a part of the County's General Fund; and,

WHEREAS, Section 3.10(a)(11) of the Cuyahoga County Contracting and Purchasing Procedures Ordinance provides that the Cuyahoga County Council may review and approve any "contract, purchase, sale, lease, grant made by the County, loan made by the County, or any exemption, procedure, or other action within the process of completing any such contract, purchase, sale, lease, grant, exemption, or loan that does not otherwise require Council approval, but the County Executive, Board of Control, or Contracts and Purchasing Board determines to submit to Council for its consideration, review, and approval; and,

WHEREAS, Section 3.18 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance provides that the "County Executive may refer an item to the County Council for approval that otherwise would require approval from the Board of Control or the Contracts and Purchasing Board"; and,

WHEREAS, the County Executive has determined to submit this intended action to the County Council instead of the Cuyahoga County Board of Control for its review and approval pursuant to Section 3.10(a)(11) and Section 3.18 of the Cuyahoga County Purchasing and Procedures Ordinance; and,

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

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

SECTION 1. For the 2013 Senior Games to be held at the County's Convention Center in Cleveland, the Cuyahoga County Council hereby authorizes the Department of Public Works to release an amount not to exceed \$500,000.00 from the Medical Mart and Convention Center Contingency Fund to the Cleveland Sports Commission to aid with the Senior Games to be held at the Cleveland Convention Center.

SECTION 2. The County Executive is hereby authorized to negotiate and execute any necessary contract or other documents to effectuate the release of the funds under the terms specified in 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 _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0219

Sponsored by: **County Executive FitzGerald/ Department of Development**

A Resolution authorizing the issuance and sale of health care and independent living facilities revenue bonds, Series 2012 (Eliza Jennings Senior Care Network Project), in an aggregate principal amount not to exceed \$25,000,000.00 for the purposes of (i) currently refunding bonds issued by the County, and (ii) paying certain costs of issuance; providing for the assignment of revenues for the payment of those bonds; authorizing the execution and delivery of Amendments to Base Leases, Amendments to Leases, Supplemental Trust Indentures, a Bond Purchase Agreement, a First Amended Assignment of Rights under Leases, a First Amended Assignment of Basic Rent and other instruments and documents in connection with the issuance of those bonds; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County of Cuyahoga, Ohio (the "Issuer"), a county and political subdivision in and of the State of Ohio (the "State"), is authorized and empowered by virtue of the laws of the State, including without limitation, Chapter 140 of the Ohio Revised Code and Section 133.51 of the Ohio Revised Code, as enacted pursuant to the provisions of Article VIII, Section 16 of the Ohio Constitution (together, the "Act"), among other things: (i) to acquire, construct, improve, furnish and equip Hospital Facilities and Independent Living Facilities, and to acquire by lease real estate within the boundaries of the Issuer and interests therein, including without limitation, improvements situated thereon comprising Hospital Facilities and Independent Living Facilities; (ii) to refund revenue bonds previously issued by the Issuer to reimburse the Borrowers (defined herein) for, and to pay, the "costs of hospital facilities," as defined in the Act, including the cost of independent living facilities, within the boundaries of the Issuer; (iii) to enter into lease agreements to provide for revenues to pay the principal of and interest and any premium on those revenue bonds; (iv) to secure those revenue bonds by a trust indenture and a separate supplemental trust indenture for each series of those revenue bonds, by the pledge and assignment of its rights under a lease agreement, by a pledge and lien on the hospital receipts and by an absolute and irrevocable

assignment of certain funds to be held by the trustee under such trust indentures and (v) to adopt this Resolution, to enter into the Supplemental Indenture, the Amendments to Base Leases, the Amendments to Leases, the Assignment of Rights Under Leases, the Assignment of Basic Rent and the Bond Purchase Agreement, all as hereinafter defined, and to execute and deliver certain other documents and instruments upon the terms and conditions provided herein and therein; and

WHEREAS, this Board, pursuant to the foregoing authority and at the request of the Borrowers, has heretofore determined and hereby determines to assist in refunding a portion of the revenue bonds previously issued by the Issuer for the purpose of acquiring, constructing, improving, furnishing and equipping real and personal property used for Hospital Facilities in accordance with the Leases, as amended pursuant to Amendments to Leases authorized herein, all for the purposes of better providing for the health and welfare of the people of the State and the Issuer by enhancing the availability, efficiency and economy of Hospital Facilities, and the services rendered thereby and of providing efficient operation of Hospital Facilities, by leasing them to the Borrowers and facilitating the financing of Hospital Facilities, to be available to or for the service of the general public without discrimination by reason of race, creed, religion, color, national origin or age;

WHEREAS, this Board held a public hearing on June 19, 2007 pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, for the purpose of informing interested parties of the proposed issuance of the Series 2007A Bonds and the Series 2007B Bonds, as defined herein, and to afford those parties an opportunity to express their views on the subject both orally and in writing;

WHEREAS, it is necessary that this Resolution become immediately effective in order to refund the Series 2007B Bonds (as hereinafter defined) at favorable interest rates.

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

SECTION 1. Definitions. In addition to the words and terms defined elsewhere in this Resolution, or by reference to the Leases or the Indenture, unless the context or use indicates clearly another meaning or intent:

“Act” means Chapter 140 of the Ohio Revised Code, as enacted or amended from time to time, and Section 133.51 of the Ohio Revised Code, as enacted pursuant to the provisions of Article VIII, Section 16 of the Ohio Constitution, as enacted or amended from time to time.

“Alternate Security” means an Alternate Security as defined in the Indenture.

“Amendments to Base Leases” means, collectively, each Amendment to Base Lease executed in connection with the delivery and execution of the Series 2012 Bonds.

“Amendments to Leases” means, collectively, each Amendment to Lease executed in connection with the delivery and execution of the Series 2012 Bonds.

“Authorized Borrower Representative” means the person designated from time to time by the Borrowers as their representative.

“Bank Rate” means the Bank Rate as defined in Supplemental Indenture No. 3.

“Base Leases” means, collectively, the Series 1999 Base Lease, the Series 2001 Base Lease and the Series 2004 Base Lease, as the same have been and may be amended and supplemented from time to time.

“Basic Rent” means the amounts necessary to make the deposits required in the Indenture to be made to the Special Funds and any other amounts required under the Leases to be paid as Basic Rent on or prior to the respective dates set forth in the Leases.

“Beneficial Owner” means, with respect to the Bonds, a Person owning a Beneficial Ownership Interest therein, as evidenced to the satisfaction of the Trustee.

“Beneficial Ownership Interest” means the beneficial right to receive payments and notices with respect to the Bonds which are held by the Depository under a book entry system.

“Bonds” means the Series 2012 Bonds.

“Bond Fund” means the Bond Fund created in Section 5.01 of the Trust Indenture.

“Bond Purchase Agreement” means the Series 2012 Bond Purchase Agreement between the Issuer and the Original Purchaser, and approved by the Borrowers.

“Bond Service Charges” means, for any applicable time period or date, the principal (including any Mandatory Sinking Fund Requirements), interest, and redemption premium, if any, required to be paid by the Issuer on the Bonds pursuant to the Indenture. In determining Bond Service Charges accruing for any period or due and payable on any date, Mandatory Sinking Fund Requirements accruing for that period or due on that date shall be included and principal

maturities for which, and to the extent, Mandatory Sinking Fund Requirements were imposed in a prior period or for a prior date shall be excluded.

“book entry form” or “book entry system” means, with respect to the Bonds, a form or system, as applicable, under which (i) the Beneficial Ownership Interests may be transferred only through a book entry and (ii) physical Bond certificates in fully registered form are registered only in the name of a Depository or its nominee as Bondholder, with the physical Bond certificates “immobilized” in the custody of the Depository. The book entry system, maintained by and the responsibility of the Depository and not maintained by or the responsibility of the Issuer or the Trustee, is the record that identifies, and records the transfer of the interests of, the owners of book entry interests in the Bonds.

“Borrower” means, as the context may provide, any of the Borrowers acting pursuant to the Borrower Documents to which it may be a party.

“Borrowers” means collectively, Devon Oaks Assisted Living Corporation, an Ohio nonprofit corporation, Eliza Jennings, Inc., an Ohio nonprofit corporation, and Eliza Jennings Home, an Ohio nonprofit corporation, no part of the net earnings of any of which inures or may lawfully inure to the benefit of any private shareholder or individual and which has authority to own or operate Hospital Facilities, or which provides services to one or more other hospital agencies and which is qualified to do business in the State, and their lawful successors and assigns, including any surviving, resulting or transferee corporations as provided in the Leases, as a lessee thereunder.

“Borrower Documents” means the Base Leases, the Amendments to Base Leases, the Leases, the Amendments to Leases, the Bond Purchase Agreement, the Master Indenture and the Master Indenture Security Documents.

“Business Day” means any day of the year other than (i) a Saturday, Sunday or legal holiday in the States of Illinois, Ohio or New York, or a day on which the Trustee, any Paying Agent, the Registrar, the Tender Agent or the Bank is closed or banking institutions located in the States of Illinois, Ohio or New York and chartered by the States of Illinois, Ohio or New York or the United States of America are authorized to close or (ii) any day on which the New York Stock Exchange is closed.

“Certificate of Award” means the Series 2012 Certificate of Award, defined in Section 3 hereof and authorized pursuant to Section 4 hereof.

“Clerk” means the Clerk of the County Council of the Issuer.

“Code” means the Internal Revenue Code of 1986, the applicable regulations (whether proposed, temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor

provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing.

“Defeasance Account” means the Defeasance Account created by the Indenture.

“Depository” means any securities depository that is a clearing agency under federal law operating and maintaining, with its participants or otherwise, a book entry system to record ownership of book entry interests in Bonds, and to effect transfers of book entry interests in Bonds in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“Executive” means the County Executive.

“First Amended Assignment of Rights Under Leases” means the Assignment of Rights Under Leases dated as of November 1, 2012, between the Issuer and the Trustee, as the same may be amended or supplemented.

“First Amended Assignment of Basic Rent” means the Assignment of Basic Rent dated as of November 1, 2012, from the Issuer to the Trustee, as the same may be amended and supplemented.

“Fiscal Officer” means the County Fiscal Officer or his duly appointed deputy.

“Holder” means the person in whose name a Bond is registered on the Register for which provision is made in the Indenture.

“Hospital Facilities” means the buildings, structures and other improvements, additions thereto and extensions thereof, furnishings, equipment and real estate and interests therein, all or any part of the Costs of which are at any time authorized by the Act to be financed by the issuance of Bonds or other obligations of the Issuer thereunder, together with all appurtenant facilities and properties in which the Issuer has acquired an interest or hereafter shall acquire an interest, including Independent Living Facilities.

“Hospital Receipts” means Hospital Receipts as defined in the Indenture.

“Indenture” means the Trust Indenture dated as of September 1, 2007 between the Issuer and the Trustee, as the same may be amended and supplemented from time to time, including but not limited to Supplemental Indenture No. 1 and Supplemental Indenture No. 3.

“Independent Living Facilities” means “independent living facilities” as defined in Section 140.01, Ohio Revised Code.

“Issuer” means the County of Cuyahoga, Ohio, a county and political subdivision in and of the State.

“Issuer Documents” means this Bond Legislation, the Leases, Amendments to Leases, the Base Leases, the Amendments to Base Leases, the Indenture, Supplemental Indenture No. 3, the Letter of Representations, the First Amended Assignment of Rights Under Leases and the First Amended Assignment of Basic Rents; provided that when reference is made herein to the execution and delivery of the Issuer Documents, with respect to this Resolution, that reference means instead its adoption.

“Leases” means, collectively, the Series 1999 Lease, the Series 2001 Lease and the Series 2004 Lease, as the same have been and may be amended and supplemented from time to time.

“Leased Premises” means the Leased Real Property and the Project, collectively constituting Hospital Facilities.

“Leased Real Property” means the real property described in the Leases, together with any substitutions therefor or additions thereto, less any removals therefrom from time to time as provided for and permitted by the Leases.

“Legislative Authority” means the County Council of the Issuer.

“Letter of Representations” means a blanket letter of representations from the Issuer to the Depository.

“Master Indenture” means the Master Open-End Indenture of Mortgage and Security Agreement between the initial members of the Obligated Group and the Master Trustee, dated as of July 1, 1988, as heretofore amended and supplemented and as further supplemented from time to time, including by Supplemental Master Indenture No. 8.

“Master Indenture Security Documents” means any mortgage on, security interest in, or pledge, hypothecation, assignment or other transfer of any real, personal or real and personal property, tangible or intangible, given from time to time to the Master Trustee by the Borrowers or other members of the Obligated Group as security for the obligations under the Master Indenture.

“Master Trustee” means U.S. Bank National Association, and any successor Master Trustee, as determined or designated under or pursuant to the Master Indenture.

“Maximum Rate” means, with respect to the Series 2012 Bonds, twelve percent (12.0%) per annum.

“Obligated Group” means the Obligated Group as defined in the Master Indenture.

“Original Purchaser” means, as to the Bonds, Huntington National Bank.

“Project” means collectively, the Series 1999 Project, the Series 2001 Project, the Series 2004 Project and the Series 2007 Project.

“Purchase Price” means the purchase price of the Bonds specified in the Certificate of Award, which shall be no less than the par amount thereof, plus accrued interest from the dated date of the Bonds to the date of delivery and payment for the Bonds by the Original Purchaser.

“Remarketing Agent” means, as to the Bonds, initially, B.C. Ziegler and Company, Chicago, Illinois, and upon resignation or removal, any Person meeting the qualifications of and designated from time to time to act as Remarketing Agent under the Indenture.

“Series 1999 Base Lease” means the Amended, Restated and Consolidated Base Lease dated as of January 15, 1999 between the Issuer, Eliza Jennings, Inc. and Olmsted Health and Services Corporation and Olmsted Residence Corporation, as amended or supplemented from time to time in accordance with its terms.

“Series 1999 Lease” means the Amended and Restated Lease dated as of January 15, 1999, between Eliza Jennings, Inc., as lessee and the Issuer, as lessor, as the same may be amended or supplemented from time to time in accordance with the terms thereof.

“Series 1999 Project” means the Project as defined in the Series 1999 Lease.

“Series 2001 Base Lease” means the Base Lease dated as of May 1, 2001 between the Issuer, as lessee, and Eliza Jennings Home, as lessor, as amended or supplemented from time to time in accordance with its terms.

“Series 2001 Lease” means the Lease dated as of May 1, 2001, between Eliza Jennings Home, as lessee, and the Issuer, as lessor, as the same may be amended or supplemented from time to time in accordance with the terms thereof.

“Series 2001 Project” means the Project as defined in the Series 2001 Lease.

“Series 2004 Base Lease” means the Base Lease dated as of April 1, 2004 between the Issuer, as lessee, and Devon Oaks Assisted Living Corporation, as lessor, as amended or supplemented from time to time in accordance with its terms.

“Series 2004 Lease” means the Lease dated as of April 1, 2004, between Devon Oaks Assisted Living Corporation, as lessee, and the Issuer, as lessor, as the same may be amended or supplemented from time to time in accordance with the terms thereof.

“Series 2004 Project” means the Project as defined in the Series 2004 Lease.

“Series 2007 Bonds” means, collectively, the Series 2007A Bonds, the Series 2007B Bonds and the Series 2007C Bonds.

“Series 2007 Project” means the Hospital Facilities, including Independent Living Facilities, acquired, constructed, improved, furnished, rehabilitated and equipped with a portion of the proceeds of the Series 2007 Bonds.

“Series 2007A Bonds” means the Issuer’s Health Care and Independent Living Facilities Fixed Rate Revenue Bonds, Series 2007A (Eliza Jennings Senior Care Network Project).

“Series 2007B Bonds” means the Issuer’s Health Care and Independent Living Facilities Variable Rate Demand Revenue Bonds, Series 2007B (Eliza Jennings Senior Care Network Project).

“Series 2007C Bonds” means the Issuer’s Health Care and Independent Living Facilities Variable Rate Demand Taxable Revenue Bonds, Series 2007C (Eliza Jennings Senior Care Network Project), which Series 2007C Bonds have been paid and discharged and are no longer Outstanding.

“Series 2012 Bonds” means the Issuer’s Health Care Facilities Variable Rate Demand Refunding Revenue Bonds, Series 2012 (Eliza Jennings Senior Care Network Project).

“Supplemental Indenture No. 1” means Supplemental Trust Indenture No. 1, dated as of September 1, 2007, by and between the Issuer and the Trustee and relating to the issuance of the Series 2007A Bonds, and any amendment or supplement thereto.

“Supplemental Indenture No. 3” means Supplemental Trust Indenture No. 3, dated as of November 1, 2012, by and between the Issuer and the Trustee and relating to the issuance of the Series 2012 Bonds, and any amendment or supplement thereto.

“Supplemental Master Indenture No. 8” means Supplemental Master Indenture No. 8, dated as of November 1, 2012, by and between the Obligated Group and the Master Trustee.

“Special Funds” means collectively, the Bond Fund and the Construction Fund established under the Indenture.

“State” means the State of Ohio.

“Tender Agent” means the Person designated in the applicable Resolution, Certificate of Award or Supplemental Indenture, and any successor Tender Agent as determined or designated under or pursuant to the Indenture.

“Trustee” means U.S. Bank, National Association, and any successor Trustee, as determined or designated under or pursuant to the Indenture.

Words and terms used herein with initial capital letters and not herein defined have the meaning given to them in the Indenture.

The captions and headings in this Resolution are solely for convenience of reference and do not define, limit or describe the scope or intent of any provisions or Sections of this Resolution.

SECTION 2. Findings and Determinations; Authorization of the Bonds.

This Council finds and determines based upon representations of the Borrowers and the advice of Bond Counsel, that: (a) there is a substantial need within the Issuer to better provide for the health and welfare of the people of the State and the Issuer by enhancing the availability, efficiency and economy of Hospital Facilities and the services rendered thereby, and to facilitate the financing of those Hospital Facilities, to provide health care and other services to the residents of the Issuer available for the service of the general public without discrimination by reason of race, creed, color or national origin, religion or age and at the lowest practicable cost; (b) the Base Leases and the Leases and the Issuer's execution and delivery, will promote the public purpose stated in Section 140.02 of the Ohio Revised Code and restated in the preceding clause (a), and the Issuer will be duly benefited thereby, (c) the Project consists of Hospital Facilities and (d) it is necessary to, and the Issuer shall, issue, sell and deliver, as provided and authorized herein and in the Indenture, pursuant to the authority of the Act, Series 2012 Bonds in an aggregate principal amount not to exceed \$25,000,000, for the purpose of providing funds to (i) currently refund the outstanding principal amount of the Issuer's Series 2007B Bonds (the “Refunded Bonds”), and (ii) pay certain expenses incurred in connection with the issuance of the Bonds.

SECTION 3. Terms and Provisions of the Bonds.

(a) Generally. The Bonds shall be designated “County of Cuyahoga, Ohio Health Care and Independent Living Facilities Variable Rate Demand Refunding Revenue Bonds, Series 2012 (Eliza Jennings Senior Care Network Project)”.

(b) Form of Bonds. The Series 2012 Bonds (i) shall be issuable only in fully registered form and substantially as set forth in Exhibit A attached to Supplemental Indenture No. 3, (ii) shall be exchangeable only for Series 2012 Bonds of authorized denominations, as provided in the Indenture; (iii) shall be numbered in a manner determined by the Trustee which will distinguish each Series 2012 Bond from each other Series 2012 Bond; (iv) shall be in the denominations for which provision is made and which are permitted by the Indenture; (v) shall be dated as specified in the Certificate of Award, provided that such date or dates shall be no later than December 31, 2012; (vi) if requested by the Original Purchaser, shall be initially issued to only to a Depository for holding in a book entry system; (vii) shall mature on such dates and in such principal amounts as may be fixed by the Fiscal Officer in the 2012 Certificate of Award, provided that the final maturity shall not be later than May 15, 2043; (viii) shall be subject to optional redemption, extraordinary optional redemption and mandatory redemption as provided in the Indenture; and (ix) shall bear interest, payable from the most recent date to which interest has been paid or provided for or, if no interest has been paid or provided for, from the date of the Series 2012 Bonds.

Principal of and premium, if any, and interest on the Bonds shall be payable as provided in the Indenture. The Bonds shall be registered in the name of the Holder or, if requested by the Holder, in the name of the Depository or its nominee, as Holder, and immobilized in the custody of the Depository, and the Bonds shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository as referred to in subsection (e) of this Section 3, without further action by the Borrowers.

(c) Execution. The Bonds shall be signed by the Executive and the Fiscal Officer in their official capacities (provided that either or both of those signatures may be facsimiles). In case any officer, whose signature or facsimile thereof shall appear on the Bonds, shall leave office prior to the issuance of the Bonds, such signature or facsimile thereof shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until after that time.

(d) Interest Rates. The initial interest rate on the Series 2012 Bonds shall be the Bank Rate determined as provided in the Trust Indenture and Supplemental Indenture No. 3, which interest rate shall not exceed the Maximum Rate established for the Bonds. While the Series 2012 Bonds bear interest at the Bank Rate, interest shall be payable on the fifth day of each month.

Pursuant to Supplemental Indenture No. 3, the Issuer has the option to convert the interest rate mode on the Series 2012 Bonds to other interest rate modes, including (each as defined in Supplemental Indenture No. 3) the Weekly Rate, the One Month Interest Rate, the Three Month Interest Rate, the Six Month Interest Rate, the One Year Interest Rate, the Five Year Interest Rate or the Fixed Interest Rate. While the Series 2012 Bonds bear interest at the Six Month Interest Rate, the One Year Interest Rate, the Five Year Interest Rate or the Fixed Interest

Rate, interest is payable on the first day of each May and November, and while the Series 2012 Bonds bear interest at the Weekly Rate, the One Month Interest Rate or the Three Month Interest Rate, interest in such Interest Rate Mode is payable on the first Business Day of each month.

(e) Appointment of Remarketing Agent. The Issuer hereby appoints Ziegler Capital Markets, a division of B.C. Ziegler and Company, Chicago, Illinois, as the initial Remarketing Agent for the Series 2012 under the Indenture.

(f) Book-entry System. If the Bonds are issued to a Depository and the Depository determines not to continue or if the Borrowers determine it is not in their best interest or the best interest of the Beneficial Owners for the Depository to continue to act as a Depository for the Bonds for use in a book entry system, the Borrowers, after written notice to the Issuer, may attempt to have established a securities depository/book entry system relationship with another Depository under this Resolution. If the Borrowers do not or are unable to do so, the Issuer and the Trustee, after the Trustee has made provision for notification of the Beneficial Owners by appropriate notice to the then Depository, shall permit withdrawal of the Bonds from the Depository, and authenticate and deliver Bond certificates, in fully registered form and in the authorized denomination to the assignees of the Depository or its nominee or the Beneficial Owner, all at the cost and expense (including costs of printing or otherwise preparing, and delivering, replacement Bonds) of the Borrowers.

SECTION 4. Sale of the Bonds; Certificate of Award; Official Statement. The Bonds shall be sold and awarded to the Original Purchaser, in accordance with the terms of this Resolution, the Indenture and the Bond Purchase Agreement, at the Purchase Price, as defined in the Certificate of Award, provided that the Purchase Price shall not be less than the principal amount of the Bonds, together with accrued interest on the Bonds from their date to the date of their delivery and payment therefor.

It is determined hereby, based upon the advice of Bond Counsel and representations of the Borrowers that the Purchase Price and the manner of sale and the terms of the Bonds as provided in this Ordinance, the Bond Purchase Agreement, and the Indenture, are consistent with all legal requirements and will carry out the public purposes of the Act.

The award shall be further evidenced by the Certificate of Award which shall determine and state (i) the Purchase Price of Bonds to be issued, (ii) the principal maturities of the Series 2012 Bonds, (iii) the mandatory sinking fund requirements of the Series 2012 Bonds, if any, and (iv) any other provisions of the Bonds deemed necessary or appropriate by the officer or officers of the Issuer executing and delivering the Certificate of Award, and the Issuer's legal counsel, and not contrary to this Resolution or adverse to the Issuer. The Certificate of

Award shall be executed by the Executive or the Fiscal Officer, or of the Issuer, alone or in conjunction with either of the foregoing, and execution and delivery of the Certificate of Award by any such officer or officers shall be deemed as conclusive that all matters set forth in the Certificate of Award are not contrary to this Resolution or adverse to the Issuer.

The Executive, the Fiscal Officer or the Clerk are authorized and directed, alone or together, to make the necessary arrangements with the Original Purchaser to establish the date, location, procedures and conditions for the delivery of the Bonds to the Original Purchaser and to take all steps necessary to effect due execution, authentication and delivery of the Bonds to the Original Purchaser under the terms of this Resolution and the Certificate of Award.

SECTION 5. Allocation of Proceeds of Bonds. The proceeds of sale of the Bonds (including, without limitation, premium, if any, and interest accrued thereon) shall be allocated and deposited in accordance with the Indenture.

All funds, accounts and subaccounts contemplated in the Indenture to be created are authorized and directed hereby to be created and shall be used without further legislative action for the purposes specified in the Indenture.

SECTION 6. Security for the Bonds. To the extent and except as otherwise provided under the Indenture, (i) the Bond Service Charges on the Bonds shall be equally and ratably payable solely from the Hospital Receipts, the Special Funds and from any amounts payable pursuant to the Leases, and (ii) the payment of Bond Service Charges on the Bonds shall be secured by the absolute and irrevocable assignment of the Hospital Receipts and the Special Funds and secured by the Indenture, including the assignment of the Basic Rent under the Leases. All Basic Rent shall be paid by the Borrowers directly to the Trustee for the account of the Issuer.

Anything in the Resolution, the Bonds or the Indenture to the contrary notwithstanding, the Bonds do not and shall not represent or constitute a general obligation, debt or bonded indebtedness of the Issuer, or a pledge of the faith and credit or moneys of the Issuer, and the Holders of the Bonds shall not be given and shall not have any right to have excises or taxes levied by the Issuer for the payment of Bond Service Charges thereon. The Bonds shall contain a statement to that effect and to the effect that the Bonds are payable, solely from the Hospital Receipts and from any other moneys paid by the Borrowers or obtained by the Trustee upon the exercise of rights and remedies under the Issuer Documents.

SECTION 7. Covenants and Agreements of Issuer. In addition to the other covenants of the Issuer herein and in the Issuer Documents, the Issuer further covenants and agrees as follows:

(a) Authority and Actions. The Issuer is, and upon delivery of the Bonds will be, duly authorized by the laws of the State, particularly and without limitation the Act, to issue the Bonds, to execute and deliver the Issuer Documents, the Bond Purchase Agreement and other instruments and documents to which it is a party, to provide the security for payment of the Bond Service Charges on the Bonds in the manner and to the extent set forth herein and in the Indenture, and to cause the refunding of the Series 2007B Bonds, all as authorized by this Board. All actions on the part of the Issuer for the issuance of the Bonds and the execution and delivery of the Issuer Documents, the Bond Purchase Agreement and such other instruments and documents have been or will be duly and effectively taken. The Bonds will be valid and enforceable special limited obligations of the Issuer according to the terms thereof. Each duty of the Issuer and of its officers and employees undertaken pursuant to the Bonds, the Issuer Documents and the Bond Purchase Agreement is a duty specifically enjoined by law pursuant to Section 140.06(J), Ohio Revised Code, upon the Issuer and each of those officers and employees having authority thereunder or by provision of law to perform the duty, resulting from an office, trust or station, within the meaning of Section 2731.01, Ohio Revised Code, providing for enforcement by writ of mandamus.

(b) Transcript. The Clerk shall furnish to the Original Purchaser a true transcript of proceedings, certified by the Clerk, of all proceedings had with reference to the issuance of the Bonds, together with such information from the records as is necessary to determine the regularity and validity of the issuance of the Bonds.

(c) Further Assurances. The Issuer shall do all things and take all actions on its part necessary within its legal authority and control to comply with obligations, duties and responsibilities on its part under the Issuer Documents. Nothing herein or in the Issuer Documents shall be construed as requiring the Issuer to operate the Leased Premises or to use or pledge any moneys from any source other than Hospital Receipts or the Alternate Security as provided in the Indenture.

(d) No Pecuniary Liability of the Issuer. No provision, covenant, or agreement contained in this Resolution, the Issuer Documents, the Bond Purchase Agreement, or other documents, and no obligation herein imposed upon the Issuer, or the breach thereof, shall constitute an indebtedness of the Issuer or the State of Ohio or any political subdivision thereof within the meaning of any Ohio constitutional provision or statutory limitation or shall constitute or give rise to a pecuniary liability of the Issuer or the State of Ohio or any political subdivision thereof or a charge against its general credit or taxing powers. In making the agreements, provisions and covenants set forth in this Resolution, the Issuer Documents, the Bond Purchase Agreement, or other documents, the Issuer has not obligated itself, except to the extent that the Issuer is authorized to act pursuant to Ohio law and except with respect to the Hospital Receipts. The Issuer and any of its officials, officers or employees shall have no monetary liability

arising out of the obligations of the Issuer hereunder or in connection with any covenant, representation or warranty made by the Issuer herein or any of the Issuer Documents described in Section 8 of this Resolution, and neither the Issuer nor its officials, officers or employees shall be obligated to pay any amounts in connection with the transactions contemplated hereby other than from Hospital Receipts or other moneys received from the Borrowers.

SECTION 8. Issuer Documents. To provide for the issuance and sale of the Bonds, the refunding of the outstanding principal amounts of the Series 2007B Bonds, and the consummation of the transactions contemplated herein, the Executive, the Fiscal Officer and any other appropriate officer of the Issuer is authorized and directed to execute, acknowledge and deliver, for and in the name and on behalf of the Issuer, each Issuer Document and the Bond Purchase Agreement in substantially the respective forms thereof submitted to this Legislative Authority (except that with respect to this Resolution, that authority and direction refers to certification of the adoption of this Resolution) subject to such changes as are requested and/or approved by the Issuer, including, but not limited to, certain provisions in the Leases that require the Borrowers to provide community benefits in a manner satisfactory to the Issuer.

The Issuer Documents and the Bond Purchase Agreement are approved with changes therein which are not inconsistent with this Resolution, which are not adverse to the Issuer, which are permitted by the Act, and which are approved by the officer or officers executing the respective Issuer Documents and the Bond Purchase Agreement and the Issuer's legal counsel. The approval of those changes by that officer or those officers, and the character of those changes as not being adverse to the Issuer, shall be evidenced conclusively by the execution and delivery of the respective Issuer Documents and the Bond Purchase Agreement by that officer or those officers.

SECTION 9. Other Documents. The Executive, the Fiscal Officer, the Clerk and any other appropriate officer of the Issuer, alone or in conjunction with any of the foregoing, are authorized and directed to execute, deliver and, if applicable file, for and in the name and on behalf of the Issuer, any certifications, financing statements, assignments and other instruments and documents which are necessary and appropriate to perfect the assignments contemplated in the Indenture and to consummate the transactions contemplated in the Issuer Documents, the Bond Purchase Agreement and the Bonds. Those certifications and other instruments and documents include, without limitation, an appropriate certificate under Section 149(e) of the Code, a report on Form 8038 and any other certifications and forms necessary or advisable under the Code and a certification by the Clerk of the transcript of proceedings relating to the issuance of the Bonds.

SECTION 10. Lien of Pledge Hereunder. As provided in Section 140.06 of the Act, the Hospital Receipts are subject to the lien of the pledge hereunder and under the Indenture without any physical delivery of the Hospital Receipts or

further act, and the lien of that pledge is valid and binding against all parties having claims of any kind against the Issuer or the Borrowers (irrespective of whether those parties have notice of such pledge), and creates a perfected security interest for all purposes of Chapter 1309, Ohio Revised Code, without the necessity for separation or delivery of the Hospital Receipts or for the filing or recording of the Indenture or any other resolution or instrument by which that pledge is created or any certificate, statement or other document with respect to that pledge. The pledge of and lien on the Hospital Receipts under the Indenture shall be effective and the money therefrom and thereof may be applied to the purposes for which pledged without necessity for any further act of appropriation.

SECTION 11. Release of Leased Premises. Consistent with the provisions of the Base Leases and the Leases, the Base Leases and the Leases may be amended, at any time and from time to time, to effect the release of and removal from the leasehold estates created thereby of any part of or interest in the Leased Premises and the transfer thereof to the applicable Borrowers, provided, in the opinion of Bond Counsel, such release shall not cause the Bonds to become taxable.

No further legislative action of the Issuer shall be required to authorize or effect the release or removal of all or portions of the Leased Premises, or granting or modifying interests therein, as contemplated by the Base Leases and the Leases, and the Executive and the Fiscal Officer shall be and they hereby are authorized and directed to execute and deliver, alone or in combination with any other such official, any and all documents or instruments necessary or appropriate, as determined by such official or officials, to effect such release or removal, or such granting or modifying of interests in the Leased Premises.

SECTION 12. Compliance with Open Meeting Requirements. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

SECTION 13. Immediately Effective. It is necessary that this Resolution become immediately effective in order to provide for the refunding of the Series 2007B Bonds at favorable interest rates. 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.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 9, 2012
Committee(s) Assigned: Economic Development & Planning

Journal CC008
November 13, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0228

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	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 related to year-end close-out activities; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012 - 2013 Biennial Appropriation Measure (Resolution No. R2011-0291) establishing the 2012 - 2013 Biennial budgets for all County departments, offices and agencies;

WHEREAS, it is necessary to adjust the 2012 - 2013 Biennial Appropriation Measure to reflect budgetary funding increases, funding reductions, and to transfer budget appropriations in order to accommodate the operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is necessary for reconciliation of the 2012 appropriations in the County's financial accounting system; 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 Appropriation Measure be amended to provide for additional appropriation increases and decreases to be determined by the Office of Budget & Management (OBM), for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$200,000.00, unless the additional appropriation increase is offset by a corresponding decrease of the same amount, except that any one item identified to fund pending internal service charge(s) shall not exceed \$700,000.00.

SECTION 2. That the 2012 - 2013 Biennial Appropriation Measure be amended to provide for appropriation transfers, to be determined by OBM, for the purpose of year-end reconciliation of budget accounts and line items, provided that transfer items adhere to the currently established financial policies for processing appropriation transfers.

SECTION 3. All additional appropriation increases or decreases, or appropriation transfers made under this resolution shall be done between December 03, 2012 and January 04, 2013, inclusive.

SECTION 4. On or before December 11, 2012; December 18, 2012; December 26, 2012; January 2, 2013; and January 8, 2013, OBM shall provide Council a description of all appropriation increases and decreases, and appropriation transfers journaled in the financial accounting system under this resolution during the preceding week.

SECTION 5. Not later than January 22, 2013, the County Executive shall submit to Council for approval the final budget appropriation and transfer resolution covering all of the changes made under this resolution.

SECTION 6. 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 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: October 23, 2012
Committee(s) Assigned: Finance & Budgeting

Journal CC008
November 13, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0229

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Employment & Family Services/Cuyahoga Support Enforcement Agency	A Resolution authorizing an amendment to Contract No. CE1200211-01 with United Way of Greater Cleveland for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga County for the period 4/1/2012 - 12/31/2012 to extend the time period to 12/31/2013 and for additional funds in the amount not-to-exceed \$1,095,450.00; and authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution.
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WHEREAS, the County Executive FitzGerald/Division of Employment & Family Services/Cuyahoga Support Enforcement Agency has recommended an amendment to Contract No CE1200211-01 with United Way of Greater Cleveland for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga county for the period 4/1/2012 – 12/31/2012 to extend the time period to 12/31/2013, and for additional funds in the amount not-to-exceed \$1,095,450.00; and

WHEREAS, the primary goals are to: a) allocate County funds for the benefit of area hunger services serving needy citizens in Cuyahoga County, b) to provide administrative oversight of these funds, and c) provide ongoing evaluation of the success of this distribution method; and

WHEREAS, this project is funded 100% through HHS levy dollars. Payments will be made by monthly invoice.

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

SECTION 1. The County Council hereby approves the amendment to Contract No CE1200211-01 with United Way of Greater Cleveland for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga county for the period 4/1/2012 – 12/31/2012 to extend the time period to 12/31/2013, and for additional funds in the amount not-to-exceed \$1,095,450.00.

SECTION 2. That the County Executive is hereby authorized to execute all documents required in connection with the amendment.

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0033

Sponsored by: Council Executive FitzGerald/Fiscal Officer	An Ordinance authorizing adoption of the statutorily required contribution to Ohio Public Employees Retirement System for employees in various classifications of Cuyahoga County pursuant to Internal Revenue Code Section 414(H)(2), and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, pursuant to federal and Ohio laws, the federal and state income taxes on a portion of the wages or salaries of the employees in the classifications of Deputy Sheriff Sergeants, Deputy Sheriffs, and Deputy Lieutenants of Cuyahoga County will be deferred if Cuyahoga County “picks up” (assumes and pays) the contributions statutorily required by such elected officials and covered employees to the Ohio Public Employees Retirement System (“OPERS”); and,

WHEREAS, Cuyahoga County will not incur any additional costs in the picking up of such contributions; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes that effective January 1, 2012, the full amount of the statutorily required employee contributions to OPERS shall be withheld from the gross pay of each person within any of the classes established in Section 2 herein and shall be “picked up” (assumed and paid to OPERS) by Cuyahoga County. This “pick up” by Cuyahoga County shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by Cuyahoga County or of being excluded from the “pick up.” Cuyahoga County shall, in reporting and making remittance to OPERS, report that the public employees contribution for each person subject to this “pick up” has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

SECTION 2. The “pick up” by Cuyahoga County provided by this ordinance shall apply to all persons that are employees in the classifications of Deputy Sheriff Sergeants, Deputy Sheriffs, and Deputy Lieutenants of Cuyahoga County who are or become contributing members of OPERS.

SECTION 3. Cuyahoga County’s method of payment of salary to employees who are participants in OPERS is hereby modified as follows, in order to provide for a salary reduction pick up of employee contributions to OPERS.

SECTION 4. The total salary for each employee shall be the salary otherwise payable under Cuyahoga County policies. Such total salary of each employee shall be payable by Cuyahoga County in two parts: (a) deferred salary and (b) cash salary. An employee’s deferred salary shall be equal to that percentage of that employee’s total salary which is required from time to time by OPERS to be paid as an employee contribution by that employee, and shall be paid by Cuyahoga County to OPERS on behalf of that employee as a pick up and in lieu of the OPERS employee contribution otherwise payable by that employee. An employee’s cash salary shall be equal to that employee’s total salary less the amount of the pick up for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. Cuyahoga County shall compute and remit its employer contributions to OPERS based upon an employee’s total salary. The total combined expenditures of Cuyahoga County for such employees’ total salaries payable under applicable Cuyahoga County policies and the pick-up provisions of this resolution shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

SECTION 5. The Fiscal Officer is hereby authorized and directed to implement the provisions of this Ordinance to institute the “pick-up” of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to obtain the result in federal and state tax deferrals.

SECTION 6. 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 entity. 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 7. 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

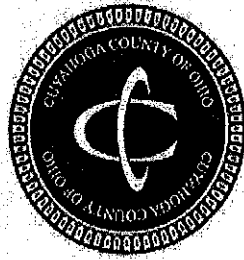
Date

Clerk of Council

Date

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name:	County Auditor	Agency/Dept. Head Name:	Wade Steen
Type of Request:	Other		
Request Prepared by:	Christopher Russ	Telephone No.	216-443-6295
SUMMARY OF REQUESTED ACTION:			
Sponsored by the Fiscal Office			
Cuyahoga County would like to pick up the statutorily required contribution to the Ohio Public Employees Retirement System for the Deputy Sheriff Sergeants' of Cuyahoga County Pursuant to Internal Revenue Code Section 414(h)(2).			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

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

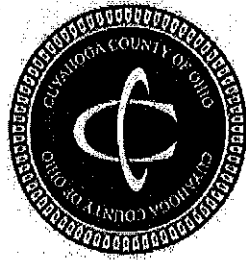
Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

[Click to download](#)

- [Draft Ordinance Deputy Sheriff Sergeants OPERS Pick Up Plan](#)



Item Details:

Agency/Dept. Name:	County Auditor	Agency/Dept. Head Name:	Wade Steen
Type of Request:	Other		
Request Prepared by:	Christopher Russ	Telephone No.	216-443-6295
SUMMARY OF REQUESTED ACTION:			
Sponsored by the Fiscal Office			
Cuyahoga County would like to pick up the statutorily required contribution to the Ohio Public Employees Retirement System for the Deputy Sheriffs of Cuyahoga County Pursuant to Internal Revenue Code Section 414(h)(2).			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

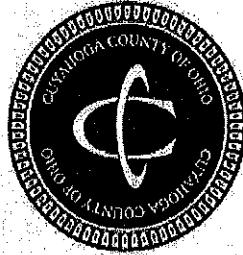
Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

[Click to download](#)

- [Draft Ordinance for Deputy Sheriffs OPERS Pick Up Plan](#)

History



Item Details:

Agency/Dept. Name:	County Auditor	Agency/Dept. Head Name:	Wade Steen
Type of Request:			
Request by:	Prepared Christopher Russ	Telephone No.	216-443-6295
SUMMARY OF REQUESTED ACTION:			
Sponsored by the Fiscal Office			
Cuyahoga County would like to pick up the statutorily required contribution to the Ohio Public Employees Retirement System for the Deputy Lieutenants of Cuyahoga County Pursuant to Internal Revenue Code Section 414(h)(2).			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

[Click to download](#)

- [Draft Ordinance for Deputy Lieutenants OPERS Pick Up Plan](#)

History

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0034

Sponsored by: County Executive FitzGerald on behalf of Human Resource Commission	An Ordinance amending the Administrative Rules for the Cuyahoga County Human Resource Commission, and declaring the necessity that this Ordinance become immediately effective.
---	--

WHEREAS, Article IX of the Charter of Cuyahoga County creates a Human Resource Commission consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations; and,

WHEREAS, the Human Resource Commission has determined that it requires the amendment of its administrative rules that were adopted in Ordinance No. 02011-0034; and,

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, it is necessary that this Ordinance become immediately effective due to the fact that civil service appeals for several employees are being held in abeyance until such time that the Human Resource Commission is operative and in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a county commission.

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

SECTION 1. Council hereby adopts the amended Human Resource Commission Administrative Rules attached as Exhibit A to this Ordinance as the administrative rules for the Cuyahoga County Human Resource Commission.

SECTION 2. It is necessary that this Ordinance become immediately effective due to the fact that civil service appeals for several employees are being held in abeyance until such time that the Human Resource Commission is operative and in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a county commission. 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 resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Attachment A

Cuyahoga County Human Resource Commission



Administrative Rules

323 W. Lakeside Avenue, Suite 400
Cleveland, Ohio 44113

Phone: 216-443-5675 Fax: 216-443-3694

<http://hrc.cuyahogacounty.us>

Initial Adoption: Ordinance 02011-0034 9.13.11

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Section 1

Definitions

1.01 Definitions

- (1) *Abolishment* – The permanent deletion of a position from the organization or structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.
- (2) *Appointment* – Placement of an employee in a position.
- (3) *Appointing Authority* – Means the same as defined in Section 9.04 of the Cuyahoga County Charter.
- (4) *Charter* – The Cuyahoga County Charter.
- (5) *Classification* – Means any one of the following:
 - a. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each;
 - b. The act of assigning a classification title to a position(s) based upon the duties performed.
- (6) *Commission* – The Cuyahoga County Human Resource Commission.
- (7) *County* – As defined in the Charter.
- (8) *County Executive* – The Cuyahoga County Executive.
- (9) *County Council* – The Cuyahoga County Council.
- (10) *Demotion* – The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower salary range than that of the classification the employee currently holds.
- (11) *Director* – The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive.
- (12) *Human Resources Department* – The Cuyahoga County Department of Human Resources.



- (13) *Layoff* – A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.
- (14) *Meeting* – Any prearranged discussion of the public business of the HRC by a majority of its members.
- (15) *Pay* – The annual, non-overtime compensation due an employee.
- (16) *Pay Range* – The pay grade assigned to a position or classification.
- (17) *Position* – The name that applies to a group of duties intended to be performed by an employee.
- (18) *Promotion* – The appointment of an employee to a different position assigned a higher pay range than the employee’s previous position.
- (19) *Reassignment* – The assignment of an employee to a different classification.
- (20) *Reclassification* – The assignment of a different classification to a position.
- (21) *Reduction in Pay* – An action that diminishes an employee’s pay. The ending of supplemental pay shall not be considered a reduction.
- (22) *Reduction in Position* – An action that diminishes an employee’s duties or responsibilities to the extent an audit of the employee’s position would result in a reclassification to a classification assigned a lower pay range.
- (23) *Removal* – Termination of an employee’s employment.
- (24) *Suspension* – The interruption of an employee’s employment and compensation for a fixed period of time.



Section 2

Purpose and Authority

2.01 Origin

On November 3, 2009, the citizens of Cuyahoga County, Ohio, adopted a County Charter pursuant to the authority granted to them in Article 10, Section 3 of the Ohio Constitution. Section 9.01 of the Charter requires the creation of a Human Resource Commission:

The County Executive, subject to confirmation by the Council, shall appoint the members of a Human Resource Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations.

[Reference –Charter §9.01]

2.02 Purpose

Pursuant to Section 9.01 of the Charter, the Commission (“the Commission”) is responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness.

[Reference –Charter §9.01]

2.03 Authority / Jurisdiction

Pursuant to Section 9.02 of the Charter, the Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review;
- (2) Responsibility for administration of countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws;



(3) Authority to ensure:

- a. Pay equity for like positions;
- b. Standardization of benefits;
- c. Approval of qualifications;
- d. Consistent discipline;
- e. Training of management in personnel practices;
- f. Training of employees in job functions;
- g. Training for total quality management;
- h. Consistent administration of performance management system;
- i. Coordination of recruitment;
- j. Compliance with ethics resolutions or ordinances as passed by the Council; and

(4) Such other functions as may be deemed necessary by the Council for the Commission to carry out its mission and purpose.

[Reference –Charter §9.02]

2.04 Relationship to Collective Bargaining Agreements

If an employee's collective bargaining agreement provides for a final and binding arbitration of grievances, such employee and union are subject solely to that grievance procedures and the Commission shall have no jurisdiction to receive and determine any appeals relating to matters that were the subject of a final and binding grievance procedures.

[Reference – O.R.C. §4117.08(B) & §4117.10]



Section 3

Powers and Duties of the Commission

3.01 General Powers

The Commission shall exercise the powers designated to them by the Charter and any ordinances or resolutions adopted by County Council.

3.02 Appellate Powers and Duties

The Commission shall hear appeals of employees in the classified service of the County from final decisions of Appointing Authorities, the County Executive or the Director relative to the following employment actions:

- (1) Reduction in pay or position;
- (2) Job abolishment / layoff;
- (3) Suspension of more than forty (40) work hours for FLSA exempt employees;
- (4) Suspension of more than twenty four (24) work hours for FLSA non-exempt employees;
- (5) Discharge (removal from employment);
- (6) Assignment or reassignment to a new or different position classification;
- (7) Refusal of the Director to reassign an employee to another classification or to reclassify the employee's position with or without a position audit;
- (8) **Determination of classified or unclassified status of an employee;**
- (9) Other appeals as provided for by Council ordinance.

For purposes of this section, "discharge" includes disability separations.

Determination of the classified or unclassified status of an employee shall be done in accordance with general law.



The Commission may affirm, disaffirm, or modify the decision of the Appointing Authority, County Executive or the Director, as the case may be, and its decision is final. The decisions of the Commission shall be consistent with the applicable classification specifications.

The Commission has authority to appoint hearing officers to hear such employee appeals.

[Reference – Charter §9.02(1), O.R.C. 124.03 & 124.34]

3.03 Classification Plans

The Commission shall administer a clear, countywide classification and salary administration system in accordance with the requirements set forth in the Charter.

[Reference – Charter §9.03]

3.04 Subpoena Powers

The Commission has authority to subpoena and require the attendance and testimony of witnesses and the production of books, papers, public records, and other documentary evidence pertinent to any matter it has authority to investigate, inquire into, or hear.

All officers in the civil service of the County shall attend and testify when summoned to do so by the Commission. Depositions of witnesses may be taken by the Commission or designee, or any member of the Commission, in the manner prescribed by law for like depositions in civil actions in the courts of common pleas. In case any person, in disobedience to any subpoena issued by the Commission, or any member of the Commission, fails or refuses to attend and testify to any matter regarding which the person may be lawfully interrogated, or produce any documentary evidence pertinent to any investigation, inquiry, or hearing, the court of common pleas of any county, or any judge of the court of common pleas of any county, where the disobedience, failure, or refusal occurs, upon application of Commission, or any member of the Commission, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the court or a refusal to testify in the court.

Parking fees and mileage shall be allowed to witnesses and, on their certificate, duly audited, shall be paid by the Cuyahoga County Treasurer.

[Reference – O.R.C. 124.03(A)(7) & O.R.C. 124.09(G)]

3.05 Recordkeeping

The Commission shall maintain a record that shall be open to public inspection, in which it shall keep records of all of its proceedings and of the vote of each of its members upon every action taken by it.



The Commission shall properly adopt a records retention schedule in accordance with Chapter 149 of the Ohio Revised Code. All records described above shall be retained in accordance with the retention schedule.

[Reference – O.R.C. §124.03(5)]

Section 4

Meetings / Rule Making

4.01 Public Meetings

The Commission shall hold meetings as often as necessary to complete Commission business. All meetings of the Commission shall be public meetings open to the public.

All meetings shall include time at the beginning of the meeting for public comment related to the agenda for that day's meeting. Every such meeting shall also include time for public comment related to ~~that meeting's~~ **the Commission's** purposes but not **necessarily** related to that day's agenda. Such comments may be heard either at the same time as comment related to that day's agenda or at a later time during the meeting.

The Commission's conducting of quasi-judicial hearings and its deliberations when acting in its quasi-judicial capacity are not "meetings" for purposes of this Section or Section 121.22 of the Ohio Revised Code.

[Reference – O.R.C. §121.22; *TBC Westlake, Inc. v. Hamilton County Board of Revision* (1997), 81 Ohio St.3d 58]

4.02 Notice

The schedule for regular meetings shall be posted under the "Public Notices" section of Cuyahoga County's main webpage (<http://www.cuyahogacounty.us>). (~~<http://executive.cuyahogacounty.us/en-US/Human-Resource-Commission.aspx>~~) In addition, notices of meetings, meeting agendas and minutes shall be posted on the Commission's webpage <http://hrc.cuyahogacounty.us>. The Commission may also choose to post notices in any additional manner that it deems will further allow the public to determine the time and place of meetings.

Notices of special meetings shall be posted in the manner described above. When a special meeting is held to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and only those issues may be discussed at that meeting. The



Commission shall not hold a special meeting unless it gives at least twenty-four (24) hours advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the **Commission's Administrator** ~~member or members of the Commission calling the meeting~~ shall notify the news media that have requested notification immediately of the time, place and purpose of the meeting.

Any person, upon written request to the Commission and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.

[Reference – O.R.C. §121.22; *Jones v. Brookfield Twp. Tr. (June 30, 1995), 11th Dist. No. 92-T-4692*]

4.03 Quorum

The physical presence of two members of the Commission at any scheduled meeting constitutes a quorum. The Commission cannot act without a quorum.

[Reference – O.R.C. §121.22]

4.04 Executive Session

The members of the Commission may hold an executive session only after a majority of a quorum of the Commission determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the purpose of considering one of the authorized matters provided in Section 121.22 of the Ohio Revised Code. The motion and roll call vote to hold the executive session shall state which one or more of the approved matters are to be considered at the executive session and the vote must be recorded in the minutes. The Commission may not take any formal action in an executive session.

[Reference – O.R.C. §121.22]

4.05 Minutes

The minutes of any meeting of the Commission shall be promptly prepared, filed, and maintained and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions.

[Reference – O.R.C. §121.22]



4.06 Rule-Making Procedure

For purposes of this Section, “rule change” includes addition of a new rule, or rescission or amendment of an existing rule. In addition, for purposes of this Section, the word “rule” includes HRC Administrative Rules, Cuyahoga County Administrative Rules, **Cuyahoga County Personnel Policies and Procedures Manual** and employee classifications.

Rule changes may be proposed to the Commission by the Director or by an individual Commission member. Proposed rule changes shall be provided to the Commission at least twenty (20) days prior to the date of the Commission meeting where the rule changes will be **acted upon by the Commission heard. If a proposed Rule Change involves a proposed ordinance that requires the Commission’s approval, the Commission may suspend the time requirements for posting and acting upon such proposed ordinance.** Proposed rule changes shall be submitted with a coversheet containing the following information:

- (1) A statement declaring the intention to consider adopting, amending or rescinding the rule;
- (2) A synopsis of the proposed rule change a general statement of the subject matter to which the proposed rule change relates; and
- (3) A statement of the reason or purpose for the rule change.

Upon receipt, the Commission shall post the proposed rule changes and the coversheet on its webpage (<http://hrc.cuyahogacounty.us>). The posting should include the date, time and place of the Commission meeting where the proposed rule change will be heard.

The agenda for any Commission meeting where a rule change will be presented shall clearly designate a portion of the meeting for consideration of the proposed rule changes. During this portion of the meeting, the Commission shall read the synopsis for each proposed rule change. The public shall then be permitted to comment in accordance with Section 4.01 of these Rules.

Upon closing of the public comment, the Commission shall have an opportunity to discuss the matter. The Commission may submit amendments to the proposed rule change during this meeting, so long as the final rule change is consistent with the synopsis that was posted prior to the meeting. The Commission shall then either (1) vote to table the matter to a subsequent meeting, or (2) vote whether to recommend the proposed rule change be submitted to County Council for approval. If a majority of the members of the Commission vote in the affirmative, the proposed rule(s) will be referred to County Council as an ordinance. A vote to reject the proposed rule change(s) does not preclude resubmittal of all or part of the rule change(s) at a subsequent meeting.



Section 5

Administrative Functions

5.01 Delegation of Administrative Functions

The Commission delegates the following administrative functions to the Human Resources Department, which shall serve under the day-to-day direction of the Director:

- (1) Administration of an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;
- (2) Administration of Countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws; and
- (3) Administration of policies and systems designed to ensure:
 - a. Pay equity for like positions;
 - b. Standardization of benefits;
 - c. Approval of qualifications;
 - d. Consistent discipline;
 - e. Training of management in personnel practices;
 - f. Training of employees in job functions;
 - g. Training for total quality management;
 - h. Consistent administration of performance management system; and
 - i. Coordination of recruitment.

The Commission shall also delegate additional administrative functions that are assigned by County Council to the Commission. Such assignment may be made through motion by the Commission.

The Commission shall retain an oversight role regarding all powers and duties delegated under this Section.

[Reference - Charter §9.02, §9.05]



5.02 Ethics

Pursuant to Section 9.02 of the Charter, the Commission shall have the authority to ensure compliance with ethics resolution(s) as passed by County Council. Pursuant to Section 1 of Article VIII of the Cuyahoga County Ethics Code ("the Ethics Code"), the Commission shall be the ethics compliance and training body for the County pertaining to the Ethics Code. More specifically, the Commission shall:

- 1) Provide copies to all employees of Ohio and County laws relating to ethics and related policies and manuals in accordance with Section 14 of Article 2 and Section 3 of Article 7 of the Ethics Code;
- 2) Ensure that employees acknowledge in writing that they have received the materials provided for in the above paragraph;
- 3) Conduct ethics training programs and classes for County employees, lobbyists and contractors; and
- 4) Take other actions necessary to perform its responsibilities for ethics compliance and training for the County pertaining to the Ethics Code, except for actions specifically assigned to another unit of Cuyahoga County government.

Within fifteen (15) days of a public official's or employee's, lobbyists' or contractor's initial date of service, reappointment, reelection, rehire or re-registration, whichever is applicable and annually, the Commission shall furnish the public official, employee, lobbyist or contractor with a copy of all current Ohio and County laws and polices relating to ethics. In addition, all public officials and employees shall personally attend ethics training programs and classes. The public official or employee shall sign an ethics statement indicating that they have read, understood and agreed to the Ethics Code and acknowledge their receipt of materials and attendance to all programs and classes in writing to the Commission.

In addition to the above cited duties, Section 2 of Article VIII of the Ethics Code grants the Commission the authority to write and send letters of notification, admonition, and censure regarding ethics law violations, when applicable. The Commission, however, shall not exercise this authority unless one of the following occurs:

- The Inspector General requests assistance from the Commission due to a conflict of interest;
- The Commission, by a majority vote, determines that it is necessary to exercise this authority.

In accordance with Section 21 of Article VII of the Ethics Code, the Commission shall ensure that the whistleblower provisions of the Ethics Code are posted on the Cuyahoga County website and in all physical locations where other human resources policies are posted.



Section 6

Employer Requirements

6.01 Notice Requirements

Any action taken by an Appointing Authority, the County Executive or the Director (collectively referred to as “the Employer” for purposes of this Section) that creates a right of appeal for an employee shall be done in the following manner:

- In writing and signed by the Employer or designee;
- The original or a copy of the action shall be served upon the employee on, before or as soon as practicable after the effective date of the action;
- The document should, on its face, indicate the particulars that form the basis for the action; and
- The document should specifically describe the procedures required for the employee to exercise their appellate rights.

The notice document shall be “served upon the employee” when:

- It is personally served upon the employee;
- It is received by the employee at the employee’s last known address, by certified mail, return receipt requested; or
- It is left at the usual place of residence, or last known address of the affected employee, with an adult residing therein.

If the service by certified mail under this Section is returned with an endorsement showing the service was refused or unclaimed, then the notice may be sent by ordinary mail, evidenced by a certificate of mailing (or employee affidavit). Such notice shall be deemed “served” on the third calendar day after the order is mailed.

An action will not be disaffirmed based upon failure of service where the employee has failed to notify the Employer of a change of address. The burden is on the employee to prove the Employer was notified of a change in the employee’s address.



6.02 Laches

Employees shall not be disciplined for acts that have been known or should have been known to the Employer more than two years prior to the effective date of the disciplinary action.

This rule does not bar discipline based upon a criminal conviction, less than two years old, although the incidents giving rise to such conviction occurred more than two years prior to the imposition of discipline.

6.03 Merger and Bar

All incidents that occurred prior to the incident for which a non-oral disciplinary action is being imposed, of which the Employer has knowledge and for which an employee could be disciplined, are merged into the non-oral discipline imposed by the appointing authority. Incidents occurring after the incident for which a non-oral disciplinary action is being imposed, but prior to the issuance of the non-oral disciplinary order, are not merged and may form the basis for subsequent discipline.



Section 7

Appellate Procedure

7.01 Manner of Filing Appeals

All appeals to the Commission shall be in writing and shall include the following information:

- The Employee's name;
- The Employee's address and telephone number;
- Employee's Appointing Authority (Department); and
- A copy of the action being appealed or a brief summary of the subject of the appeal.

An Initial Appeal form is available on the HRC's website at <http://hrc.cuyahogacounty.us> and in the HRC office. Appeals shall be filed with the Human Resource Commission at the following location:

Human Resource Commission
~~County Administration Building~~
~~1219 Ontario Street~~
~~Cleveland, Ohio 44113~~
323 W. Lakeside Avenue – Suite 400
Cleveland, Ohio 44113

7.02 Time for Filing Appeals

All appeals shall be filed with the Commission within ten (10) calendar days of the date on which the employee was served with the action in question; ~~The~~ **however, the date the employee receives the notice is not counted as part of the 10 days. In the event the Human Resource Commission Office is closed due to a holiday or weekend on the 10th calendar day, appeals received the following calendar day will be deemed filed timely.** Appeals filed after that date will not be considered.

An appeal shall be deemed to be "filed" when one of the following occurs:

- The appeal is received in person and date stamped by the Commission;
- The appeal is postmarked; or
- The appeal is received by facsimile or e-mail (date of filing shall be the date marked on the appeal by the Commission's facsimile machine or e-mail system).



7.03 Interim Appeals

The Commission retains jurisdiction over all applicable employment actions that were taken during the time period from January 1, 2011 through the effective date of these Rules. All employees who properly perfected appeals in accordance with the instruction provided by the Human Resources Department shall be considered to have met all of the filing requirements of this section. Employees who did not properly perfect appeals in accordance with the instruction provided by the Human Resources Department shall be deemed to have waived their right to appeal the underlying employment action.

7.04 Docketing

Upon receipt of an appeal, the Commission shall conduct a preliminary review to determine the following:

- Whether the appeal was properly perfected in accordance with these Rules; and
- Whether the Commission has jurisdiction to hear the appeal.

Should the Commission determine that the appeal was not properly perfected or the Commission lacks jurisdiction to hear the appeal, the Commission may issue a final order dismissing the appeal. In addition, the Commission may choose to schedule a hearing on either of the above issues. **If the Commission dismisses the appeal, the Appellant will be provided notice and rights to object per Rule 7.05. If the Appellant files an objection, the Appointing Authority will be provided notice and rights to file a response to the objection per Rule 7.05.**

Once the Commission determines that an appeal shall go forward for hearing, it shall either:

- Assign the appeal to a Hearing Officer for hearing; or
- Retain matter for hearing by full Commission.

When assigning a matter to a Hearing Officer for hearing, the Commission shall transmit **the a electronic copies of all documents received from the Appellant by the HRC. Docketing statement to the Hearing Officer that includes the following information:**

- ~~Name and contact information for appellant;~~
- ~~Appellant's Appointing Authority;~~
- ~~Summary of basis of appeal; and~~
- ~~Timeframe for completion of hearing and report.~~

7.05 Hearings

Scheduling

The Commission (or Hearing Officer) shall notify all parties and known representatives of the time, date, and place of any evidentiary hearing at least twenty-one (21) calendar days in advance of the hearing. **Motions for Continuance must be submitted in writing to the**



Hearing Officer and should be submitted at least ten (10) calendar days before the hearing and Continuances may be granted, upon written motion and for good cause shown (e.g., medical reasons, witness unavailability, unavoidable schedule conflict). **All other Motions must be submitted in writing and should be submitted at least fourteen (14) days before the hearing and may be granted, upon written motion and for good cause shown. The Commission, or the Hearing Officers, may modify these timelines when the parties submit motions requiring such modifications or jointly agree to such modifications.**

Discovery/Subpoenas

The Hearing Officer shall have discretion to set dates for the exchange of documents and both parties must agree to these dates, or the default procedure will require that at least fourteen (14) calendar days prior to the scheduled hearing, the parties shall provide the opposing party copies of the documents intended to be introduced at the hearing and a list of witnesses to be called by the party to testify at the hearing. If a party fails to comply with this requirement, the Hearing Officer has discretion to exclude such testimony or documents from the hearing. In all cases, the Hearing Officers should make every effort to ensure that the appeal record is fully developed.

Prior to the hearing, the parties may make requests to the Commission (or Hearing Officer) to issue procedural orders commanding the opposing party to disclose certain documentation and/or information. The Commission (or Hearing Officer), in their sole discretion, may issue the requested procedural order, issue a modified procedural order or reject the request. If a party fails to comply with a procedural order, the Commission may dismiss the appeal or grant other appropriate relief to the opposing party.

Upon the request of either party made on or before the tenth (10th) calendar day prior to hearing, the Hearing Officer or the Commission may, in its own discretion, issue subpoenas for such persons, documents, and attendance of witnesses as the requesting party deems necessary. Such subpoenas shall be served in the manner described in Section 3.04 of these Rules.

Parties are limited to five (5) subpoenas absent good cause. Discovery depositions shall not be permitted.

Failure to Appear

Upon failure of the Appellant to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Commission (or Hearing Officer) may dismiss the appeal.

Upon failure of the Appellee to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Commission (or Hearing Officer) may grant appropriate relief, including the disaffirmance of the employment action.



Evidence

The parties may offer such evidence as is relevant and material to the appeal. The Hearing Officer or the Commission shall be the judge of the relevancy and materiality of the evidence offered. Conformity to legal rules of evidence shall not be necessary. The Commission may request offers of proof, and may disregard evidence deemed to be unreliable, and reject evidence deemed to be cumulative, unnecessary, or of slight value.

Burdens of Proof

With regard to a disciplinary action, the Employer is required to prove by a preponderance of the evidence:

- That the Employer has substantially complied with the procedural requirements detailed in Section 6 of these Rules; and
- That the employee committed a sufficient disciplinary offense(s) to justify the discipline received.

With regard to a job abolishment, the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the job abolishment; and
- that the job abolishment was undertaken due to a lack of a continuing need for the position based on: a reorganization for the efficient operation of the appointing authority, reasons of economy, or a lack of work expected to last one year or longer. Certification of lack of funds or lack of work is not required for job abolishments.

With regard to a layoff, the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the layoff; and
- that a layoff was undertaken due to a lack of work or lack of funds.

Job abolishments and layoffs shall also be disaffirmed if the Commission determines that the action was taken in bad faith. The Employee is required to prove the Employer's bad faith by a preponderance of the evidence.

With regard to reclassifications and assignments to classifications: (*Based on SPBR Rule 124-7-03*)

- **When an appeal presents the issue of whether an employee is properly classified, or properly assigned to a classification, the Hearing Officer shall conduct a fact-finding hearing to determine the duties performed by the employee in the position at issue. Prior to the hearing, the parties should file with the Hearing Officer a designation of what classification each contends best matches the employee's duties. The Appellant can request a copy of the most recent audit of the employee's position from Human Resources, and parties can access job descriptions or class specifications for the positions that each party has designated, and the class**



specifications for any adjacent classifications within the same classification series, through the Human Resources' department website. If the Appellant does not have on-line access to these records, the Appellant may request the Human Resources department to provide hard copies of these records.

- If the employee's position has not been audited within two years, or if either the employee or the Appointing Authority contends that the employee's duties significantly changed since the last audit, the Hearing Officer may recommend to the HRC that the appeal be stayed pending completion of a new position audit.
- In an evidentiary hearing concerning the proper classification of an employee, the witnesses should be limited to the audited employee, the employee's immediate supervisor, and/or the designee of the authority who conducted the position audit. In this type of evidentiary hearing the Hearing Officer might choose to conduct the primary examination of the witnesses, followed by limited examination by the parties.
- The Hearing Officer's Report and Recommendation should compare the duties performed by the audited employee to the appropriate specifications and determine which classification most appropriately describes the duties performed by the employee. It is not anticipated that evidence about whether other employees are properly classified would be relevant.

The standard of proof for all other appeals before the Commission shall be a preponderance of the evidence.

Official Record

All hearings shall be recorded ~~either by stenographic means or~~ by the use of audio electronic recording devices, ~~as the Commission determines.~~ The ~~stenographic or~~ audio record is the official record and shall be maintained / destroyed in accordance with the **Commission's Board's** record retention schedule.

Post-Hearing Briefs

The Hearing Officer or Commission, in its own discretion, may allow the parties to a hearing to submit post-hearing briefs. A reasonable briefing schedule shall be established by the Hearing Officer or Commission in such cases. The official record shall be held open in such cases until the time for submittal of the briefs has passed. Any brief submitted within this time period shall be included as part of the official record.

Reports and Recommendations

After the official record has been closed, the Hearing Officer or the Commission will consider all evidence and submissions and issue a Report and Recommendation making findings of fact and conclusions of law. The Report and Recommendation shall be sent **by certified and regular mail** to the last known post office address of **the Appellant, and by regular mail to the Appellee.** ~~all interested parties.~~



Either party may file with written objections to the Report and Recommendation with the Commission within fourteen (14) calendar days after the date on which the Report and Recommendation was mailed. For purposes of filing the objection, the written objection must actually be received by the Commission within the fourteen (14) day period. A party filing a written objection must also serve a copy of the objections on the opposing party. The opposing party shall have fourteen (14) calendar days from receipt of the objections to file a written response to the objections. The response to objections must be actually received by the Commission within this fourteen (14) day period.

The Objections and Responses must be received by the Commission at 323 W. Lakeside Avenue – Suite 400, Cleveland, Ohio 44113 within the time periods set forth in the preceding paragraph.

7.06 Decisions of the Human Resource Commission

At the first regular meeting of the Commission following the receipt of objections or responses, if appropriate, the Commission will, as a regular item of business, ~~shall~~ **consider the Report and Recommendation along with any objections or responses received in a timely manner. At that time, the Commission may** take the matter under advisement.

At the point in time when the Commission acts upon a Report and Recommendation, it shall perform one of the following actions: ~~on pending Reports and Recommendations~~

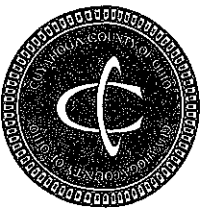
- Vote to affirm the Report and Recommendation as written;
- Vote to disaffirm the Report and Recommendation and submit new decision;
- Vote to modify the Report and Recommendation;
- Vote to remand the matter back to the Hearing Officer to reopen **the** official record for additional evidence.

All votes taken under this Section shall be done by roll call vote and recorded in the minutes. The Commission shall notify the parties in writing of its decision. The notification shall also inform the parties of their rights (if any) to appeal to **the Court of Common Pleas Court**.

7.07 Appeals to the Court of Common Pleas

The decision of the **Human Resource Commission Board** shall be a final order, and may be appealed by either the Appellant or by the County, as provided by general law.





EDWARD FITZGERALD
Cuyahoga County Executive

October 23, 2012

OCT 23 2012

Cuyahoga County Council

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

Re: MetroHealth System Board of Trustees

Dear President Connally:

On September 24, 2012, I nominated the following individuals to serve on the MetroHealth System's Board of Trustees:

- **Sharon Sobol Jordan, and**
- **Samuel R. Huston**

It is my understanding that you and your County Council colleagues require additional time to review the nominees' qualifications and backgrounds. To allow compliance with all applicable time requirements, I have agreed to formally withdraw the nomination of each individual.

To move the process forward, I am concurrently re-submitting the nominations of these two individuals to serve on this important board. I ask that his confirmation be set as soon as the Council schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

I thank you for your assistance.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Councilwoman Conwell