



AGENDA
CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 19, 2013
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
1:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT RELATED TO THE AGENDA

4. ITEMS REFERRED TO COMMITTEE

- a) M2013-0009: A Motion confirming the County Executive's appointment of Francis X. Bova upon his taking the oath of office as the Sheriff of Cuyahoga County, and declaring the necessity that this Motion become immediately effective. (See Page 2)
- b) M2013-0010: A Motion confirming the County Executive's appointment of Mark A. Parks, Jr. upon his taking the oath of office as the Treasurer of Cuyahoga County, and declaring the necessity that this Motion become immediately effective. (See Page 8)
- c) M2013-0011: A Motion confirming the County Executive's appointment of Andrea F. Rocco, Esq. upon her taking the oath of office as the Clerk of Courts of Cuyahoga County, and declaring the necessity that this Motion become immediately effective. (See Page 14)

5. MISCELLANEOUS BUSINESS

6. OTHER PUBLIC COMMENT

7. ADJOURNMENT

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

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0009

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Francis X. Bova upon his taking the oath of office as the Sheriff of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

WHEREAS, Article V, Section 5.08 of the Charter provides for the office of the Sheriff of Cuyahoga County; and

WHEREAS, the County Executive has nominated Francis X. Bova for the appointment to the position of Sheriff of Cuyahoga County; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2013; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Francis X. Bova to the position of Sheriff; and

WHEREAS, 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 County government.

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

SECTION 1. That the appointment by the County Executive of Francis X. Bova upon his taking the oath of office as the Sheriff of Cuyahoga County is hereby confirmed by Council.

SECTION 2. 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 County government.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2013

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 21, 2013

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

Re: Cuyahoga County Sheriff

Dear President Connally:

Pursuant to Article V, Section 5.08 of the Cuyahoga County Charter, I am pleased to nominate **Francis X. Bova** to serve as the Cuyahoga County Sheriff. A copy of his resume is attached hereto which details his relevant work history and background. As you can read, Sheriff Bova has several decades of relevant work experience that address the qualifications mandated in our Charter. Of note, he provided needed stability to the Cuyahoga County Sheriff's Office in 2009 when he was called upon to lead the office after the resignation of the previous County Sheriff.

Sheriff Bova has served in law enforcement for almost thirty years, starting as a zone car officer with the Cleveland Police Department and rising through the ranks to serve as the Chief of Police for the City of Warrensville Heights. As Chief of Police, he managed a budget of greater than \$5.6 million and introduced numerous innovations such as instituting a neighborhood watch program, creating a Midnight Basketball League for local youths, and actively seeking cost savings through cooperative efforts with surrounding communities.

I am honored to nominate Sheriff Bova for this position. He has been a great influence on the Sheriff's Office and his background and demeanor are well suited to this office. I note that the next scheduled meeting of the County Council will occur on February 26, 2013 and I ask that this nomination be deemed submitted as of that date. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

Francis X. Bova

Summary of Experience

A decorated police professional with a proven experience working with law enforcement organizations across federal, state, county and city levels with a strong emphasis on community support. In addition to solid leadership, organizational and performance skills, has a proven ability to motivate and reward safety force personnel for getting the job done. A person of high integrity and compassion capable of working with citizens and leaders to accomplish tangible results.

**2010 to
Present**

Cuyahoga County Sheriff's Office- Captain

- 3rd in command; responsible for Detective Bureau
- Officer in charge of the S.W.A.T. Team and Sex Crimes Division
- Officer in charge of County wide Impact unit
- Assist in monitoring security of 40 buildings

**2000 to
2010**

Warrensville Heights- Chief of Police

- Responsible for the day to day operations of the division of police while maintaining a budget of 5.6 million dollars in the City of 15,000 residents
- Developed a senior police academy for the residents to interact with their police department over 100 hundred graduates who still to this day assist the City and the police department
- Started a program for our youth the midnight basketball league run by the police department on outdoor basketball courts in the City over 150 youth participated every Tuesday and Thursday in the summer months
- Maintained a solid relationship with the mayor's office and city council to ensure our residents concerns and safety were first and foremost
- Assisted in starting the City wide neighborhood watch program throughout the City
- Sought and received several federal and local grants to insure the stability of the division of police
- Partnered with local businesses and citizens in the formation of the Warrensville emergency preparedness plan
- Developed and maintained a close professional relationship with surrounding communities
- Partnered a relationship for regional cooperation in the sharing of SWAT and other essential police related functions, fifteen contiguous cities were part of the Valley enforcement group

**March 2009 to
May 2009**

Cuyahoga County Sheriff's Office- Interim Sheriff

- Was called upon to stabilize the sheriff's office in a difficult time in Cuyahoga County
- Immediately implemented a plan to calm, refocus and stabilize the office which was under intense scrutiny
- Set out to improve morale by developing a forum in which employees could communicate their ideas and concerns
- Established clear and precise rules that left no room for misunderstanding
- Oversaw 1,200 employees and a 50 million dollar budget
- Oversaw the jail facility of over 2,000 inmates
- Partnered with Federal and local law enforcement to assist with more visible law enforcement in Cuyahoga County
- Assisted in the smooth transition to a new elected Sheriff

**1995 to
2000**

City of Cleveland Police Department- Sergeant

- Officer in Charge (OIC) of platoon 32 officers
- OIC sixth district vice unit and strike force (17) officers and the community empowered police team (6) officers
- Vice and Strike Force team led city in search warrants, arrests, and drug house board ups (over 100) total
- Responsible for inspecting liquor licenses and enforcing Liquor Laws of the state of Ohio. Five liquor stores and one adult bookstore were permanently closed as a result of the Vice Unit enforcement
- Address weekly Community and Street Club groups in order to keep and enhance open rapport between community and the Police Department

**1992 to
1995**

City of Cleveland Police Department- Vice Unit

- Major focus on narcotics, prostitution, gambling and liquor violations throughout the eastside of Cleveland

**1990 to
1992**

City of Cleveland Police Department- Strike Force

- Went undercover for three months to infiltrate and break up a major auto theft ring; resulted in excess of 15 felony arrests
- Spyglass operation
- City wide narcotics unit
- Six months of training in detective bureau for investigations
- Graduate of FBI fingerprint school

1985 to
1990

City of Cleveland Police Department- Zone car Officer

- Field training officer; responsible for complete training of new Police Officers

Leadership Positions/Continuing education

- Graduated Police Executive Leadership College (2002)
- Director of Northeast Ohio Fusion Center
- Cuyahoga County Chiefs Association Governor/Chaplain 2002 to 2010
- 2nd vice president of Fraternal Order of Police (2 terms)
- Athletic Director Catholic Youth Organization 5 years
- Athletic director Incarnate Word academy 1996 until 2009
- FBI fingerprint school (1992)

Awards and Recognition

- Two Distinguished Service medals
- Special commendation from Cleveland Police Chief
- Supervisor of the year 5 years 6th district presented by community relations board 1995 to 1999
- Incarnate Word Academy named basketball court after my family in honor of our dedicated service

References

Marcia L. Fudge, Congresswoman (216) 522-4900
Peter J. Elliott, United States Marshall (216)522-4482
Others available upon request

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0010

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Mark A. Parks, Jr. upon his taking the oath of office as the Treasurer of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

WHEREAS, Article V, Section 5.07 of the Charter provides for the powers, duties and qualifications of the County Treasurer; and

WHEREAS, the County Executive has nominated Mark A. Parks, Jr. for the appointment to the position of County Treasurer; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2013; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Mark A. Parks, Jr. to the position of County Treasurer.

WHEREAS, 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 County government.

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 Mark A. Parks, Jr. to serve as the County Treasurer upon his taking the oath of office.

SECTION 2. 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 County government.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2013

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 21, 2013

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

Re: Cuyahoga County Treasurer

Dear President Connally:

Pursuant to Article V, Section 5.07 of the Cuyahoga County Charter, I am pleased to nominate **Mark A. Parks, Jr.** to serve as the Cuyahoga County Treasurer. A copy of his resume is attached hereto which details his relevant work history and background. As you can read, Mr. Parks more than meets the requirements outlined in our Charter and, while not mandated by our Charter, Mr. Parks is a Certified Public Accountant, licensed by the State of Ohio.

Mr. Parks has a wealth of civic and business experience that is detailed in his resume. Of note, he has served as the Executive Board Treasurer for the National Black MBA Association and is a member of the Government Finance Officers Association. He is active in civic life in his home community of Orange Village where he resides with his wife and two sons. He currently serves as the President of the Orange Village City Council. Mr. Parks has been a great asset to this County and well suited to serve us as our County Treasurer.

I note that the next scheduled meeting of the County Council will occur on February 26, 2013 and I ask that this nomination be deemed submitted as of that date. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

MARK A. PARKS, JR.

✦ E-mail: mapcpagroup@gmail.com

Certified Public Accountant

Efficiency Specialist – Eliminated millions of dollars of expenses from a departmental budget through operational analysis

Organizational Specialist – Developed a new organizational structure to promote functionality and efficiency

QUALIFICATIONS AND ACCOMPLISHMENTS

Efficient performance with a high level of acumen in:

- Budget development, financial management, cash management, general accounting, taxation, internal controls, governmental operations, and small business consulting.
- Thorough knowledge of both GASB and FASB accounting

Technical Skills:

- Microsoft Office Word, Excel, PowerPoint, Access, Publisher - 2003, 2007, 2010
- Experience using various accounting software packages, For Profit and Not For Profit

PROFESSIONAL EXPERIENCE

DIR. OF SPECIAL PROJ./CONTROLLER/TREASURER (Acting) Cuyahoga County, Cleveland, OH 2011-Present

- ◆ Responsible for all financial operations, including financial reporting, tax collections, and the management of a billion dollar investment portfolio
- ◆ Manage a process called CountyStat to quantitatively evaluate the operations of the Fiscal Office and determine corrective actions
- ◆ Assist Chief Fiscal Officer with organization and consolidation of the new fiscal office, including but not limited to organizational structure, physical plant, and accounting structure
- ◆ Serve as controller for the County, reviewing and preparing budgets, monitoring revenues and expenditures, and implementing corrective actions
- ◆ Evaluate the effectiveness and challenges of the newly formed government and recommend structural changes
- ◆ Evaluate staffing for effectiveness and efficiency and recommend changes

CHIEF FISCAL OFFICER/TREASURER (Acting) Cuyahoga County, Cleveland, OH 2011-2011

- ◆ Began financial transition from former County Commissioner form of government to Executive form of government by facilitating the consolidation of three formerly elected officials' offices and four departments into one financial enterprise
- ◆ Developed and implemented strategies to bring together a very diverse group of employees, many of whom had never worked together before
- ◆ Began the elimination of redundancies that were inherent in the former form of government
- ◆ Performed all functions of the Chief Financial Officer and Treasurer for a \$1.5 billion governmental entity
- ◆ Managed the entire financial enterprise for the County
- ◆ Implemented new Charter requirements for reformed County government

FINANCIAL SYSTEM ADMINISTRATOR, Cuyahoga County, Cleveland, OH 2010 - 2011

- ◆ Performed development of operating budget, monitored revenue estimates for the General Fund and Health & Human Services Levies and debt service
- ◆ Assisted in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, and banks, including participating on the \$565 million financing team of the Cleveland Medical Mart and Convention Center
- ◆ Facilitated maintaining the County's note and bond ratings

- ◆ Performed capital management duties, developed indirect cost plan, and evaluated proposals for new or expanded projects
- ◆ Provided computer software technical support and assistance to end-users in County departments

BUDGET MANAGEMENT ANALYST, Board of County Commissioners, Cleveland, OH 2005 - 2010

- ◆ Developed, prepared and monitored \$1.5 billion budget for the Board of County Commissioners (BOCC)
- ◆ Analyzed fiscal activities of assigned departments and made forecasts based on expenditure patterns
- ◆ Performed fiscal management functions for BOCC agencies

ADIUNCT INSTRUCTOR, Cuyahoga Community College, Cleveland, OH 2007 - 2011

- ◆ Taught basic, intermediate, governmental, and advanced principles of accounting courses
- ◆ Prepared students for life in the business world

CHIEF FINANCIAL OFFICER, Lake Metropolitan Housing Authority, Painesville, OH 2002 - 2005

- ◆ Managed and performed all fiscal duties including: cash management, investments, payroll, accounts receivable, accounts payable, taxes, budgeting, forecasting and general accounting
- ◆ Automated the accounting processes and implemented changes that increased efficiency
- ◆ Implemented an investment strategy that substantially increased investment earnings

SENIOR ACCOUNTANT, The Cleveland Clinic Foundation (CCF), Cleveland, OH 1998 - 2001

- ◆ Developed sophisticated interactive budgeting application to facilitate Activity Based Costing for proposals
- ◆ Prepared CCF proposals for the coordination of clinical trials for pharmaceutical companies

CHIEF FINANCIAL OFFICER, Community United Head Start & Day Care, Cleveland, OH 1996 - 1998

- ◆ Managed all fiscal activities for thirty-two pre-school/daycare centers and a food service unit including: receipt and disbursement of funds, payroll, accounts payable, purchasing and general ledger records
- ◆ Performed budgeting, forecasting and cash management

FISCAL MANAGER, Cleveland Technical Assistance Organization (TAO), Cleveland, OH 1995 - 1996

- ◆ Performed financial management including: financial statements, accounts receivable, accounts payable, general ledger, taxes, payroll, budgeting, forecasting, cash management, and maintaining positive banking relationships
- ◆ Managed the accounting function for twenty-five housing developments

CIVIC ENGAGEMENT

VILLAGE COUNCIL PRESIDENT & FINANCE COMMITTEE CHAIRMAN, Orange Village, OH 2005, 2008 - Present
The President of Council is responsible for presiding over all Council meetings, appointing all committee chairs, and serving as acting Mayor in the Mayor's absence or in the event of incapacity. The Finance chair is responsible for choosing and presiding over a committee to scrutinize the financial records and transactions of the Village.

COMMUNITY ACTIVITIES

- ◆ 2011 - Present: Orange Schools Vision and Strategic Planning Committee
- ◆ 2010 - Present: Lander Circle Kiwanis Club
- ◆ 2010 - 2011: Representative for the Cuyahoga County Transition Team for Finance
- ◆ 2006 - 2009: National Black MBA Association - Treasurer
- ◆ 2005 - 2009: Community United Headstart - Audit Committee Chairman
- ◆ 1998 - 2008: Continue Life Inc - Board member and Finance Chairman

EDUCATION AND LICENSURES

University of Phoenix

Masters of Business Administration Degree, concentration in e-Business

- ◆ 3.88 grade point average on a 4.0 scale

Cleveland State University

Completed coursework equivalent to an accounting major

- ◆ 3.4 grade point average on a 4.0 scale in accounting;
- ◆ Completed Cleveland State Leadership Academy in 2008

Baldwin-Wallace College

Bachelor of Arts Degree with a dual major in Business Administration and Political Science

President's Council Foundation

Emerging Entrepreneurs Class of 2005

Passed:

- ◆ Passed Life, Accident & Health and Variable Products exams.
- ◆ Passed Securities Series 6, 63, and Series 26 exams
- ◆ Passed Ohio Certified Public Accountants Examination

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0011

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Andrea F. Rocco, Esq. upon her taking the oath of office as the Clerk of Courts of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

WHEREAS, Article V, Section 5.04 of the Charter provides for the office of the Clerk of the Court for the Court of Common Pleas; and

WHEREAS, the County Executive has nominated Andrea F. Rocco, Esq. for the appointment to the position of Clerk of Courts for the Cuyahoga County Court of Common Pleas; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2013; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Andrea F. Rocco, Esq. as the Clerk of Courts; and

WHEREAS, 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 County government.

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

SECTION 1. That the appointment by the County Executive of Andrea F. Rocco, Esq. upon her taking the oath of office as the Cuyahoga County Clerk of Courts is hereby confirmed by Council.

SECTION 2. 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 County government.

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

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

Yeas:

Nays:

County Council President

Date

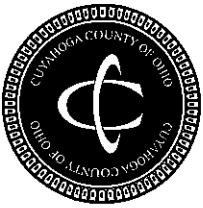
Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2013

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 21, 2013

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

Re: Cuyahoga County Clerk of Courts

Dear President Connally:

Pursuant to Article V, Section 5.04 of the Cuyahoga County Charter, I am pleased to nominate **Andrea F. Rocco, Esq.** to serve as the Cuyahoga County Clerk of Courts. A copy of her resume is attached hereto which details her relevant work history and background. As you can read, Ms. Rocco has served as Special Counsel to the County Executive. In this position, she was involved in numerous important initiatives, including the Justice System Reform Committee, the Sex Crimes Task Force and played an integral role in the discussions concerning the possible construction and staffing of a state-of-the-art Crime Lab. Ms. Rocco has been a practicing attorney since 1993 and is well versed in the operations of the Clerk's Office.

In the brief period of time that Ms. Rocco has served as the Interim Clerk of Courts, she has already instituted significant improvements. She is making the collection of unpaid court costs a priority, she is working to implement the objectives called for in the recently approved JSR platform, and she is improving customer service measures for the office. She has made great strides in the time that she has served. Ms. Rocco resides in Westlake with her husband and two children.

I note that the next scheduled meeting of the County Council will occur on February 26, 2013 and I ask that this nomination be deemed submitted as of that date. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

ANDREA F. ROCCO

palmroc@wowway.com

EXPERIENCE

10/11 to present **SPECIAL COUNSEL TO THE EXECUTIVE, CUYAHOGA COUNTY**

- In cooperation with the Cleveland Rape Crisis Center and the Cuyahoga County Chiefs' Association, responsible for the successful planning, budgeting, drafting and implementation of the County Sexual Assault Guidelines which included coordinating 80 plus police departments, community groups and social service representatives.
- Managed the successful transition of Crime Stoppers, Inc. which required the drafting of all legal agreements, coordination of individuals in the private and public sector, compliance with state statutes and county mandates, and participation in the hiring of the administrator.
- Manage several projects for the Executive including the governing board, crime lab and heroin initiative requiring a legal background in employment, criminal and civil law and law enforcement knowledge.
- Serve as the Executive's designee on several committees requiring the formation and maintenance of collaborative relationships across all sectors, public and private.
- In coordination with County Council, planned the first ever collection of delinquent county court costs requiring the coordination of computer services, the law department, the procurement office as well as vendors in the public and private sector. Responsible for the drafting and oversight of legal agreements, legislation and all documents related to the procurement process. Continue to assure the successful transfer of clerk files and collection of costs.

2/08 to 10/11 **DEPUTY- EXECUTIVE ASSISTANT TO LAKEWOOD MAYOR ED FITZGERALD, MAYOR MIKE SUMMERS, Lakewood, Ohio.**

- Ensure efficiency of citywide programs by overseeing and coordinating various initiatives with the police department, law department and the Mayor's office.
- Worked closely with local and county organizations on issues of housing and criminal nuisance matters.
- Manage high priority city projects.
- Responsible for formulating policy initiatives regarding criminal nuisance laws, animal legislation and decriminalization of parking.
- Attend and provide support at public meetings and events for the Mayor
- Prepare written reports, briefings and memoranda for the Mayor and other senior officials.
- Complete special projects and assignments consistent with the mission of the City and Mayor.
- Design and implement short and long term programs and strategies to enhance public safety and building issues involving law enforcement, fire, law, building and planning.
- Develop collaborative relationships with community organizations, the business sector and non-profit institutions on behalf of the Mayor.

- Represent the City in various legal matters including employment and liquor control matters.
- Serve as the hearing officer for parking violations and animal breed determinations.

4/02 to Present **PROSECUTOR/ASSISTANT DIRECTOR, CITY OF WESTLAKE LAW DEPARTMENT, Westlake, Ohio**

- Municipal Prosecutor: Prosecute criminal misdemeanor cases in municipal court from arraignment through trial. Represent the city in the appellate and state supreme courts. Responsible for determining if criminal charges should be pursued. Assist and advise police officers with investigations and legal questions. Assist the law director in various civil litigation matters.
- Handle a variety of employment and labor matters: litigate grievance arbitrations and EEOC/Civil Rights allegations; draft city policies, manuals and job descriptions; oversee the development and implementation of supervisor and employee training; work closely with various Department Directors and staff in developing and implementing City procedures; ensure the City's compliance with various state and federal laws (HIPAA, OSHA, Labor/Employment).

10/95 to 2/02 **ASSISTANT ATTORNEY GENERAL, OHIO ATTORNEY GENERAL'S OFFICE, Cleveland, Ohio.**

- 10/00 to 2/02. Legal counsel in the workers' compensation section defending the Bureau of Workers' Compensation and Industrial Commission in cases involving injured workers. Responsibilities included overseeing a docket of over 150 cases, participating in mediations, conducting discovery, initiating settlement discussions and litigating jury trials.
- 10/98 to 10/00. Legal counsel in the corrections litigation section defending state employees and officials in lawsuits filed by inmates. Represented the Department of Rehabilitation and Correction and the Adult Parole Authority at all stages of state and federal litigation.
- 10/95 to 10/98. Legal counsel in the labor relations section. Represented the State Employment Relations Board and the Ohio Bureau of Employment Wage & Hour. Responsible for the prosecution of SERB complaints at the administrative level, conducted discovery, interviewed witnesses and negotiated with public employers and public employee organizations. Drafted post-administrative appeals and argued the cases orally if required. Prevailed in appeals to the Ohio Court of Appeals and Ohio Supreme Court. Wage and hour representation included reviewing files and determining if lawsuit should be initiated. Attended all pretrials, conducted discovery and litigated.

2/94 to 10/95 **ASSISTANT PROSECUTOR, LAKE COUNTY PROSECUTOR'S OFFICE, Painesville, Ohio.**

- Prosecuted felony and misdemeanor cases. Represented the County Department of Human Services in abuse, neglect and dependency adjudications.

6/93 to 11/95

LAW CLERK, MCGINTY, GIBBONS, HILOW & SPELLACY, Cleveland, Ohio.

- Performed legal research, drafted appellate briefs and post-conviction motions for criminal defense clients.
- Assisted with civil cases including personal injury and wrongful death claims. Responsible for research and drafting of dispositive motions.

5/91 to 6/93

LAW CLERK, CUYAHOGA COUNTY PROSECUTOR'S OFFICE, Cleveland, Ohio.

- Actively assisted major trial prosecutors, participated in pre-trial preparation and hearings of rape and homicide cases.
- Drafted motions and briefs on death penalty cases at trial and appellate levels including the United States and Ohio Supreme Courts. Prevailed in appeals to the Ohio Eighth District Court of Appeals, Ohio Supreme Court.
- Reviewed records of appealed cases, researched and drafted appellate briefs, writs of mandamus, habeas corpus actions, post-conviction motions, findings of fact and conclusions of law, and memorandums in support/opposition of jurisdiction.

5/91 to 4/92

LAW CLERK, LAKEWOOD LAW DEPARTMENT, Lakewood, Ohio.

- Represented the City at criminal arraignments.
- Drafted ordinances, city policy manuals and pre-trial motions.

6/90 to 5/91

LAW CLERK, PAYNTER & KOHLER, Cleveland, Ohio.

- Engaged in written and oral discovery for civil lawsuits. Drafted complaints and dispositive motions.

6/88 to 10/89

PUBLIC RELATIONS DIRECTOR, MASSACHUSETTS ASSC. OF UNDERWRITERS, Boston, MA.

- Wrote, edited and designed lay-out of monthly statewide publication. Responsible for media relations including the writing and distribution of press releases and the coordination of appearances by association members.

7/87 to 5/88

CENTENNIAL COORDINATOR, WHELOCK COLLEGE, Boston, MA.

- Wrote alumni profiles and special events articles for the alumni quarterly newspaper and monthly in-house newsletter. Coordinated centennial events, receptions, and donor screenings.

EDUCATION

1990 to 1993

CLEVELAND MARSHALL COLLEGE OF LAW, Cleveland, Ohio.

Juris Doctor Degree, May 1993. Admitted to practice, November 1993.
Honors: Editor, *The Gavel* Law School Newsmagazine (1991-1993), Staff (1990-1991), Selected as a peer advisor (1991-1992), Student Sales Representative for Ohio Bar Review.

1984 to 1987

OHIO UNIVERSITY, Athens, Ohio.

B.S. Communication, 1987, Major: Organizational Communication: emphasis in public relations and business.

Honors: Outstanding Senior Leader Award (1 of 5 selected from 15,000 graduates), Scholar-Leader Award, Mortar Board Senior Honorary Vice

President, Student Alumni Board Executive Committee, Student Ambassador of
the Office of the President, Outstanding Greek Woman of the Year Nominee.

References Available Upon Request.