



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, DECEMBER 20, 2016**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE DECEMBER 6, 2016 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2016-0232: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - b) R2016-0235: A Resolution confirming the County Executive's appointment of The Honorable Pamela E. Bobst to serve on the Cuyahoga County Planning Commission representing the Westshore Region for an unexpired term ending 12/31/2019, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**
- 8. ADJOURNMENT**

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



## MINUTES

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

TUESDAY, DECEMBER 6, 2016

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR

10:00 AM

#### 1. CALL TO ORDER

**Chairwoman Conwell called the meeting to order at 10:06 a.m.**

#### 2. ROLL CALL

**Ms. Conwell asked Assistant Deputy Clerk Culek to call the roll. Committee members Conwell, Gallagher, Miller and Brown were in attendance and a quorum was determined. Committee member Germana entered the meeting after the roll call was taken.**

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

**Rev. Pamela Pinkney Butts addressed the Committee regarding Resolution No. R2016-0223, a resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Public Defender Commission.**

#### 4. APPROVAL OF MINUTES FROM THE OCTOBER 18, 2016 MEETING

**A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the October 18, 2016 meeting.**

#### 5. MATTERS REFERRED TO COMMITTEE

- a) R2016-0223: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2017 - 12/31/2020, and declaring the necessity that this Resolution become immediately effective:

- 1) Gordon S. Friedman

2) James R. Wooley

**Ms. Lindy Burt, Boards Administrator, addressed the Committee regarding Resolution No. R2016-0223. Discussion ensued.**

**Committee members asked questions of Ms. Burt pertaining to the item, which she answered accordingly.**

**Mr. James Wooley and Mr. Gordon Friedman addressed the Committee regarding their nomination to serve on the Cuyahoga County Public Defender Commission. Discussion ensued.**

**Committee members asked questions of Mr. Wooley and Mr. Friedman pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2016-0223 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

- b) R2016-0225: A Resolution authorizing an amendment to Contract No. CE1600075-01 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2016 - 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$3,285,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

**Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0225. Discussion ensued.**

**Ms. Holly Woods, Director of Human Resources Benefits & Compensation; Mr. Patrick Smock, Program Officer; and Ms. Kendra Zusy, Business Services Manager, addressed the Committee regarding Resolution No. R2016-0225. Discussion ensued.**

**Committee members asked questions of Ms. Woods, Mr. Smock and Ms. Zusy pertaining to the item, which they answered accordingly.**

**A motion was made by Mr. Miller, seconded by Ms. Brown and approved by unanimous vote to accept the proposed substitute.**

**A motion was then made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous vote to refer Resolution No. R2016-0225 to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.**

**6. DISCUSSION**

- a) Department of Human Resources Budget Update-Douglas Dykes, Chief Talent Officer

**Mr. Douglas Dykes, Chief Talent Officer, addressed the Committee regarding budgetary requests relating to the Department of Human Resources. Discussion ensued.**

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

**7. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**8. OTHER PUBLIC COMMENT**

**Rev. Pamela Pinkney Butts addressed the Committee regarding various non-agenda items.**

**9. ADJOURNMENT**

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 11:49 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0232

Sponsored by: <b>Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

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

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

WHEREAS, on December 7, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed Revised Classification:

Exhibit A: Class Title: Nurse Supervisor  
Number: 1054113  
Pay Grade: 11  
\*The essential job functions have been updated; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Proposed Deleted Classification:

Exhibit B: Class Title: Social Service Coordinator  
Number: 1056214  
Pay Grade: 9

Proposed New Classification:

Exhibit C: Class Title: Scheduling Supervisor  
Number: 1014202  
Pay Grade: 9

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: December 13, 2016  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Nurse Supervisor	<b>Class Number:</b>	1054113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise and coordinate the work of Home Health Aids as well as to provide nursing services.

### Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs nursing services. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

### Essential Job Functions

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

- 40% +/- 10%
- Supervises and coordinates the work of State Tested Nurse Assistants (STNAs); assigns work and reviews completed work assignments; manages and monitors caseload; reviews staff schedules and recommends adjustments; approves or denies timesheets and time off requests; audits and approves travel forms; ensures staff is documenting activities accurately and timely; coordinates and facilitates job training and instruction; evaluates employee performance; recommends disciplinary procedures as needed.
- 30% +/- 10%
- Provides nursing services; makes patient visits to observe and evaluate physical and emotional status; visits patients every 60 days for re-certification; reviews medication policies and records; assesses patient functioning and develop patient care plans; implements care plans; documents assessment findings and care plans in agency database; audits patients' records; provides direct nursing services, when necessary; rotates as the Nurse on-call for Adult Protective Services (APS); conducts discharge planning for skilled care to close the case.
- 15% +/- 10%
- Coordinates nursing activity within Skilled Services; assesses, designs, implements and evaluates new Skilled Service referral care plans; updates and reviews patient charts and care plans for effectiveness; oversees direct patient care delivery.
- 15% +/- 10%
- Performs related administrative duties; sets up reporting system to be promptly informed of changes in patient status; attends Adult Protective Service (APS) collaborative meetings; attends seminars, in-service training, meetings, etc. related to nursing care and supervision; provides technical support; maintains records; assists in educational activities for staff, patients, and families.

**EXHIBIT A**

Proposed DATE

## **Nurse Supervisor**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of prior nursing experience including one (1) year as a registered nurse ; or an equivalent combination of education, training, and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements for all levels**

Biennial renewal of license required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, biohazard equipment, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to bend, twist, push, and pull during the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, employee physical forms, patient charts, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid

## **Nurse Supervisor**

Services, Nursing Supervisor and Home Health Aid Manuals, Ohio Revised Code, and collective bargaining agreements.

- Ability to prepare employee evaluations, home visit schedules, patient charts, meeting agendas, nurse evaluations, patient assessment, travel report, timesheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and marketing terminology and language.
- Ability to communicate effectively with supervisors, Home Health Aides, medical professionals, caseworkers, patients, and patients' families.

### **Environmental Adaptability**

- Work is typically performed in an office environment and patient's homes.
- Work may involve exposure to disease, bodily fluids, smoke, strong odors, animals, and weather extremes.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Social Service Coordinator	<b>Class Number:</b>	1056214
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Departments:</b>	Justice Affairs and Sheriff, only		

### Classification Function

The purpose of this classification is to supervise lower-level social service specialists and to provide assessment, referral, counseling and consultation services to children and adult victims/witnesses of violent crime and to their families.

Or

The purpose of this classification is to supervise lower-level social service workers and other assigned staff working at the Sheriff's Office.

### Essential Job Functions

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

- Supervises lower level social service specialists (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training; prepares staff assignment schedules; critiques and provides constructive feedback regarding work).
- Provides assessment, referral, counseling and consultation services to children and adult victims/witnesses of violent crime and to their families (e.g.- provides advocacy services to witness/victim; maintains caseload of child and adult protective cases; intervenes with witness/victim in crisis; ensures that safety issues of witness/victim are addressed; makes referrals to inside or outside services or agencies; provides information regarding criminal justice system; accompanies victim/witness to court when necessary).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- attends task force meetings; works with community agencies to provide planning, continuity of services and community involvement in witness/victim services; participates in team meetings; speaks to various organizations as representative of County's victim/witness programs; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares correspondence for families, courts, state and community agencies).

Or

- Supervises lower-level social service workers and other assigned staff working at the Sheriff's Office (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training; prepares staff assignment schedules; critiques and provides constructive feedback regarding work).
- Provides referral, counseling and consultation services (e.g.- meets daily with clients to determine needs, provide services and establish plans; contacts family members, attorneys, probation/parole officers, and other individuals; conducts mental health assessments and crisis intervention counseling; manage social service jail programming activities such as GED and therapeutic support groups).
- Provides other service and administrative services (e.g.- updates, maintains, and compiles case records, databases and monthly statistics; recommends appropriate inmate housing placements; attends security segregation meetings; makes presentations to Grand Jury and other outside groups; researches court information).

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in social work, education or counseling with three years of experience in an advocacy role; or any equivalent combination of training and experience.

**Additional Requirements**

Requires various certificates of completion for CEU's in Crime Victims and the Treatment of Child Sexual Abuse. Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, typewriter, fax machine, calculator, copier, and telephone.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including staff leave requests, court files and subpoenas, written inmate requests, mental health referrals, group refusal lists, social service statistic reports correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and training manuals, Ohio Revised Code, Municipal Codes, Victim/Witness Handbook, Board Laws and Rules, Community Service Directory and printed materials and computer manuals.
- Ability to prepare mental health referrals, monthly reports, annual work plans, client files, staff evaluations, employee leave requests, monthly statistics, training manuals, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise the activities of others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, advocates, supervisors, judges, legal community, administrators, inmates, security staff, Court personnel, outside agencies, families and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment or in a secured potentially violent environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Scheduling Supervisor	<b>Class Number:</b>	1014202
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise and coordinate assigned staff while scheduling and preparing caseloads.

## Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs scheduling services. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## Essential Job Functions

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

- Schedules and prepares cases; receives and verifies referrals, creates and maintains patients' charts and records; adds patient's information into the electronic record system; schedules and coordinates nursing services while taking into consideration nursing staff caseloads; processes and communicates special cases with nursing staff; monitors nursing staff schedules; follows up with patients about the services provided. 40% +/- 10%
- Supervises assigned staff; assigns work and reviews completed work assignments; reviews staff schedules and recommends adjustments; approves or denies timesheets and time off requests; ensures staff is documenting activities accurately and timely; coordinates and facilitates job training and instruction; evaluates employee performance; recommends disciplinary procedures as needed. 40% +/- 10%
- Administers assessments of Adult Protective Services (APS) patients; documents assessment findings. 10% +/- 5%
- Performs related administrative duties; files documents and cases; answers phone calls and email correspondence; attends meetings; provides technical support; maintains various records, reports, and charts. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Services, Psychology, Sociology, or a related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

## Additional Requirements for all levels

No certificates or licenses required.

**EXHIBIT C**

Proposed DATE

## **Scheduling Supervisor**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including timesheets, patient charts, incident reports, email correspondence, audit list, random moment samples, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, Nursing Supervisor and Home Health Aid Manuals, Ohio Revised Code, and collective bargaining agreements.
- Ability to prepare timesheets, employee evaluations, travel report, monthly statistics, email correspondence, patient complaints, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with patients, supervisors, coworkers, schedulers, and other medical professionals.

## **Scheduling Supervisor**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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






Thomas L. Colaluca, Commissioner  
 Deborah Southerington, Commissioner  
 Robert M. Wolff, Commissioner

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**DATE:** December 8, 2016

**TO:** Cuyahoga County Council President Dan Brady  
 Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity  
 Committee  
 Council Members, Human Resources, Appointments & Equity  
 Committee

**FROM:** Chairman Thomas Colaluca,   
 Cuyahoga County Personnel Review Commission

**RE:** Recommending Modifications to Class Plan

Please be advised that on December 7, 2016, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

<b>PROPOSED NEW CLASSIFICATIONS</b>			
<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Scheduling Supervisor	1014202	9	Health and Human Services

<b>PROPOSED REVISED CLASSIFICATIONS</b>			
<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Nurse Supervisor	1054113	11	Health and Human Services

<b>PROPOSED DELETED CLASSIFICATION(S)</b>			
<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Social Service Coordinator	1056214	9	Sheriff's Office

cc: Deborah Southerington, Commissioner  
Robert Wolff, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive  
Douglas Dykes, Chief Talent Officer  
Holly Woods, Dir. of HR Benefits and Compensation  
Melissa Foldesi, Compensation Manager

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Jeanne Schmotzer, Clerk of Council  
Melinda Burt, Law Department  
Kristen Moore, Paralegal  
Robert Triozzi, Law Director  
Maggie Keenan, Director of OBM



Thomas L. Colaluca, Commissioner  
 Deborah Southerington, Commissioner  
 Robert M. Wolff, Commissioner

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: November 18, 2016

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-bargaining Classification Plan. Changes in departments' operational needs and routine maintenance necessitate classifications be created, updated or deleted. These changes have been prepared and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>
<b><u>NEW</u></b>			
Scheduling Supervisor	1014202	9	Health and Human services
<b><u>REVISED</u></b>			
Nurse Supervisor	1054113	11	Health and Human services
<b><u>DELETE</u></b>			
Social Service Coordinator	1056214	9	Justice Affairs and Sheriff, only

**PROPOSED NEW CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1014202	Scheduling Supervisor	Health and Human Services	Exempt	9

<b>Requested By:</b>	Department of Senior and Adult Services
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<b>Rationale:</b>	Health and Human Services requested a new classification to be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services - DSAS
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<b>Fiscal Impact:</b>	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Darlene Wade, Social Program Officer 4 Marlene Robinson-Statler, Executive Officer Dr. Richard Jones, Administrator
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Scheduling Supervisor	<b>Class Number:</b>	1014202
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise and coordinate assigned staff while scheduling and preparing caseloads.

## Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs scheduling services. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## Essential Job Functions

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

- 40% +/- 10%
- Schedules and prepares cases; receives and verifies referrals, creates and maintains patients' charts and records; adds patient's information into the electronic record system; schedules and coordinates nursing services while taking into consideration nursing staff caseloads; processes and communicates special cases with nursing staff; monitors nursing staff schedules; follows up with patients about the services provided.
- 40% +/- 10%
- Supervises assigned staff; assigns work and reviews completed work assignments; reviews staff schedules and recommends adjustments; approves or denies timesheets and time off requests; ensures staff is documenting activities accurately and timely; coordinates and facilitates job training and instruction; evaluates employee performance; recommends disciplinary procedures as needed.
- 10% +/- 5%
- Administers assessments of Adult Protective Services (APS) patients; documents assessment findings.
- 10% +/- 5%
- Performs related administrative duties; files documents and cases; answers phone calls and email correspondence; attends meetings; provides technical support; maintains various records, reports, and charts.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Services, Psychology, Sociology, or a related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

## Additional Requirements for all levels

No certificates or licenses required.

## **Scheduling Supervisor**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including timesheets, patient charts, incident reports, email correspondence, audit list, random moment samples, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, Nursing Supervisor and Home Health Aid Manuals, Ohio Revised Code, and collective bargaining agreements.
- Ability to prepare timesheets, employee evaluations, travel report, monthly statistics, email correspondence, patient complaints, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with patients, supervisors, coworkers, schedulers, and other medical professionals.

## **Scheduling Supervisor**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1054113	Nurse Supervisor	Health and Human Services	Exempt	11

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2006. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	7
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<b>Dept.(s) Affected:</b>	Health and Human Services - DSAS
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<b>Fiscal Impact:</b>	No Change in Pay Grade PG 11 \$51,313.60 – \$71,884.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Darlene Wade, Social Program Officer 4 Marlene Robinson-Statler, Executive Officer Dr. Richard Jones, Administrator
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Nurse Supervisor	<b>Class Number:</b>	1054113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise and coordinate the work of Home Health Aids as well as to provide nursing services.

## Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs nursing services. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## Essential Job Functions

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

- 40% +/- 10%
- Supervises and coordinates the work of State Tested Nurse Assistants (STNAs); assigns work and reviews completed work assignments; manages and monitors caseload; reviews staff schedules and recommends adjustments; approves or denies timesheets and time off requests; audits and approves travel forms; ensures staff is documenting activities accurately and timely; coordinates and facilitates job training and instruction; evaluates employee performance; recommends disciplinary procedures as needed.
- 30% +/- 10%
- Provides nursing services; makes patient visits to observe and evaluate physical and emotional status; visits patients every 60 days for re-certification; reviews medication policies and records; assesses patient functioning and develop patient care plans; implements care plans; documents assessment findings and care plans in agency database; audits patients' records; provides direct nursing services, when necessary; rotates as the Nurse on-call for Adult Protective Services (APS); conducts discharge planning for skilled care to close the case.
- 15% +/- 10%
- Coordinates nursing activity within Skilled Services; assesses, designs, implements and evaluates new Skilled Service referral care plans; updates and reviews patient charts and care plans for effectiveness; oversees direct patient care delivery.
- 15% +/- 10%
- Performs related administrative duties; sets up reporting system to be promptly informed of changes in patient status; attends Adult Protective Service (APS) collaborative meetings; attends seminars, in-service training, meetings, etc. related to nursing care and supervision; provides technical support; maintains records; assists in educational activities for staff, patients, and families.

## **Nurse Supervisor**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of prior nursing experience including one (1) year as a registered nurse ; or an equivalent combination of education, training, and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements for all levels**

Biennial renewal of license required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, biohazard equipment, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to bend, twist, push, and pull during the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, employee physical forms, patient charts, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid

## **Nurse Supervisor**

Services, Nursing Supervisor and Home Health Aid Manuals, Ohio Revised Code, and collective bargaining agreements.

- Ability to prepare employee evaluations, home visit schedules, patient charts, meeting agendas, nurse evaluations, patient assessment, travel report, timesheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and marketing terminology and language.
- Ability to communicate effectively with supervisors, Home Health Aides, medical professionals, caseworkers, patients, and patients' families.

### **Environmental Adaptability**

- Work is typically performed in an office environment and patient's homes.
- Work may involve exposure to disease, bodily fluids, smoke, strong odors, animals, and weather extremes.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1056214	Social Service Coordinator	Sheriff's Office	Exempt	9

<b>Requested By:</b>	Sheriff's Office
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<b>Rationale:</b>	The Sheriff's Department requested that this classification be deleted because these duties have been eliminated.
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<b>No. of Employees Affected:</b>	0
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<b>Dept.(s) Affected:</b>	Sheriff's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Kenneth Mills, Regional Director of Corrections Clifford Pinkney, Sheriff
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Social Service Coordinator	<b>Class Number:</b>	1056214
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Departments:</b>	Justice Affairs and Sheriff, only		

### Classification Function

The purpose of this classification is to supervise lower-level social service specialists and to provide assessment, referral, counseling and consultation services to children and adult victims/witnesses of violent crime and to their families.

Or

The purpose of this classification is to supervise lower-level social service workers and other assigned staff working at the Sheriff's Office.

### Essential Job Functions

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

- Supervises lower level social service specialists (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training; prepares staff assignment schedules; critiques and provides constructive feedback regarding work).
- Provides assessment, referral, counseling and consultation services to children and adult victims/witnesses of violent crime and to their families (e.g.- provides advocacy services to witness/victim; maintains caseload of child and adult protective cases; intervenes with witness/victim in crisis; ensures that safety issues of witness/victim are addressed; makes referrals to inside or outside services or agencies; provides information regarding criminal justice system; accompanies victim/witness to court when necessary).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- attends task force meetings; works with community agencies to provide planning, continuity of services and community involvement in witness/victim services; participates in team meetings; speaks to various organizations as representative of County's victim/witness programs; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares correspondence for families, courts, state and community agencies).

Or

- Supervises lower-level social service workers and other assigned staff working at the Sheriff's Office (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training; prepares staff assignment schedules; critiques and provides constructive feedback regarding work).
- Provides referral, counseling and consultation services (e.g.- meets daily with clients to determine needs, provide services and establish plans; contacts family members, attorneys, probation/parole officers, and other individuals; conducts mental health assessments and crisis intervention counseling; manage social service jail programming activities such as GED and therapeutic support groups).
- Provides other service and administrative services (e.g.- updates, maintains, and compiles case records, databases and monthly statistics; recommends appropriate inmate housing placements; attends security segregation meetings; makes presentations to Grand Jury and other outside groups; researches court information).

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in social work, education or counseling with three years of experience in an advocacy role; or any equivalent combination of training and experience.

**Additional Requirements**

Requires various certificates of completion for CEU's in Crime Victims and the Treatment of Child Sexual Abuse. Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, typewriter, fax machine, calculator, copier, and telephone.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including staff leave requests, court files and subpoenas, written inmate requests, mental health referrals, group refusal lists, social service statistic reports correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and training manuals, Ohio Revised Code, Municipal Codes, Victim/Witness Handbook, Board Laws and Rules, Community Service Directory and printed materials and computer manuals.
- Ability to prepare mental health referrals, monthly reports, annual work plans, client files, staff evaluations, employee leave requests, monthly statistics, training manuals, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise the activities of others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, advocates, supervisors, judges, legal community, administrators, inmates, security staff, Court personnel, outside agencies, families and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment or in a secured potentially violent environment.

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
<u>NEW</u> Scheduling Supervisor	1014202	9	Health and Human Services	Health and Human Services requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u> Nurse Supervisor	1054113	11	Health and Human Services	PRC routine maintenance. Classification last revised in 2006. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
<u>DELETE</u> Social Service Coordinator	1056214	9	Sheriff's Office	The Sheriff's Department requested that this classification be deleted because these duties have been eliminated.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0235

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Pamela E. Bobst to serve on the Cuyahoga County Planning Commission representing the Westshore Region for an unexpired term ending 12/31/2019, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and,

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and,

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three year terms; and,

WHEREAS, 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 Mayor Pamela Bobst to serve on the Cuyahoga County Planning Commission representing the Westshore Region for an unexpired term ending 12/31/2019; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**



**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of The Honorable Pamela Bobst to serve on the Cuyahoga County Planning Commission representing the Westshore Region for an unexpired term ending 12/31/2019.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: December 13, 2016

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



**ARMOND BUDISH**  
Cuyahoga County Executive

December 5, 2016

Dan Brady, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission Appointment

Dear President Brady:

I am pleased to nominate the following individual to serve as the Westshore Planning Region's appointment to the Cuyahoga County Planning Commission:

- **Pamela Bobst, Mayor of Rocky River**

The Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22. In order to ensure geographic representation on the Planning Commission, the County is divided into eight separate planning regions. One municipal leader from each region shall serve on this body. Members serve three-year terms. Upon confirmation, Mayor Bobst would immediately commence service on the Planning Commission.

Attached please find Mayor Bobst's resume and professional narrative. As noted, her career in government spans 20 years, having served as an elected official and appointee at the local, regional and state levels. This is in addition to her extensive background as a community outreach and education professional in the field of public health. Her experience and commitment to communities will be an asset to the agency.

I respectfully request that introduction of this appointment be scheduled for first reading at the December 13, 2016 County Council meeting. If you have any questions or need additional information, please contact Boards Administrator Lindy Burt at 698-2064; mburt@cuyahogacounty.us.

Sincerely,

Armond Budish  
Cuyahoga County Executive

# Pamela E. Bobst



## **ELECTED EXPERIENCE**

*Mayor, City of Rocky River, June 2006 to present*

*Chair, Westshore Council of Governments, 2016*

*Appointee, State Auditor's Regional Advisory Board, 2007 to present*

*Board Member, Northeast Ohio Areawide Coordinating Agency, 2008 to present*  
*Committee Member, External Affairs, NOACA, 2016 to present*

*Vice President, Safe Air for the Environment, 2008*

*Rocky River City Council – Council-at-Large, sixth term*

*Council President, 2002 to 2006*

*President Pro Tem, 1998 to 2002*

*Councilmember, 1996 to 2006*

*Member, Finance Committee*

*Member, Government and Judicial Contracts Committee*

*Past Chairman, Environmental Committee*

*Past Chairman, Buildings and Equipment Committee*

*Past Chairman, Ad Hoc Communications Committee*

*Past Chairman, Parks and Recreation Committee*

*Rocky River Parks and Recreation Commission, 1998 to 2005*

## **EDUCATION**

*Kent State University, Community Health Education, M.Ed., 1985*

*Northeastern Illinois University, Health Care Access/Public Health, B.A., 1983*

*University of Minnesota, Dental Hygiene, G.D.H., 1979*

## **CIVIC ACTIVITIES AND MEMBERSHIPS**

*Community West Foundation/Fairview Lutheran Foundation*

*Board of Directors, 2006 to present*

Development Committee Member, 2006 to present

*Fairview Hospital Community Advisory Board*

Board Member, 2006 to present

*North Coast Health Ministry*

Board of Trustees, 2000 to 2012

*Rocky River Chamber of Commerce*

Member, 1998 to present

Second Vice-President 2002 to 2005

Board of Directors, 1999 to 2005

Chairman, Governmental Affairs Committee, 1999 to 2005

Chairman, Communications Committee, 2002 to 2005

*Rocky River Republican Club*

Board Member, 2002 to present

*Republican Party of Cuyahoga County*

Executive Committee Member, 2005 to present

Finance Committee Member, 2005 to present

*Rocky River Junior Women's Club*

Past President and Member, 1988 to present

*Beach Cliff Garden Club*

Member, 2000 to present

*Rocky River Historical Society*

Member, 2001 to present

*St. Peter's Episcopal Church*

Member, 1989 to present

## **AWARDS**

*Woman of Accomplishment, 2007*, presented by Cleveland Clinic Hospitals

*Exemplar Award, 2008*, presented by Community Challenge

## Professional Narrative

### Pamela E. Bobst

Mrs. Bobst's academic background includes a Dental Hygiene degree from the University of Minnesota, a Bachelor of Arts degree in health care access/public health from Northeastern Illinois University and a Masters degree in community health education from Kent State University.

Upon graduating from the University of Minnesota, Mrs. Bobst accepted a position in the Research Institute of the American Dental Association (ADA) to study the long term affects of community water fluoridation. In 1982, she was promoted to Special Program Coordinator for the ADA's Bureau of Health Education. Her primary focus in this position was the development, production and dissemination of print and audiovisual materials for National Children's Dental Health Month. Additionally, she conducted workshops on planning local community programs to dental society members throughout the country. Mrs. Bobst assisted in the creation, revision and production of numerous health education materials – both print and audiovisual. Beyond these responsibilities, notable projects she completed include a Head Start dental health curriculum; a National Girl Scout Merit Badge program; and a safety belt awareness campaign for the National Highway Traffic Safety Administration.

In 1984, Mrs. Bobst was awarded a graduate assistantship in the Department of Adult, Counseling, Health and Vocational Education at Kent State University. The graduate assistantship included two roles – one as an instructor and the other as the Special Projects Coordinator for the American School Health Association (ASHA). As an instructor, she taught various courses (e.g. medical terminology, methods in health education, human sexuality and personal health) to undergraduate students. The Special Program Coordinator position focused on the development of the National School Health Education Coalition's Materials Chart and Curriculum Information targeted to professionals serving children and youth.

After receiving her graduate degree, Mrs. Bobst held management positions with Blue Cross and Blue Shield of Ohio in the divisions of HMO Health Ohio and Provider Relations. The HMO Health Education Coordinator position was responsible for the development and implementation of all health promotion efforts (e.g. one-on-one counseling, group classes, worksite wellness, etc.) for patients and their families. Courses ranged from smoking cessation and aerobic exercise to managing lower back pain and diabetes education. As the Manager of Provider Communications and Cost Containment Education, her efforts centered on developing programs and materials for professional and institutional health care providers regarding patient benefits and related issues. She also created and coordinated continuing education workshops for physicians focusing on cost containment procedures and protocols in collaboration with University Hospitals/Case Western Reserve University.

Three years later, she returned to the ASHA and held the following positions – HIV Prevention Project Coordinator, Editorial Marketing Associate and the Director of Marketing Services. As Director of Marketing Services, she was responsible for all publication, program and membership promotions. She served as the ASHA representative for the American Medical Association's Coalition on Adolescent Health and the Task Force for the Year 2000 Health Objectives for the Nation. She was also the staff liaison for the ASHA's Task Force on Corporate Partnerships. In addition, she served as a grant and continuation application reviewer for the Centers for Disease Control, Center for Chronic Disease Prevention and Health Promotion, Division of Adolescent and School Health.

Throughout her career, she has presented numerous local, state and national workshops and has been involved in the writing of several publications highlighting a variety of important and timely community health issues. She has demonstrated and has been recognized for her knowledge of health and education principles, communication skills, and above all else, her enthusiasm and commitment to quality community programming.