



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**  
**MEETING**  
**THURSDAY, DECEMBER 15, 2011**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM NOVEMBER 17, 2011 MEETING**
- 5. APPROVAL OF MINUTES FROM NOVEMBER 18, 2011 MEETING**
- 6. MATTERS REFERRED TO COMMITTEE**
  - a) R2011-0345: A Resolution making an award on RQ21089 to Wellness IQ, Inc. in the amount not-to-exceed \$1,231,000.00 for Vitality Wellness Services for tracking County employees participating in the County's health benefit plans for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute a contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
  - b) O2011-0061: An Ordinance providing for modifications and adoption of the County's Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective

7. MISCELLANEOUS BUSINESS

8. OTHER PUBLIC COMMENT

9. ADJOURNMENT

\*In accordance with Ordinance No. O2011-0020, complimentary parking for the public will be available **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 HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**

**THURSDAY, NOVEMBER 17, 2011  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
10:00 AM**

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

**Chairwoman Conwell called the meeting to order at 10:00 a.m.**

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

**The Clerk called the roll. Committee members Conwell and Gallagher were in attendance and quorum was determined. Mr. Rogers entered the meeting shortly after the roll call was taken. Councilmember Miller was also in attendance.**

#### **3. PUBLIC COMMENT RELATED TO THE AGENDA**

**No public comments were given.**

#### **4. APPROVAL OF MINUTES FROM OCTOBER 27, 2011 MEETING**

**A motion was made by Ms. Conwell, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes of the October 27, 2011 meeting.**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) M2011-0050: A Motion confirming the County Executive's appointment of individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.

- 1) Gayle Thompkins Agahi
- 2) Daniel E. Berry
- 3) Sari Feldman

- 4) Susan Muha
- 5) Denise Smudla
- 6) Harriet Applegate
- 7) Michael Latkovich
- 8) K. Michael Benz
- 9) Joseph A. Calabrese
- 10) Daniel M. Koncos
- 11) Jeffrey K. Patterson
- 12) Stephen M. Wing
- 13) Joseph Gauntner

**Mr. David Reines, Interim Executive Director of the Cleveland/Cuyahoga County Workforce Investment Board, addressed the Committee regarding Motion No. M2011-0050. Discussion ensued.**

**Councilmembers asked questions of Mr. Reines pertaining to the item, which he answered accordingly.**

**Ms. Sari Feldman, Mr. Jeffrey Patterson and Mr. Joseph Gauntner addressed the Committee regarding their nominations to the Cleveland/Cuyahoga County Workforce Investment Board. Discussion ensued.**

**Councilmembers asked questions of the nominees pertaining to their experience and expertise, which each answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Gallagher, Motion No. M2011-0050 was considered and approved by unanimous vote to be referred to the full Council agenda under second reading suspension of rules.**

- b) M2011-0051: A Motion confirming the County Executive's appointment of Christopher S. Ronayne to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors, and declaring the necessity that this Motion become immediately effective.

**Mr. William Friedman, President and CEO of the Cleveland-Cuyahoga County Port Authority and Mr. James Boyle, Special Assistant to County Executive FitzGerald, addressed the Committee regarding Motion No. M2011-0051. Discussion ensued.**

**Councilmembers asked questions of Mr. Friedman and Mr. Boyle pertaining to the item, which they answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Rogers, Motion No. M2011-0051 was considered and approved by unanimous vote to be referred to the full Council agenda under second reading suspension of rules.**

- c) R2011-0321: A Resolution authorizing awards on RQ20783 to various providers in the total amount of \$900,000.00 for real estate appraisal services for the Sheriff's sale for the period 1/1/2012 - 12/31/2014, and authorizing the County Executive to execute agreements consistent with said awards:

- 1) John W. Andrews
- 2) Mark Butler
- 3) Gregory W. Conte
- 4) Thomas P. Hogan
- 5) Paul Kinczel
- 6) John H. Koz
- 7) Ruth A. Lassiter
- 8) Wayne F. Levering
- 9) Christopher J. Loftus
- 10) Paul G. McLaughlin
- 11) Stan Patriski
- 12) Daniel Rocco
- 13) Rosemary A. Schneider
- 14) Crystal A. Williams

**Mr. Jim Boyle; Mr. Jim Bitterman, Chief Duty of the Civil Division in the Office of the Sheriff; Mr. Majeed Makhoulf, Director of Law and Ms. Elise Hara, Director of Human Resources, addressed the Committee regarding Resolution No. R2011-0321. Discussion ensued.**

**Councilmembers asked questions of Mr. Boyle, Mr. Bitterman, Mr. Makhoulf and Ms. Hara pertaining to the item, which they answered accordingly.**

**On a motion by Mr. Gallagher with a second by Mr. Rogers, Resolution No. R2011-0321 was considered and approved by unanimous vote to be referred to the full Council agenda under second reading suspension of rules.**

- d) O2011-0050: An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

**Ms. Rebecca Kopcienski, Administrator for the Human Resource Commission; Mr. Albert Bouchahine, Personnel Manager for the Office of Human Resources and Ms. Elise Hara, addressed the Committee regarding Ordinance No. O2011-0050. Discussion ensued.**

**Councilmembers asked questions of Ms. Kopcienski, Mr. Bouchahine, and Ms. Hara pertaining to the item, which they answered accordingly.**

**A motion was made by Ms. Conwell, seconded by Mr. Rogers and approved by unanimous vote to consider substitute Ordinance No. O2011-0050.**

**On a motion by Mr. Gallagher with a second by Mr. Rogers, substitute Ordinance No. O2011-0050 was considered and approved by unanimous vote to be referred to the full Council agenda under third reading.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**7. OTHER PUBLIC COMMENT**

**No public comments were given.**

**8. ADJOURNMENT**

**With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 11:30 a.m., without objection.**



## **MINUTES**

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

**FRIDAY, NOVEMBER 18, 2011  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
11:30 AM**

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

**The meeting was called to order by Chairwoman Conwell at 11:30 a.m.**

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

**The Clerk called the roll. Committee members Conwell, Rogers and Gallagher were in attendance and a quorum was determined. Councilmembers Miller, Brady and Greenspan were also in attendance.**

#### **3. PUBLIC COMMENT RELATED TO THE AGENDA**

**The following citizens addressed the Committee regarding issues of concern to them regarding Ordinance No. O2011-0042.**

- 1. Mark Szabo**
- 2. Rob Rivera**
- 3. Elizabeth Sebian**
- 4. David Green**
- 5. Mary Esendorf**
- 6. Craig Hoffman**
- 7. Steve Bennett**
- 8. Doris Sharika**
- 9. Kate Kennedy**
- 10. Suzanne Redhead**
- 11. Rev. Richmond**
- 12. Shari Bowman**

**13. Ken Lanci**

**14. Leslie Huff**

**4. MATTERS REFERRED TO COMMITTEE**

- a) O2011-0042: An Ordinance providing for adoption of a policy granting health benefits to domestic partners of County employees, and declaring the necessity that this Ordinance become immediately effective.

**Mr. Majeed Makhoulf, Director of Law; Ms. Elise Hara, Director of Human Resources; and Ms. Lisa Durkin, Deputy Director of Operations for Human Resources, addressed the Committee regarding Ordinance No. O2011-0042. Discussion ensued.**

**Committee members asked questions of Mr. Makhoulf, Ms. Hara and Ms. Durkin pertaining to the item, which they answered accordingly.**

**A motion was made by Ms. Conwell, seconded by Mr. Rogers and approved by unanimous vote to amend Section 1 of Ordinance No. O2011-0042 to change the date of submission of the policy to Council from 10/4/2011 to 3/31/2012.**

**On a motion by Ms. Conwell with a second by Mr. Rogers, Ordinance No. O2011-0042 was considered and approved by unanimous vote to be referred to the full Council agenda for third reading, as amended.**

**5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**6. OTHER PUBLIC COMMENT**

**No public comments were given.**

**7. ADJOURNMENT**

**With no further business to discuss and on a motion by Ms. Conwell with a second by Mr. Gallagher, the meeting was adjourned at 12:42 p.m., without objection.**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2011-0345

Sponsored by: <b>County Executive FitzGerald/Department of Human Resources</b>	<b>A Resolution</b> making an award on RQ21089 to Wellness IQ, Inc. in the amount not-to-exceed \$1,231,000.00 for Vitality Wellness Services for tracking County employees participating in the County's health benefit plans for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute a contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, County Executive/Department of Human Resources has submitted a request to make an award on RQ21089 to Wellness IQ, Inc. in the amount not-to-exceed \$1,231,000.00 for Vitality Wellness Services for tracking County employees participating in the County's health benefit plans for the period 1/1/2012 - 12/31/2014; and,

WHEREAS, the goals of Wellness IQ, Inc. are to educate their clients and employees on the importance of wellness, engage employees to be good consumers of healthcare, measure the progress of client and employee's health through standardized HIPPA compliant methods, and rewarding clients and their employees with lower healthcare costs, less absenteeism and improved quality of life; and,

WHEREAS, Wellness IQ, Inc. submitted a proposal for RQ21089 to provide products and services as a Wellness Program to Cuyahoga County; and,

WHEREAS, Vitality Wellness Services, through the Wellness IQ, Inc. contract, shall charge per employee per month fees, the Communication Plan, as well as a one time set up fee; and,

WHEREAS, Wellness IQ, Inc. shall provide communication services through its subcontractor Gianfagna Marketing and Communications, a Small Business Enterprise certified by 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 department.

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

**SECTION 1.** The County Council hereby accepts the County Executive/Department of Human Resource's recommendation and awards a contract under RQ21089 to Wellness IQ, Inc. in the amount not-to-exceed \$1,231,000.00 for Vitality Wellness Services for tracking



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2011-0061

Sponsored by: <b>County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission</b>	<b>An Ordinance</b> providing for modifications and adoption of the County's Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources on behalf of the Human Resource Commission has recommended to amend the Human Resources Personnel Policies and Procedures Manual; and,

WHEREAS, Cuyahoga County Charter Section 9.01 provides that the County's Human Resources Policies and Systems for County employees 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, on April 5, 2011, County Council adopted the Human Resources Personnel Policies and Procedures Manual ("the Policy Manual") for a period not-to-exceed June 30, 2011 (Ordinance No. O2011-0015); and,

WHEREAS, on June 28, 2011, County Council extended the effective period for the Policy Manual for a period not-to-exceed December 31, 2011 (Ordinance No. O2011-0028); and,

WHEREAS, the following sections in the Policy Manual currently do not apply to certain agencies, but are required to ensure consistency throughout all Departments: ***Section 6, Workweek and Hours/Payroll; Section 7.03, Employee Assistance Program; Section 8.04, FMLA, Amount of Leave; Section 8.05, FMLA, Coordination with Other Leaves of Absence; and Section 9, Employee Leave;*** and,

WHEREAS, the following sections contain proposed modifications to the current policies: ***Section 5.09, Non-Bargaining Position Audits; Section 7.03, Employee Assistance Program; Section 7.10, Sustainable Cuyahoga County; Section 11.01, Health Care Benefits; and Section 16.01, Traveling on County Business;*** and,

WHEREAS, on October 19, 2011, the Department of Human Resources submitted a revised version of the Personnel Policies and Procedures Manual (attached hereto as Exhibit "A") to the Human Resource Commission; and,

WHEREAS, on November 2, 2011, the Human Resource Commission fully reviewed and considered the proposed revisions to the County's Personnel Policies and Procedures Manual as presented by the County's Department of Human Resources; and,

WHEREAS, the Cuyahoga County Human Resource Commission recommends the approval of the proposed revisions to County Council; 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 development.

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

**SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual:** Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual that is attached hereto as Exhibit "A" as effective for all County employees (added language underlined; deleted language in ~~strike through~~), and shall remain in force and effect and shall be followed by County employees under the authority of the County Council and the County Executive.

**SECTION 2. Transition to 40-hour Workweek:** Employees that are being transitioned from a 35-hour workweek to a 40-hour workweek as a result of passage of this Ordinance shall be transitioned in the following manner: Employees that previously worked a 35-hour workweek with an unpaid lunch period will receive a one-hour paid lunch period as part of their 40-hour workweek. The annual salary of employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall not be raised or lowered as a result of this transition. Employees who are not exempt from the FLSA overtime provisions will have their hourly pay reduced in a manner that will cause the employee to receive the same amount in annual earnings.

**SECTION 3. FMLA Calendar Transition:** In accordance with Section 8.04 of the Policies and Procedures Manual, FMLA entitlement will be calculated on a "forward rolling" basis for all County Employees. This Section shall not apply to Departments where the FMLA entitlement was previously calculated using a different method, however, until 90 days after the effective date of this Ordinance. In addition, Human Resources must make this transition in such a way that the affected employees retain the full benefit of 12 weeks of leave under whichever method affords the greatest benefit to the employee.

**SECTION 4. Employee Leaves:** In accordance with Section 9, all leaves will be governed by the Personnel Policies and Procedures Manual unless superseded by provisions in the respective Collective Bargaining Agreements.

**SECTION 5. Excess Vacation Leave Balances:** Employees who have an accumulated vacation leave balance that is in excess of the applicable maximum balance set forth in Section 9.2 of the Policies and Procedures Manual shall be granted one year from the effective date of this Ordinance to exhaust the excess balance.

**SECTION 6. Non-Bargaining Job Position Audits:** Section 5.09 (1), the following language regarding classification reassignments shall be redacted: “If the position audit results in the employee being reassigned to a classification in a lower pay range, the employee’s rate of pay will not be reduced. If the compensation of the reassigned employee exceeds the maximum step of the new pay range, however, the employee will be placed in step X and will not receive an increase in compensation until the maximum rate of pay for the new classification exceeds the employee’s rate of pay”.

**SECTION 7. Employee Assistance Program:** Section 7.03 shall read as follows: Participation in the program **may be mandated by Management subject to approval by Human Resources**, and is voluntary to all employees, their families and County retirees.

**SECTION 8. Sustainable Cuyahoga County:** Section 7.10, the following language shall be redacted: “This achievement will commemorate the fiftieth anniversary of the June 22, 1969 Cuyahoga River fire which contributed to the formation of the US Environmental Protection Agency”.

**SECTION 9. Waiting Period for Health Care Benefits:** Section 11.01 shall be modified so that no sooner than January 1, 2012, all new hires shall be eligible to receive health care benefits on the first day of the month following their date of hire.

**SECTION 10. Cuyahoga County Travel Policy:** Section 16.01, the attached copy of the revised County Travel Policy shall be made available on the County intranet, as referenced in the Personnel Policies and Procedures.

**SECTION 11.** It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reason that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government in accordance with the requirements of the Cuyahoga County Charter; therefore, this Ordinance, provided it receives the affirmative vote of at least eight members of County Council, shall become effective immediately; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

**SECTION 12.** 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: December 6, 2011

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011