



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, JUNE 13, 2017**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**3:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
  - a) May 23, 2017 Regular Meeting (See Page 12)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
    - 1) R2017-0097: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 23)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

**b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION**

- 1) R2017-0045: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective. (See Page 98)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission and Councilmember Conwell

**c) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) O2017-0001: An Ordinance enacting Section 303.051 of the Cuyahoga County Code to authorize the Personnel Review Commission to adopt Merit Principles in its Administrative Rules, and declaring the necessity that this Ordinance become immediately effective. (See Page 137)

Sponsors: Councilmembers Miller, Brown and Conwell

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

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

**a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2017-0098: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 140)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 2) R2017-0099: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Teamsters Truck Drivers Union, Local 407, representing approximately 20 employees in the classifications of Investigator and Investigation Assistant in the Department of Health and Human Services/Cuyahoga Job and Family Services for the period 7/1/2015 - 6/30/2018 to establish terms of the wage re-opener for the period 7/1/2017 - 6/30/2018 and to modify Article 32; directing that funds necessary to implement the amendment be budgeted and appropriated; 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. (See Page 154)

Sponsor: County Executive Budish/Departments of Law and Health and Human Services/Cuyahoga Job and Family Services

- 3) R2017-0100: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County Court of Common Pleas/General Division and Fraternal Order of Police/Ohio Labor Council representing approximately 163 employees in various classifications in the Probation Department for the period 1/1/2017 - 12/31/2019; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See page 159)

Sponsors: County Executive Budish/Department of Law on behalf of Cuyahoga County Court of Common Pleas/General Division

- 4) R2017-0101: A Resolution accepting/rejecting the report containing findings and recommendations of Fact-finder Robert G. Stein regarding negotiations between Cuyahoga County and Ohio Patrolmen's Benevolent Association for a collective bargaining agreement representing approximately 586 employees in the classification of Correction Officer, and declaring the necessity that this Resolution become immediately effective. (See Page 162)

Sponsor: County Executive Budish/Department of Law and County Sheriff

**b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

1) R2017-0102: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Charter Review Commission for the term 9/1/2017 - 8/31/2018, and declaring the necessity that this Resolution become immediately effective: (See Page 164)

- i) The Honorable Ronald B. Adrine
- ii) Marc S. Byrnes
- iii) The Honorable Susan A. Drucker
- iv) Dennis G. Kennedy
- v) Michael W. King
- vi) The Honorable Thomas P. Perciak
- vii) Claire Rosacco
- viii) Victor A. Ruiz
- ix) Davida Russell

Sponsor: County Executive Budish

2) R2017-0103: A Resolution authorizing a Purchase and Sale Agreement with City of Cleveland in the amount of \$9,250,000.00 for property commonly known as the City of Cleveland Police Headquarters, located at 1300 Ontario Street, Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 190)

Sponsor: County Executive Budish/Department of Public Works

3) R2017-0104: A Resolution making an award on RQ39104 to Diversified Infrastructure Services, Inc. in the amount not-to-exceed \$2,332,362.50 for cleaning and televising sanitary sewers in various communities for the period 7/1/2017 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 194)



Sponsor: County Executive Budish/Department of Public Works

- 4) R2017-0105: A Resolution declaring that public convenience and welfare requires emergency repair of Shaker Boulevard Culvert No. C-13 in the Village of Hunting Valley; total estimated project cost \$200,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 199)

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

- 5) R2017-0106: A Resolution making an award on RQ39323 to The Great Lakes Construction Co. in the amount not-to-exceed \$11,648,703.10 for Cuyahoga County Airport Runway 6/24 Safety Area Improvements – Project Nos. 3 and 4 for the Airport Improvement Program; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 202)

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

- 6) R2017-0107: A Resolution making an award on RQ38316 to Euthenics, Inc. in the amount not-to-exceed \$788,987.00 for design engineering services for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 209)

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

- 7) R2017-0108: A Resolution adopting the 2017 Economic Development Plan in accordance with Section 7.05 of the

Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective. (See Page 219)

Sponsor: County Executive Budish/Department of Development

- 8) R2017-0109: A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Charter Manufacturing Company Incorporated for the benefit of the Charter Manufacturing Steel Project located at 4300 East 49<sup>th</sup> Street in the Village of Cuyahoga Heights; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 243)

Sponsor: County Executive Budish/Department of Development

- 9) R2017-0110: A Resolution authorizing an amendment to Contract No. CE1600999-01 with Douglass & Associates Co., LPA for legal advice and representation to the County with respect to collection services for the period 7/28/2016 - 7/27/2018 for additional funds in the amount not-to-exceed \$2,220,000.00; 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. (See Page 248)

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

- 10) R2017-0111: A Resolution authorizing a revenue generating agreement with City of Cleveland for prisoner board and care and other jail services at a per diem rate of \$99.00 and a one-time deposit of \$5,603,413.98, effective 4/1/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 253)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff

- 11) R2017-0112: A Resolution authorizing a Lease Agreement with City of Bedford Heights in the amount of \$10.00 for lease of the Bedford Heights Jail, located at 5661 Perkins Road, Bedford Heights, for operation of County jail facilities for the period 7/1/2017 - 6/30/2027; authorizing the County to make improvements to the Bedford Heights Jail in the amount not-to-exceed \$380,000.00; authorizing the County Executive to execute the Lease Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 255)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff

- 12) R2017-0113: A Resolution authorizing a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount of \$1,922,185.00 for legal services for indigent persons for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 258)

Sponsors: County Executive Budish on behalf of Cuyahoga County Public Defender Commission

- 13) R2017-0114: A Resolution making awards on RQ37638 to various providers, in the total amount not-to-exceed \$3,000,000.00 for residential treatment services for the period 2/1/2017 - 1/31/2019; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 260)

- i) Applewood Centers, Inc.
- ii) Bellefaire Jewish Children's Bureau
- iii) Community Specialists Corporation dba The Academy
- iv) Cornell Abraxas Group, Inc.
- v) George Junior Republic in Pennsylvania
- vi) The Glen Mills Schools
- vii) Keystone Richland Center, LLC dba Foundations for Living
- viii) Lakeside for Children dba Lakeside Academy
- ix) Muskegon River Youth Home, Inc.

- x) New Directions, Inc.
- xi) OhioGuidestone
- xii) Rite of Passage, Inc.
- xiii) The Summit School, Inc. dba Summit Academy
- xiv) The Village Network
- xv) The Cleveland Christian Home, Inc.
- xvi) Safehouse Ministries dba Safehouse Residential Services Division
- xvii) Star Commonwealth

Sponsor: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

- 14) R2017-0115: A Resolution authorizing amendments to contracts with various providers for the Teen Pregnancy Prevention Program for the period 11/1/2015 - 12/31/2016 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 301)

- i) No. CE1500342-01 with Beech Brook in the amount not-to-exceed \$10,000.00.
- ii) No. CE1500343-01 with Planned Parenthood of Greater Ohio, Inc. in the amount not-to-exceed \$20,000.00.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council

**c) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 1) R2017-0088: A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10<sup>th</sup> Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 308)

Sponsors: County Executive Budish/Department of Public Works and Councilmembers Conwell, Miller and Tuma

- 2) R2017-0093: A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017 to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; 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. (See Page 311)

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

- 3) R2017-0094: A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 314)

i) Agreements:

- a) No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
- b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.
- c) No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a) No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.

- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmembers Miller, Hairston, Jones, Conwell, Tuma and Brown

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. PUBLIC COMMENT UNRELATED TO AGENDA**

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

- a) R2017-0060: A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

**15. ADJOURNMENT**

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, JUNE 27, 2017  
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JUNE 27, 2017  
3:00 PM / COUNCIL CHAMBERS

*\*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 5<sup>th</sup> 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 COUNCIL REGULAR MEETING  
TUESDAY, MAY 23, 2017  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM

1. CALL TO ORDER

**Council President Brady called the meeting to order at 5:01 p.m.**

2. ROLL CALL

**Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Schron, Conwell, Jones, Hairston, Baker, Miller, Tuma, Gallagher and Brady were in attendance and a quorum was determined. Councilmembers Brown and Simon entered the meeting shortly after the roll call was taken.**

3. PLEDGE OF ALLEGIANCE

**The Pledge of Allegiance was recited.**

4. SILENT MEDITATION

**Council President Brady asked that a moment of silent meditation be dedicated to honor members of the armed forces. Mr. Miller also requested to reflect on the tragedy that recently occurred in Manchester, England.**

5. PUBLIC COMMENT RELATED TO AGENDA

**Ms. Loh addressed Council regarding Resolution No. R2017-0083, a Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$5,502,226.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland.**

6. APPROVAL OF MINUTES



- a) May 9, 2017 Committee of the Whole Meeting
- b) May 9, 2017 Regular Meeting

**A motion was made by Mr. Hairston, seconded by Ms. Brown and approved by unanimous vote to approve the minutes of the May 9, 2017 Committee of the Whole and Regular meetings.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

**There were no announcements from Council President Brady.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

**County Executive Budish reported that he recently attended the Portrait Dedication Ceremony of previous Speakers of the Ohio House of Representatives.**

9. LEGISLATION INTRODUCED BY COUNCIL

- a) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2017-0085.**

- 1) R2017-0085: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

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

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2017-0085 was considered and adopted by unanimous vote.**

- b) CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2017-0001: An Ordinance enacting Section 303.051 of the Cuyahoga County Code to authorize the Personnel Review

Commission to adopt Merit Principles in its Administrative Rules, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Miller and Brown

**Council President Brady referred Ordinance No. O2017-0001 to the Human Resources, Appointments & Equity Committee.**

- 2) O2017-0002: An Ordinance amending Section 501.15 of the Cuyahoga County Code to require entities contracting with the County to provide preschool, daycare, or out-of-school time services for children to prohibit firearms in facilities used for such services; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Hairston and Miller

**Council President Brady referred Ordinance No. O2017-0002 to the Education, Environment & Sustainability Committee.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2017-0096.**

- 1) R2017-0096: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

**On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2017-0096 was considered and adopted by unanimous vote.**

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2017-0088: A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10<sup>th</sup> Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works and Councilmembers Conwell, Miller and Tuma

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

**Clerk Schmotzer read Resolution No. R2017-0088 into the record.**

**This item will move to the June 13, 2017 Council meeting agenda for consideration for third reading adoption.**

- 2) R2017-0093: A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017 to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**Clerk Schmotzer read Resolution No. R2017-0093 into the record.**

**This item will move to the June 13, 2017 Council meeting agenda for consideration for third reading adoption.**

3) R2017-0094: A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

i) Agreements:

- a) No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
- b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.
- c) No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a) No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the

amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.

- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmembers Miller, Hairston, Jones, Conwell, Tuma and Brown

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

**Clerk Schmotzer read Resolution No. R2017-0094 into the record.**

**This item will move to the June 13, 2017 Council meeting agenda for consideration for third reading adoption.**

- c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2017-0089, R2017-0090, R2017-0091, R2017-0092 and R2017-0095.**

- 1) R2017-0089: A Resolution authorizing a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works and Councilmember Conwell

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

**On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2017-0089 was considered and adopted by unanimous vote.**

- 2) R2017-0090: A Resolution authorizing an amendment to Contract No. CE13495-01 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; 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.

Sponsors: County Executive Budish/Departments of Public Works and Health and Human Services **and Councilmembers Conwell and Jones**

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

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0090 was considered and adopted by unanimous vote.**

- 3) R2017-0091: A Resolution authorizing an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; 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.

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

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

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0091 was considered and adopted by unanimous vote.**

- 4) R2017-0092: A Resolution authorizing the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2017-0092 was considered and adopted by unanimous vote.**

- 5) R2017-0095: A Resolution amending Resolution No. R2016-0137 dated 11/15/2016, which authorized an Electric Service Agreement with City of Cleveland/Department of Public Utilities/Division of Cleveland Public Power in the amount not-to-exceed \$68,000,000.00 for electric power services for various County-owned buildings for the period 9/1/2016 - 5/1/2028, by authorizing the County Executive to enter into agreements related to a Solar Project on or about 9400 Memphis Avenue in the City of Brooklyn with no change to said amount not-to-exceed; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Sustainability and Councilmembers Simon, **Brady, Miller, Tuma and Jones**

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**Mr. Schron introduced an amendment on the floor to Resolution No. R2017-0095. Discussion ensued.**

**A motion was then made by Mr. Schron, seconded by Ms. Simon and approved by unanimous vote to amend Resolution No. R2017-0095 by inserting:**

***“SECTION 3. To the extent practicable, the County shall procure the solar panels and other equipment to be installed as part of the Solar Project from manufacturers whose principal place of business are located within the United States of America.”***

**On a motion by Ms. Simon with a second by Mr. Hairston, Resolution No. R2017-0095 was considered and adopted by unanimous vote, as amended.**

- d) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION



- 1) R2017-0083: A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$5,502,226.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$964,524.00 at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue for the period 5/1/2017 - 12/31/2017.
  - ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue for the period 5/1/2017 - 12/31/2019.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2017-0083 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, June 5, 2017 at 1:00 p.m.**

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, May 31, 2017 at 3:00 p.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, May 31, 2017 at 1:00 p.m.**

12. MISCELLANEOUS BUSINESS

**Ms. Brown thanked Mr. David Merriman, Administrator of Cuyahoga Job and Family Services, for presenting at the “Getting to Know Your Government Better” Town Hall**

**meeting that was held on Thursday, May 18, 2017 at the Harvard Community Services Center.**

13. PUBLIC COMMENT UNRELATED TO AGENDA

**Ms. Loh addressed Council regarding increasing funding for building and HVAC repairs for the Norma Herr Women's Shelter.**

14. ADJOURNMENT

**With no further business to discuss, Council President Brady adjourned the meeting at 5:30 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0097

Sponsored by: <b>Councilmember Brown 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 2.01 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 June 7, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) and recommends 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:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Data Processor Supervisor*  
Class Number: 1011213  
Pay Grade: 6  
\*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions; pay grade increased by one level from PG 5 to PG 6.
- Exhibit B: Class Title: *Groundskeeping Supervisor*  
Class Number: 1042212  
Pay Grade: 8  
\*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit C: Class Title: *Investigating Manager*  
Class Number: 1022127  
Pay Grade: 15  
\* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit D: Class Title: *Performance Consultant*  
Class Number: 1053901  
Pay Grade: 13  
\* Updated specification to include the Department of Health and Human Services; FLSA status, and percentages of time for essential functions.
- Exhibit E: Class Title: *Radio Dispatch Coordinator*  
Class Number: 1041212  
Pay Grade: 3  
\* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions. Pay grade changed from 4 to 3.

Exhibit F: Class Title: *Space Planner*  
Class Number: 1052231  
Pay Grade: 12  
\* Revised essential job functions to better reflect current duties;  
updated specification to new format to include distinguishing  
characteristics, FLSA status and percentages of time for essential  
functions. Pay grade changed from 13 to 12.

Proposed New Classifications:

Exhibit G: Class Title: *Witness/Victim Program Specialist*  
Class Number: 1056261  
Pay Grade: 8

Exhibit H: Class Title: *Child Health Specialist*  
Class Number: 1056261  
Pay Grade: 7

Exhibit I: Class Title: *Procurement Audit Supervisor*  
Class Number: 1015111  
Pay Grade: 10

Exhibit J: Class Title: *Family Justice Center Operations Coordinator*  
Class Number: 1056271  
Pay Grade: 11

Exhibit K: Class Title: *Grants Supervisor*  
Class Number: 1052133  
Pay Grade: 11

Exhibit L: Class Title: *Justice System Advocate Supervisor*  
Class Number: 1056532  
Pay Grade: 11

Exhibit M: Class Title: *Juvenile Mediator*  
Class Number: 1062551  
Pay Grade: 9

**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 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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Data Processor Supervisor	<b>Class Number:</b>	1011213
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Job and Family Services		

### Classification Function

The purpose of this classification is to supervise data entry and processing activities for the Department of Job and Family Services.

### Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising data entry and processing activities for the Department of Job and Family Services. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

### Essential Job Functions

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

- 60% +/- 10%
- Performs data processing activities; updates information in databases as required; requests data from various sources; compiles, sorts and verifies the accuracy of data before it is entered; compares data with source documents; researches, identifies and corrects inconsistencies and errors in data; stores completed documents in appropriate locations; processes Prevention, Retention, and Contingency (PRC) applications and daily warrants; monitors databases for attendance data and records; produces reports of database information as requested; synthesizes data to generate reports and spreadsheets; distributes reports to appropriate parties; readies obsolete documents for storage.
- 30% +/- 10%
- Supervises employees in the data processing unit; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; responds to customer requests for data and information.

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

Associate's Degree in information technology, data processing, information systems, or related degree and three (3) years of experience in data processing, public benefits administration, or related field; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No special license or certification is required.



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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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 employees problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including data forms, daily log sheets, warrant reports, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, ODJFS Policy Manual, CJFS Provider Manual, Cash Assistance Manual, and other handbooks and manuals.
- Ability to prepare payroll documents, purchase orders, data forms, performance evaluations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, counsel, convince, and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, co-workers, employees, customers, consultants, internal and external agencies, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.



## Data Processor Supervisor

*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>	Groundskeeping Supervisor	<b>Class Number:</b>	1042212
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to supervise Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds.

### Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds. Employees in this classification work under direction of the Building Maintenance Superintendent. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### 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 Groundskeepers and other assigned personnel; directs staff to ensure work completion and maintenance of standards; ensures personnel safety; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

40% +/- 10%

- Performs routine maintenance and grounds maintenance duties; maintains landscaping and other grounds features by mulching, weeding, trimming, and edging; plants flowers, foliage, shrubs, and grass; trims bushes and trees; edges and maintains flower beds; spreads or sprays fertilizers, herbicides, and insecticides; operates equipment to perform snow and ice removal of County areas and to mow grass in surrounding property; spreads salt on sidewalks and driveways; maintains and repairs tools and equipment; inspects completed work to ensure conformity to specifications, standards, and contract requirements.

20% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; coordinates with fiscal office on creating service and supply contracts for upcoming seasons; orders equipment and supplies; stocks supplies; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; maintains required records of repairs, inspections, contracts, services and supplies.

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

High school diploma or equivalent with two (2) years of groundskeeping experience; or any equivalent combination of training and experience.

## **Groundskeeper Supervisor**

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

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate various grounds maintenance equipment including bobcat utility vehicle, snow plow, chainsaw, pole saw, string and hedge trimmers, lawn mower, and snow blower.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend and twist; ability to push, pull and lift up to 50lbs.

#### **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 basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including material safety data sheets, work orders, pest control orders, uniform orders, receipts, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, payroll documents, vehicle logs, performance evaluations, 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 follow instructions.

### **Groundskeeper Supervisor**

- Ability to communicate with supervisors, customers, vendors, contractors, utilities staff, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, wildlife, noise extremes, bright or dim lights, vibrations, machinery, and traffic hazards.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Investigation Manager	<b>Class Number:</b>	1022127
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to organize, coordinate and direct the activities of the Investigation Department and its personnel.

### Distinguishing Characteristics

This is a managerial-level classification that is responsible for directing the activities of the Investigation Department and supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 35% +/- 10%
- Supervises Investigation Supervisors, Internal Audit staff, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and timesheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Manages Investigation Department and its activities; oversees and ensures the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives and activities of department to ensure continuing operations; reviews budgetary documents, determines priorities and prepares budget.
- 25% +/- 10%
- Performs investigative duties; provides assistance to Investigators, Internal Auditors, Case Prosecutors and Federal and State Agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various related reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with Federal and State fraud units, law enforcement and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

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

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

**Additional Requirements for all levels**

No additional license or certification is required.

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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, calculate decimals and percentages, and perform routine statistics.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.

## **Investigation Manager**

- Ability to prepare quarterly and annual reports, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, law enforcement personnel, other County, State and Federal personnel, Unions, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Performance Consultant	<b>Class Number:</b>	1053901
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Office of the County Executive & Health and Human Services		

### Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

### Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

### Essential Job Functions

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

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

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

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.



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

### **Physical Requirements**

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

### **Mathematical Ability**

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

### **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 budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Radio Dispatch Coordinator	<b>Class Number:</b>	1041212
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

### Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Administrative Assistant II and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a 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%
- Records and maintains data, records of work, services performed, inventory, and other dispatch information; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.
- 30% +/- 10%
- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; records messages; screens complaints; dispatches field crews to job locations; tracks and monitors crew locations; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors and other departments.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files and scans paperwork as needed; responds to emails and phone calls; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials.

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

High school diploma or equivalent.



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

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and copier.
- Ability to operate two-way radio and vehicle paging system.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily dispatch logs, service reports, maintenance reports, billable hour logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Standard Operating Procedures Manual, and union contracts.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with field crews, supervisors, service directors, other County employees and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Space Planner	<b>Class Number:</b>	1052231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate real estate and land sales on behalf of the Cuyahoga County Executive Agencies and to rent appropriate office space for County departments as needed.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating real estate and land sales on behalf of the Cuyahoga County Executive Agencies and renting appropriate office space for County departments as needed. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### 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.**

80% +/- 10%

- Coordinates real estate and land sales on behalf of the County Executive and rents appropriate office space for all County agencies; buys and sells buildings and land for the County Executive; locates and rents offices to meet department's space and location requirements; pays taxes and special assessments on County owned properties; applies for tax-exempt status, when applicable; selects and hires real estate appraisers as needed; works in conjunction with Department Directors on space in County owned buildings.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents the County Executive on various task forces; participates in budget planning; maintains accurate inventories and files.

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

Bachelor's degree in real estate, urban development or related field with three years of real estate experience; or any equivalent combination of training and experience

### Additional Requirements for all levels

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to walk for a prolonged period of time.



### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply the principles of algebra and geometry.

### **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 budgets, bid documents, leases, lease specifications, tax bills, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare leases, lease specifications, land specifications, building specifications, tax-exempt forms, lease lists, purchase orders, budgets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret real estate, legal, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, clients, real estate salespersons, County Executive, elected officials, Public Works Director, other County personnel, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Witness/Victim Program Specialist	<b>Class Number:</b>	1056261
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to develop, implement, and evaluate Childhood Exposure to Violence (CEV) Programs.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing, implementing, and coordinating the evaluation activities for CEV Programs. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work more independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

### Essential Job Functions

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

- 60% +/- 10%
- Develops, implements, and coordinates the evaluation activities for CEV Programs; exchanges information, coordinates activities and resolves issues in regards to the program; analyzes and evaluates program needs and/or deficiencies; develops recommendations and implements policies and procedures; monitors and evaluates programmatic and fiscal activities through site visits, meetings, data, written and verbal communication.
- 20% +/- 10%
- Performs community outreach duties; attends various meetings, conferences, and trainings; coordinates and facilitates various meetings with community stakeholders and subcommittees; conducts and coordinates trainings to various agencies participating in program services; provides technical assistance to agencies; conducts presentations and various workshops, conference, community groups, and individuals.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares and writes proposals soliciting program services and support; reviews and makes recommendations of prospective vendors submitting proposals for services; prepares and presents report findings.

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

Bachelor's degree in Social Work, Psychology, Sociology, or related field with 3 years of program development or grant writing experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No special license or certification is required.



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

### **Physical Requirements**

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

### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including Medicaid invoices, billing invoices, Program Operations Report, screening numbers, outcome of treatment services, Victim of Crime Surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including internal policies and procedures and psychological screening tools.
- Ability to prepare Medicaid Invoice Summary, billing invoices, Program Operation Report, outcome of treatment services, U.S. DOJ Semi-Annual Report, Victim of Crime Surveys, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling and basic accounting terminology and language.
- Ability to communicate with program committee members, community stakeholders, managers, supervisors, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment and on-site visits.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Child Health Specialist	<b>Class Number:</b>	1056261
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Children and Family Services		

### Classification Function

The purpose of this classification is to provide support to the Division of Children and Family Services (DCFS) by coordinating healthcare related services for youth in custody.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for providing support to the Division of Children and Family Services (DCFS) by coordinating healthcare related services for youth in custody. The employee works within a 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.**

30% +/- 10%

- Documents and updates healthcare related information; collects and enters data to complete weekly log for contracted medical provider; collects survey data regarding contracted medical provider services; corresponds with case workers and providers regarding placement information; documents medical record information into Statewide Automated Child Welfare Information System (SACWIS); generates reports regarding child placement and custody termination; assists with processing medical and psychotropic medication requests, logging information and verifying medications.

25% +/- 10%

- Completes healthcare related duties; works with outside provider agencies on coordination of services and development of consumer friendly forms and procedures; reconciles Medicaid issues and invoices with outside non-contractual agencies; gathers psychiatric information from prescribing physician; attends psychiatric appointments as needed; serves as liaison between agency and community medical providers; provides case consultations to staff regarding resources, psychotropic medications, and healthcare issues; assists with Health Care Unit initiatives ; provides suggestions and guidance on procedures, data entry and record requests; communicates with caregivers and providers; ensures compliance with OAC standards.

15% +/- 10%

- Coordinates second opinion services; gathers and reviews appropriate information and paperwork for submission to contractor; coordinates and monitors second opinion contract with contracted psychiatrists and psychologists; prepares reports for youth eligible for second opinion services; discusses appropriate referrals with coordinating staff.



15% +/- 10%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; reviews nationwide best practices regarding child welfare and healthcare related activities and examines implementation for DCFS; contributes to development of policies and procedures; conducts research to improve medical case management program; reviews Requests for Proposals (RFPs) and helps with RFP selection process; prepares statistics, data charts and graphs for Health Care Unit; analyzes data and reports, identifies areas for improvement, and develops recommendations.

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; processes medical and psychiatric requests and vouchers; provides oversight and serves as point of contact for Health Care related contracts.

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

- Bachelor's degree in social work, healthcare, psychology, child welfare or related field with three (3) years of experience in social work, program administration, physical/mental healthcare or related field; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, 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 medical reports, medication reports, statistical reports, flow charts, invoices, treatment information, contracts and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Social Work Board regulations.
- Ability to prepare statistical reports, graphs, charts, basic spreadsheets, logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate with supervisors, coworkers, customers, consultants, other County employees, contracted providers, and outside agencies.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Procurement Audit Supervisor	<b>Class Number:</b>	1015111
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

### Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

60% +/- 10%

- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.

20% +/- 5%

- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.

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

- Bachelor's Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Proposed DATE



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

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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, 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with supervisor, subordinates, other County employees, vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Family Justice Center Operations Coordinator	<b>Class Number:</b>	1056271
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to coordinate the daily operations of a full-service Family Justice Center.

### Distinguishing Characteristics

This is a journey level classification with responsibility of coordinating the daily operations of a full-service Family Justice Center and performing community outreach duties. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

55% +/- 10%

- Coordinates the daily operations of a full service Family Justice Center; monitors intake compliance; assists intake staff; prepares referrals for partner agencies; develops and implements policies and procedures; ensures policies and procedures are in compliance; manages all data accrued at the Family Justice Center; analyzes data and prepares statistical spreadsheets; analyzes issues affecting the Family Justice Center and formulates solutions; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitute for any absent for any on-site partners.

10% +/- 5%

- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies.

35% +/- 10%

- Performs related administrative responsibilities; enters clients' data; prepares for meetings; prepares data and research for topics at various meetings; attends Executive Committee meetings; reviews satisfaction surveys.

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

Bachelor's degree in Social Work, Criminology, Psychology, Sociology, or related field with three (3) years of experience working directly with victims of crime; or any equivalent combination of training and experience.

### Additional Requirements for all levels



No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Family Justice Center Policy and Procedures, Victim's Rights, and Client Confidentiality.
- Ability to prepare caseload report, client information report, client report, survey report, client records and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Grants Supervisor	<b>Class Number:</b>	1052133
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	All departments		

### Classification Function

The purpose of this classification is to develop, coordinate, implement and monitor department grants and contracts. This position also develops and assists with projects as well as supervises staff.

### Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit under the Business Services Manager. This classification oversees the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### 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.**

55% +/- 10%

- Prepares and implement grants and contracts; coordinates the development, maintenance, and implementation of grants and contracts; acts as project manager; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; trouble shoots project delays; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.

25% +/- 10%

- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; trains grants staff.

20% +/- 10%

- Performs related administrative responsibilities; develops, implements, and recommends policy and procedures; researches and analyzes current trends and best practices; serves as liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant requirements and procedures; provides technical and grant assistance.



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

Bachelor's Degree in business administration or related field with five (5) years of experience preparing grant proposals, contracts, or grants; or any equivalent combination of training and experience.

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

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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, 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 grants and grant reports, programmatic reports, CSR, attendance reports, vendor proposals, contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, codes, federal regulations, Ohio Revised Code, any grant and contracting documentation.

## Grants Supervisor

- Ability to prepare grant requests, grant reports, grant tracking sheets, contracts, performance appraisals, progress update reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, grant, contracting, department specific language, and legal terminology and language.
- Ability to communicate with directors, administrators, managers, supervisors, other County employees, outside boards, commissions, vendors, and federal, state and local grant officials -

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Justice System Advocate Supervisor	<b>Class Number:</b>	1056532
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to supervise staff and coordinate the daily operations of a Justice System Advocate unit at the Witness/Victim Service Center.

### Distinguishing Characteristics

This is a supervisory-level classification with responsibility for coordinating and supervising a Justice System Advocate unit at the Witness/Victim Service Center. The employee works with a framework of policies and procedures. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 65% +/- 10%
- Supervises Justice Systems Advocate staff; assigns advocacy cases; evaluates employee performance; disciplines employees; leads teamwork initiatives; coordinates training opportunities.
- 20% +/- 10%
- Coordinates the daily operations of Justice System Advocate unit at the Witness/Victim Service Center; collaborates with internal staff and external partners about cases and services; compiles data and statistics; prepares unit reports; integrates multiple client advocacy systems.
- 15% +/- 10%
- Performs related administrative responsibilities; develops, implements, and recommends policy and procedures; researches and analyzes current trends and best practices; attends court proceedings; responds to client complaints, emergencies, and concerns; attends various meetings; trains agencies, hospitals, and universities on domestic violence and/or other crimes or victim rights issues.

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

Bachelor's degree in Psychology, Social Work, Sociology, Public Administration, Organizational Development or related field with three (3) years of supervisory experience in a Social Service setting OR five (5) years of experience working directly with victims of crime; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

### Additional Requirements for all levels

No special license or certification is required.



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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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, calculate decimals and percentages, perform routine statistics, and perform advanced 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 attendance records, Advocate Information System reports, police reports, homicide reports, Cuyahoga County Major Trials report, Cuyahoga County Felony Arraignment, training agendas, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Victims' of Crime Rights, Federal VAWA Guidelines, Personnel Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare Advocate Information System reports, statistics, operations report, training agendas, weekly operations unit report, homicide reports, Cuyahoga County Major Trials report, Cuyahoga County Felony Arraignment and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, counseling, and basic medical terminology and language
- Ability to communicate with local police, local detectives, prosecutors, clients, victims, victim's family, supervisors, security staff, other County employees, and community partners.

**Environmental Adaptability**

- Work is typically performed in an office and court environment.
- Work may involve exposure to violence, defendants of violent crimes, and victims of violent crimes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Juvenile Mediator	<b>Class Number:</b>	1062551
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

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

Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

### Additional Requirements for all levels

No special license or certification is required.

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



### **Physical Requirements**

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

### **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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3<sup>rd</sup> party custody, transmittal sheet, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees

### **Environmental Adaptability**

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

*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.*

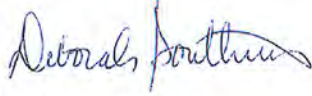


**F. Allen Boseman, Commissioner**  
**Thomas L. Colaluca, Commissioner**  
**Deborah Southerington, Commissioner**

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

**DATE:** June 8, 2017

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

**FROM:** Chairman Deborah Southerington,   
Cuyahoga County Personnel Review Commission

**RE:** Recommending Modifications to Class Plan

Please be advised that on June 7, 2017, 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:

**PROPOSED NEW CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade &amp; FLSA</b>	<b>Department</b>
Witness/Victim Program Specialist	1056261	8/Exempt	Public Safety and Justice Services
Procurement Audit Supervisor	1015111	10/Exempt	Health and Human Services
Family Justice Center Operations Coordinator	1056271	11/Exempt	Public Safety and Justice Services
Juvenile Mediator	1062551	9/Exempt	Public Safety and Justice Services



**PROPOSED REVISED CLASSIFICATIONS**

<b>Classification Title &amp; Classification Number</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>NEW PAY GRADE &amp; FLSA</b>	<b>Department</b>
Data Processor Supervisor 1011213	5/Non-Exempt	6/Non-Exempt	Job and Family Services
Groundskeeping Supervisor 1042212	8/Exempt	8/Non-Exempt	Public Works
Investigation Manager 1022127	15/Exempt	15/Exempt (No Change)	Health and Human Services
Performance Consultant 1053901	13/Exempt	13/Exempt	Office of the County Executive & Health and Human Services
Radio Dispatch Coordinator 1041212	4/Non-Exempt	3/Non-Exempt	Public Works
Space Planner 1052231	13/Exempt	12/Exempt	Public Works

cc: F. Allen Boseman, Commissioner  
 Thomas Colaluca, 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

**PROPOSED NEW CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1056261	Witness/Victim Program Specialist	Public Safety and Justice Services	Exempt	8

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 2.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 8 \$ 43,659.20 - \$ 61,110.40 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 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Brandy Carney, Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Witness/Victim Program Specialist	<b>Class Number:</b>	1056261
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to develop, implement, and evaluate Childhood Exposure to Violence (CEV) Programs.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing, implementing, and coordinating the evaluation activities for CEV Programs. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work more independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

### Essential Job Functions

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

- 60% +/- 10%
- Develops, implements, and coordinates the evaluation activities for CEV Programs; exchanges information, coordinates activities and resolves issues in regards to the program; analyzes and evaluates program needs and/or deficiencies; develops recommendations and implements policies and procedures; monitors and evaluates programmatic and fiscal activities through site visits, meetings, data, written and verbal communication.
- 20% +/- 10%
- Performs community outreach duties; attends various meetings, conferences, and trainings; coordinates and facilitates various meetings with community stakeholders and subcommittees; conducts and coordinates trainings to various agencies participating in program services; provides technical assistance to agencies; conducts presentations and various workshops, conference, community groups, and individuals.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares and writes proposals soliciting program services and support; reviews and makes recommendations of prospective vendors submitting proposals for services; prepares and presents report findings.

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

Bachelor's degree in Social Work, Psychology, Sociology, or related field with 3 years of program development or grant writing experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No special license or certification is required.



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

### **Physical Requirements**

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

### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including Medicaid invoices, billing invoices, Program Operations Report, screening numbers, outcome of treatment services, Victim of Crime Surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including internal policies and procedures and psychological screening tools.
- Ability to prepare Medicaid Invoice Summary, billing invoices, Program Operation Report, outcome of treatment services, U.S. DOJ Semi-Annual Report, Victim of Crime Surveys, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling and basic accounting terminology and language.
- Ability to communicate with program committee members, community stakeholders, managers, supervisors, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment and on-site visits.

*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 NEW CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1015111	Procurement Audit Supervisor	Health and Human Services	Exempt	10

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 3.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	PG 10 \$ 49,483.20 - \$ 69,264.00 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 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Thomas Pristow, Director
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Procurement Audit Supervisor	<b>Class Number:</b>	1015111
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

### Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 60% +/- 10%
- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.
- 20% +/- 5%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.

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

- Bachelor's Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.



**Additional Requirements for all levels**

No special license or certification is required.

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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, 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with supervisor, subordinates, other County employees, vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment

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**PROPOSED NEW CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1056271	Family Justice Center Operations Coordinator	Public Safety and Justice Services	Exempt	11

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 4.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 11 \$ 52,332.80 - \$ 73,320.00 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 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Brandy Carney, Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Family Justice Center Operations Coordinator	<b>Class Number:</b>	1056271
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to coordinate the daily operations of a full-service Family Justice Center.

### Distinguishing Characteristics

This is a journey level classification with responsibility of coordinating the daily operations of a full-service Family Justice Center and performing community outreach duties. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 55% +/- 10%
- Coordinates the daily operations of a full service Family Justice Center; monitors intake compliance; assists intake staff; prepares referrals for partner agencies; develops and implements policies and procedures; ensures policies and procedures are in compliance; manages all data accrued at the Family Justice Center; analyzes data and prepares statistical spreadsheets; analyzes issues affecting the Family Justice Center and formulates solutions; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitute for any absent for any on-site partners.
- 10% +/- 5%
- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies.
- 35% +/- 10%
- Performs related administrative responsibilities; enters clients' data; prepares for meetings; prepares data and research for topics at various meetings; attends Executive Committee meetings; reviews satisfaction surveys.

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

Bachelor's degree in Social Work, Criminology, Psychology, Sociology, or related field with three (3) years of experience working directly with victims of crime; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Family Justice Center Policy and Procedures, Victim's Rights, and Client Confidentiality.
- Ability to prepare caseload report, client information report, client report, survey report, client records and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED NEW CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1062551	Juvenile Mediator	Public Safety & Justice Services	Exempt	9

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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<b>No. of Employees Affected:</b>	4
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<b>Dept.(s) Affected:</b>	Public Safety & Justice Services
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<b>Fiscal Impact:</b>	TBD by HR
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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 Melissa Foldesi
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<b>Management Contact(s):</b>	Brandy Carney, Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Juvenile Mediator	<b>Class Number:</b>	1062551
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

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

Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

### Additional Requirements for all levels

No special license or certification is required.

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

### Physical Requirements

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

### 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3<sup>rd</sup> party custody, transmittal sheet, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees

### Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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**CURRENT CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011213	Data Processor Supervisor	Job and Family Services	Non-Exempt	5

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011213	Data Processor Supervisor	Job and Family Services	Non-Exempt	6

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. 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. The pay grade increased from a Pay Grade 5 to Pay Grade 6.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Job and Family Services
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<b>Fiscal Impact:</b>	PG 5 \$34,985.60 - \$48,942.40 PG 6 \$37,876.80 - \$53,040.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
<b>Management Contact(s):</b>	David Merriman, Director

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Data Processor Supervisor	<b>Class Number:</b>	1011213
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Job and Family Services		

**Classification Function**

The purpose of this classification is to supervise data entry and processing activities for the Department of Job and Family Services.

**Distinguishing Characteristics**

This is a supervisory-level classification that is responsible for supervising data entry and processing activities for the Department of Job and Family Services. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

**Essential Job Functions**

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

- 60% +/- 10%
- Performs data processing activities; updates information in databases as required; requests data from various sources; compiles, sorts and verifies the accuracy of data before it is entered; compares data with source documents; researches, identifies and corrects inconsistencies and errors in data; stores completed documents in appropriate locations; processes Prevention, Retention, and Contingency (PRC) applications and daily warrants; monitors databases for attendance data and records; produces reports of database information as requested; synthesizes data to generate reports and spreadsheets; distributes reports to appropriate parties; readies obsolete documents for storage.
- 30% +/- 10%
- Supervises employees in the data processing unit; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; responds to customer requests for data and information.

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

Associate's Degree in information technology, data processing, information systems, or related degree and three (3) years of experience in data processing, public benefits administration, or related field; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.



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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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 employees problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including data forms, daily log sheets, warrant reports, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, ODJFS Policy Manual, CJFS Provider Manual, Cash Assistance Manual, and other handbooks and manuals.
- Ability to prepare payroll documents, purchase orders, data forms, performance evaluations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, counsel, convince, and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, co-workers, employees, customers, consultants, internal and external agencies, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

## Data Processor Supervisor

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**CURRENT CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042212	Groundskeeping Supervisor	Public Works	Exempt	8

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042212	Groundskeeping Supervisor	Public Works	Non-Exempt	8

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. 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. The FLSA Status changed from Exempt to Non-Exempt.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Works
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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 Melissa Foldesi, Compensation Manager
<b>Management Contact(s):</b>	Michael Dever, Director



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Groundskeeping Supervisor	<b>Class Number:</b>	1042212
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to supervise Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds.

## Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds. Employees in this classification work under direction of the Building Maintenance Superintendent. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## 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 Groundskeepers and other assigned personnel; directs staff to ensure work completion and maintenance of standards; ensures personnel safety; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 40% +/- 10%

• Performs routine maintenance and grounds maintenance duties; maintains landscaping and other grounds features by mulching, weeding, trimming, and edging; plants flowers, foliage, shrubs, and grass; trims bushes and trees; edges and maintains flower beds; spreads or sprays fertilizers, herbicides, and insecticides; operates equipment to perform snow and ice removal of County areas and to mow grass in surrounding property; spreads salt on sidewalks and driveways; maintains and repairs tools and equipment; inspects completed work to ensure conformity to specifications, standards, and contract requirements.
- 20% +/- 10%

• Performs related administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; coordinates with fiscal office on creating service and supply contracts for upcoming seasons; orders equipment and supplies; stocks supplies; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; maintains required records of repairs, inspections, contracts, services and supplies.

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

High school diploma or equivalent with two (2) years of groundskeeping experience; or any equivalent combination of training and experience.



## **Groundskeeper Supervisor**

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

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate various grounds maintenance equipment including bobcat utility vehicle, snow plow, chainsaw, pole saw, string and hedge trimmers, lawn mower, and snow blower.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend and twist; ability to push, pull and lift up to 50lbs.

#### **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 basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including material safety data sheets, work orders, pest control orders, uniform orders, receipts, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, payroll documents, vehicle logs, performance evaluations, 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 follow instructions.

### **Groundskeeper Supervisor**

- Ability to communicate with supervisors, customers, vendors, contractors, utilities staff, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, wildlife, noise extremes, bright or dim lights, vibrations, machinery, and traffic hazards.

*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.*

**CURRENT CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022127	Investigation Manager	Health and Human Services	Exempt	15

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022127	Investigation Manager	Health and Human Services	Exempt	15

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. 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>	1
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<b>Dept.(s) Affected:</b>	Health and Human Services
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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 Melissa Foldesi, Compensation Manager
<b>Management Contact(s):</b>	Thomas Pristow, Director



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Investigation Manager	<b>Class Number:</b>	1022127
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to organize, coordinate and direct the activities of the Investigation Department and its personnel.

### Distinguishing Characteristics

This is a managerial-level classification that is responsible for directing the activities of the Investigation Department and supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 35% +/- 10%
- Supervises Investigation Supervisors, Internal Audit staff, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and timesheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
  
- 30% +/- 10%
- Manages Investigation Department and its activities; oversees and ensures the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives and activities of department to ensure continuing operations; reviews budgetary documents, determines priorities and prepares budget.
  
- 25% +/- 10%
- Performs investigative duties; provides assistance to Investigators, Internal Auditors, Case Prosecutors and Federal and State Agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.
  
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various related reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with Federal and State fraud units, law enforcement and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.



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

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

**Additional Requirements for all levels**

No additional license or certification is required.

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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, calculate decimals and percentages, and perform routine statistics.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.

## **Investigation Manager**

- Ability to prepare quarterly and annual reports, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, law enforcement personnel, other County, State and Federal personnel, Unions, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053901	Performance Consultant	Office of the County Executive	Exempt	13

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053901	Performance Consultant	Office of the County Executive & Health and Human Services	Exempt	13

<b>Requested By:</b>	Human Resources
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<b>Rationale:</b>	Human Resources requested a revision to the Performance Consultant classification to include the Department of Health and Human Services. This classification fulfills the classification the departmental needs of Health and Human Services.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	PG 13 \$58,177.60 - \$81,432.00 Step Placement TBD by Human Resources
<b>Staffing Implications:</b>	Position to be filled once classification is active.
<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
<b>Management Contact(s):</b>	Douglas Dykes, Human Resources Director Thomas Pristow, Health and Human Resources Director



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Performance Consultant	<b>Class Number:</b>	1053901
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Office of the County Executive & Health and Human Services		

## Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

## Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

## Essential Job Functions

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

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

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

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

## Additional Requirements

No special license or certification is required.



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

### **Physical Requirements**

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

### **Mathematical Ability**

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

### **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 budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041212	Radio Dispatch Coordinator	Public Works	Non-Exempt	4

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041212	Radio Dispatch Coordinator	Public Works	Non-Exempt	3

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. 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. PG changed from 4 to 3.
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<b>No. of Employees Affected:</b>	4
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 4 \$32,052.80 - \$44,907.20 PG 3 \$29,187.40 - \$40,851.20 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
<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
<b>Management Contact(s):</b>	Michael Dever, Director

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Radio Dispatch Coordinator	<b>Class Number:</b>	1041212
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

### Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Administrative Assistant II and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a 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%

- Records and maintains data, records of work, services performed, inventory, and other dispatch information; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.

30% +/- 10%

- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; records messages; screens complaints; dispatches field crews to job locations; tracks and monitors crew locations; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors and other departments.

30% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; files and scans paperwork as needed; responds to emails and phone calls; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials.

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

High school diploma or equivalent.



## Radio Dispatch Coordinator

### Additional Requirements for all levels

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including a computer and copier.
- Ability to operate two-way radio and vehicle paging system.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily dispatch logs, service reports, maintenance reports, billable hour logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Standard Operating Procedures Manual, and union contracts.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with field crews, supervisors, service directors, other County employees and the general public.

#### Environmental Adaptability

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052231	Space Planner	Public Works	Exempt	13

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052231	Space Planner	Public Works	Exempt	12

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. 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. The Pay Grade was reduced from a 13 to a Pay Grade 12.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 13 \$58,177.60 - \$81,432.00 PG 12 \$55,265.60 - \$77,376.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
<b>Management Contact(s):</b>	Michael Dever, Director

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Space Planner	<b>Class Number:</b>	1052231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate real estate and land sales on behalf of the Cuyahoga County Executive Agencies and to rent appropriate office space for County departments as needed.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating real estate and land sales on behalf of the Cuyahoga County Executive Agencies and renting appropriate office space for County departments as needed. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### 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.**

- 80% +/- 10%
- Coordinates real estate and land sales on behalf of the County Executive and rents appropriate office space for all County agencies; buys and sells buildings and land for the County Executive; locates and rents offices to meet department's space and location requirements; pays taxes and special assessments on County owned properties; applies for tax-exempt status, when applicable; selects and hires real estate appraisers as needed; works in conjunction with Department Directors on space in County owned buildings.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents the County Executive on various task forces; participates in budget planning; maintains accurate inventories and files.

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

Bachelor's degree in real estate, urban development or related field with three years of real estate experience; or any equivalent combination of training and experience

### Additional Requirements for all levels

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to walk for a prolonged period of time.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply the principles of algebra and geometry.

**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 budgets, bid documents, leases, lease specifications, tax bills, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare leases, lease specifications, land specifications, building specifications, tax-exempt forms, lease lists, purchase orders, budgets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret real estate, legal, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, clients, real estate salespersons, County Executive, elected officials, Public Works Director, other County personnel, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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<u>Job Title</u>	<u>Class. Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
Witness/Victim Program Specialist	1056261	8/ Exempt	N/A	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 2.
Procurement Audit Supervisor	1015111	10/ Exempt	N/A	Health and Human Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 3.
Family Justice Center Operations Coordinator	1056271	11/ Exempt	N/A	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 4.
Juvenile Mediator	1062551	9/ Exempt	N/A	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 2.
<b><u>REVISED</u></b>					
Data Processor Supervisor	1011213	5/Non-Exempt	6/Non-Exempt	Job and Family Services	PRC routine maintenance. Classification last revised in 1993. 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. The pay grade increased from a Pay Grade 5 to Pay Grade 6.
Groundskeeping Supervisor	1042212	8/ Exempt	8/Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 1993. 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. The FLSA Status changed from Exempt to Non-Exempt.
Investigation Manager	1022127	15/ Exempt	15/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 1993. 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.

Performance Consultant	1053901	13/ Exempt	13/Exempt	Office of the County Executive & Health and Human Services	Human Resources requested a revision to the Performance Consultant classification to include the Department of Health and Human Services. This classification fulfills the classification the departmental needs of Health and Human Services.
Radio Dispatch Coordinator	1041212	4/Non- Exempt	3/Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 1997. 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. PG changed from 4 to 3.
Space Planner	1052231	13/ Exempt	12/Exempt	Public Works	PRC routine maintenance. Classification last revised in 1993. 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. The Pay Grade was reduced from a 13 to a Pay Grade 12.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0045

<p>Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b></p> <p>Co-sponsored by: <b>Councilmember Conwell</b></p>	<p><b>A Resolution</b> adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Section 113.02(I), Adoption of Rules, of the Cuyahoga County Code states that: “Notwithstanding any other provision of this Code, in lieu of submitting its rules to the Administrative Rules Board, the Administrative Rules of the Personnel Review Commission shall be submitted to the Council to ensure that a proposed rule is in accordance with the human resources policies established by this Code, as required by Charter § 9.02(4). The specific language of a proposed rule shall clearly identify any new rule and/or any modification, addition, or deletion of an existing rule, and shall be submitted to the Clerk of Council. Unless extended by a formal resolution of Council, the Council shall have not more than sixty (60) days following the submission of the proposed rule(s) to determine whether the proposed rule(s) is/are in accordance with the human resources policies established by this Code. A proposed rule shall not take effect prior to the expiration of the 60-day review period established by this section unless Council approves the rule(s) prior to the expiration of that review period. If Council determines that a proposed rule is in accordance with the human resources policies established in this Code, the Personnel Review Commission shall submit the proposed rule to the clerk of the Administrative Rules Board for codification in the Administrative Code. If Council determines that a proposed rule or any provision of a proposed rule is not in accordance with the human resources policies established by this Code, Council may declare such proposed rule or provision inapplicable to county employees or appointing authorities. Any proposed rule or provision declared inapplicable shall not be codified in the Administrative Code.”

WHEREAS, Section 301.02, Administrative Rules, of the Cuyahoga County Code states that: “The Personnel Review Commission may, in accordance with the policies and procedures set forth in this Code, adopt administrative rules and procedures to carry out its powers and duties as set forth in the County Charter and this Chapter. In the event of a conflict between the Administrative Rules of the Personnel Review Commission and Title 3, Employment Practices, the Code shall prevail.



WHEREAS, in accordance with County Code Section 113.02, on February 27, 2017, the Personnel Review Commission submitted proposed Rule changes to the Cuyahoga County Council, attached as Exhibit A; and,

WHEREAS, it is necessary that this Resolution become immediately effective to insure the efficient operation of the Personnel Review Commission.

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

**SECTION 1.** Pursuant to Section 113.02(I) of the Cuyahoga County Code, the Cuyahoga County Council hereby approves the Personnel Review Commission Administrative Rules, attached hereto as Exhibit A, as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code.

**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 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: March 14, 2017

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

Legislation Amended in Committee: March 21, 2017

Committee Report/Second Reading: March 28, 2017

Additional Sponsorship Requested: April 1, 2017

Journal CC026

June 13, 2017

# CUYAHOGA COUNTY PERSONNEL REVIEW COMMISSION



## ADMINISTRATIVE RULES

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Cleveland, Ohio 44113  
Phone: 216-443-5946 Fax: 216-443-3694  
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Revised April 12, 2017

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# SECTION 1

## DEFINITIONS

### 1.01 Definitions

- (1) *Abolishment* – Means one of the following:
  - a. *Abolishment of Classification* – The permanent deletion of a classification from the organization due to lack of continued need for the classification, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose; or
  - b. *Abolishment of Position* – The permanent deletion of a position from the structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.
- (2) *Appeal* – An action by which an affected party challenges the decision or determination of an Appointing Authority, the Director of HR, and/or the Commission.
- (3) *Appointment* – Placement of an employee in a position.
- (4) *Appointing Authority* – Means the same as defined in Section 9.04 of the Cuyahoga County Charter.
- (5) *Charter* – The Cuyahoga County Charter.
- (6) *Classification* – Means one of the following:
  - a. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each; or
  - b. The act of assigning a classification title to a position(s) based upon the duties performed.
- (7) *Commission or PRC* – The Cuyahoga County Personnel Review Commission.
- (8) *Competitive Examination* – Method used by the Commission to assess the relative capability of qualified applicants to perform the duties and responsibilities of the classification.
- (9) *County* – As defined in the Charter.

- (10) *County Code* – The Code of Cuyahoga County established by Ordinance No. 02013-0001.
- (11) *County Council* – The Cuyahoga County Council.
- (12) *County Executive* – The Cuyahoga County Executive.
- (13) *Demotion* – The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower pay grade than that of the classification the employee currently holds.
- (14) *Director of HR* – The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive and confirmed by County Council.
- (15) *PRC Director* – The Director of the Cuyahoga County Personnel Review Commission as appointed by the Commission.
- (16) *Eligibility List* – A list of names established by the Commission for the purpose of filling vacancies in the classified service.
- (17) *Ethics Policy* – Title IV of the Cuyahoga County Code and any revisions thereto.
- (18) *Human Resources Department* – The Cuyahoga County Department of Human Resources.
- (19) *Layoff* – A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.
- (20) *Meeting* – Any prearranged discussion of the public business of the Commission by a majority of its members.
- (21) *Noncompetitive Examination* – An examination that evaluates individual candidates based upon established criteria to determine which applicants are qualified to fill appointments to positions requiring exceptional qualifications of a scientific, professional, educational, or managerial character or positions where it is impractical to develop and administer competitive examinations.
- (22) *Pay* – The annual, non-overtime compensation due an employee.
- (23) *Pay Grade* – The pay range assigned to a position or classification.
- (24) *Position* – The name that applies to a group of duties intended to be performed by an employee.

- (25) *Promotion* – The appointment of an employee to a different position assigned a higher pay grade than the employee’s previous position.
- (26) *Reassignment* – The assignment of an employee to a different classification.
- (27) *Reclassification* – The assignment of a position to a different classification.
- (28) *Reduction in Pay* – An action that diminishes an employee’s pay. When the conditions of entitling an employee to supplemental pay end, the ending of supplemental pay shall not be considered a reduction, nor shall a change in the cost of an Appointing Authority’s insurance or other contributions be considered a reduction.
- (29) *Reduction in Position* – An action that diminishes an employee’s duties or responsibilities to the extent an audit of the employee’s position would result in a reclassification to a classification assigned a lower pay grade.
- (30) *Removal* – Termination of an employee’s employment.
- (31) *Request for Reconsideration* – A request made by an affected party seeking the Commission’s reconsideration of certain pre-employment determinations made by the Commission. See Rule 7.03.
- (32) *Request for Restoration* – A request made by an affected party seeking the Commission’s consideration to restore that party to an established eligibility list. See Rule 9.05.
- (33) *Suspension* – The interruption of an employee’s employment and/or compensation for a fixed period of time.

## **SECTION 2**

### **GENERAL PROVISIONS**

#### **2.01      Origin**

On November 3, 2009, the citizens of Cuyahoga County, Ohio, adopted a County Charter pursuant to the authority granted to them in Article 10, Section 3 of the Ohio Constitution. Section 9.01 of the Charter required the creation of a Human Resource Commission:

*The County Executive, subject to confirmation by the Council, shall appoint the members of a Human Resource Commission, consisting of three electors of the County having experience in personnel matters or*



*personnel administration and who are supportive of equal opportunity considerations.*

On November 5, 2013, the citizens of Cuyahoga County, Ohio, adopted amendments to the Charter. Section 9.01 of the Charter was amended to change the name of the Human Resource Commission to the Personnel Review Commission, the members of which shall now be appointed by County Council.

## **2.02      Relationship to Collective Bargaining Agreements**

If an employee's collective bargaining agreement provides for final and binding arbitration of grievances, such employee and union are subject solely to that grievance procedure and the Commission shall have no jurisdiction to receive and determine any appeals relating to matters that were the subject of a final and binding grievance procedures.

Bargaining unit employees may have the right to file claims of retaliation pursuant to the County's Code of Ethics, Title IV of the County Code. [Reference County Code Chapter 406 and Section 407.02(B)].

## **2.03      PRC Merit Principles**

Pursuant to Section 9.01 of the Charter, the Commission shall be responsible for administering an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. To this end, the Commission has adopted the following Merit Principles to guide its work to fulfill its Charter responsibilities. These Merit Principles in and of themselves do not confer any rights upon an employee before the Personnel Review Commission. Employees' rights to appeal to the PRC are governed by the Charter, Ohio Revised Code Chapter 124, and the County Code. A summary of the PRC's appellate jurisdiction is set forth herein at Rule 3.02.

### Principle #1

Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force representative of the region, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition which assures that all receive equal opportunity.

### Principle #2

All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to race, ethnic background, national origin, sex, gender, sexual orientation, genetic information, disability, political affiliation or opinion, military status, religious belief, gender identity, or age of any applicant unless otherwise lawfully required.

Principle #3

Equal pay should be provided for work of comparable value, with appropriate consideration of rates paid by employers in the relevant labor market, as determined by the County, and appropriate incentives and recognition should be provided for excellence in performance. Pay equity is achieved when persons performing work in like positions across the Cuyahoga County government organization are paid on the basis of their relative qualifications and performance, with regard to the relevant labor market and within the compensation policy framework designed by the County to achieve internal and external equity in compensation practices.

Principle #4

All County employees should maintain high standards of integrity, conduct, and concern for the public interest of the citizens of Cuyahoga County.

Principle #5

The Cuyahoga County government workforce should be used efficiently and effectively, without duplication of effort, and the County should employ an efficient and economical system for employment of persons in the public service of the County according to merit and fitness, that is, on the basis of employees' qualifications and conduct and capacity in office.

Principle #6

Employees should be retained on the basis of adequacy of their conduct and capacity in office, inadequate performance should be corrected, and employees who cannot or will not improve their performance to meet required standards should be separated from County employment.

Principle #7

Employees should be provided effective education and training in cases in which such education and training would result in better organizational and individual performance.

## **2.04      Construction**

These Rules shall be construed so as to carry out their purposes as determined from both the literal reading of the Rules and their context. The Rules shall not be construed in a way that limits the Commission's power to interpret and apply the Rules within the scope of their authority under the Charter, County Code, Council Ordinances and Resolutions, and general law.

## **2.05      Savings Clause**

If any section of these Rules is held by a court of competent jurisdiction to be invalid, the same shall not invalidate or impair the validity, force, and effect of any other section or part of a section of these Rules unless it clearly appears that such other section or

part of a section is wholly or necessarily dependent for its operation upon the section or part of a section held invalid.

## **SECTION 3**

### **POWERS AND DUTIES OF THE COMMISSION**

#### **3.01      Authority**

Pursuant to the Charter, the Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender;
- (2) Responsibility for administration of countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws;
- (3) For the County Executive's organization and departments, authority to ensure:
  - a. Pay equity for like positions;
  - b. Standardization of benefits;
  - c. Approval of qualifications;
  - d. Consistent discipline;
  - e. Training of management in personnel practices;
  - f. Training of employees in job functions;
  - g. Training for total quality management;
  - h. Consistent administration of performance management system;
  - i. Coordination of recruitment;
  - j. Compliance with ethics resolutions or ordinances as passed by the Council;
- (4) Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in the Charter, County Code, and general law where applicable;
- (5) Responsibility for administering a clear, countywide classification and salary administration system;
- (6) Responsibility for ensuring compliance with ethics resolutions and ordinances passed by County Council;

- (7) Responsibility for administering, for and in cooperation with the officers, agencies, boards, and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;
- (8) Responsibility for conducting inquiries regarding the abuse of the power of appointment, layoff, removal, reduction, suspension, or otherwise violating laws, rules, or ordinances the Commission is charged with enforcing, and to report the inquiry findings to County Council (See Rule 12.04); and
- (9) Such other functions as may be deemed necessary by the Council for the Commission to carry out its mission and purpose.

### **3.02      Jurisdiction**

The Commission shall hear appeals of classified employees from final decisions of Appointing Authorities, the County Executive, the Director of HR, or their designee relative to the following employment actions:

- (1) Reduction in pay or position;
- (2) Job abolishment / layoff;
- (3) Suspension of more than forty (40) work hours for FLSA exempt employees;
- (4) Suspension of more than twenty four (24) work hours for FLSA non-exempt employees;
- (5) Discharge (removal from employment);
- (6) Assignment or reassignment to a new or different classification;
- (7) Refusal of the Director of HR to reassign an employee to another classification or to reclassify the employee's position with or without a position audit;
- (8) Failure to remove duties deemed outside the employee's classification within the 45-day period per Section 303.01 of the County Code; and
- (9) Other appeals as provided for by Council ordinance.

The Commission shall hear appeals in the following categories for both classified and unclassified employees:

- (1) Whistleblower appeals pursuant to the County's Ethics Policy (Title IV of the County Code);



- (2) Determination of unclassified status; and
- (3) Other appeals as provided for by Council ordinance.

For purposes of this Rule, “discharge” includes disability separations.

Determination of the classified or unclassified status of an employee shall be done in accordance with general law.

### **3.03      Classification Plans**

Pursuant to Section 9.03 of the Charter, the Commission shall administer a clear, countywide classification and salary administration system in accordance with the requirements set forth in the Charter.

### **3.04      Civil Service Testing**

Pursuant to Section 9.01 of the Charter, the Commission shall be responsible for administering an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. To this end, the Commission has authority, including but not limited to the following:

- (1) To prepare, conduct, grade, and validate all competitive examinations for positions in the County’s classified service;
- (2) To evaluate qualifications for all noncompetitive positions in the County’s classified service; and
- (3) To prepare and maintain eligibility lists containing the names, scores, and rankings of persons qualified for appointment to positions in the County’s classified service.

*[Reference Section 303.03(A) of the County Code]*

### **3.05      County Human Resources Policies and Systems**

The County’s human resources policies and systems shall be established by ordinance. The Commission shall review and submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council. In the event the Commission does not endorse an ordinance, the Commission may provide a Statement of Non-Endorsement to the Council.

*[Reference Article IX, Section 9.01 of the Cuyahoga County Charter]*

### **3.06      Subpoena Powers**

The Commission has authority to subpoena and require the attendance and testimony of witnesses and the production of books, papers, public records, and other documentary evidence pertinent to any matter it has authority to hear.

All employees and officials of the County shall attend and testify when summoned to do so by the Commission. Depositions of witnesses may be taken by the Commission or designee, or any member of the Commission, in the manner prescribed by law for like depositions in civil actions in the courts of common pleas. In case any person, in disobedience to any subpoena issued by the Commission, or any member of the Commission, fails or refuses to attend and testify to any matter regarding which the person may be lawfully interrogated, or produce any documentary evidence pertinent to any hearing, the court of common pleas of any county, or any judge of the court of common pleas of any county, where the disobedience, failure, or refusal occurs, upon application of the Commission, or any member of the Commission, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the court or a refusal to testify in the court.

Parking fees and mileage shall be allowed to witnesses and, on their certificate, duly audited, shall be paid by the Cuyahoga County Treasurer.

### **3.07      Ethics**

Pursuant to Section 9.02 of the Charter, the Commission shall have the authority to ensure compliance with ethics resolutions or ordinances passed by County Council. To this end, the Department of Human Resources shall provide reports regarding the performance of its duties under the County's Ethics Policy (Title IV of the County Code) to the PRC. The PRC will provide an annual report to County Council per Section 407.02(A) of the County Code.

#### **Whistleblower Appeals**

The Commission shall hear appeals from disciplinary or retaliatory actions taken against employees of the County, as a result of the employee's whistleblower report made pursuant to the County Ethics Policy. When an employee files a whistleblower appeal, the Commission will determine whether a proper report was made under the Ethics Policy and whether a causal relationship exists between such report and the County's actions. If the Commission finds a violation of the Ethics Policy, the Commission may impose a remedy up to and including reinstatement. [*Reference Chapter 406 and Section 407.02 of the County Code*]

The employee shall file an appeal within thirty days after receiving actual notice of the alleged disciplinary or retaliatory action.

### **3.08**      **Compliance**

In order to meet its obligations under Section 9.02 of the Charter, the Commission will provide periodic compliance reports to County Council regarding the County's personnel practices.

## **SECTION 4 MEETINGS**

### **4.01**      **Public Meetings**

The Commission shall hold meetings as often as necessary to complete Commission business. All meetings of the Commission shall be open to the public and include a time for public comment.

The Commission's quasi-judicial hearings and its deliberations when acting in its quasi-judicial capacity are not "meetings" for purposes of this Section or Section 121.22 of the Ohio Revised Code.

The Commission shall elect one of its members as the Chairperson and elect one of its members as Vice-Chairperson of the Personnel Review Commission at their first meeting in January on a biennial basis beginning in 2015.

In the event of a vacancy in the Chair position, the Vice-Chair shall assume the duties of the Chair for the remainder of the biennial period.

### **4.02**      **Notice**

Notice of regular meetings, meeting agendas, and minutes shall be posted on the Commission's website. (<http://prc.cuyahogacounty.us>).

If you wish to be notified via electronic mail of all PRC meetings, please send such request to the PRC via email ([personnelreviewcommission@cuyahogacounty.us](mailto:personnelreviewcommission@cuyahogacounty.us)).

Notices of special meetings shall be posted in the manner described above. When a special meeting is held to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and only those issues may be discussed at that meeting.

### **4.03 Quorum**

The physical presence of two members of the Commission at any scheduled meeting constitutes a quorum. The Commission cannot act without a quorum.

### **4.04 Executive Session**

The members of the Commission may hold an executive session at a regular or special meeting for the purpose of considering one of the authorized matters provided in Section 121.22 of the Ohio Revised Code.

### **4.05 Minutes**

The minutes of all meetings of the Commission shall be promptly prepared and will be posted on the PRC's website following approval of the minutes by the Commission. The minutes need only reflect the general subject matter of discussions in executive sessions.

## **SECTION 5 RULE-MAKING**

### **5.01 Rule-Making Procedure**

As used in this Section:

- (A) "Rule" refers to the PRC Administrative Rules and the Cuyahoga County Personnel Policies and Procedures Manual.
- (B) A "rule change" means the addition of a new Rule, or rescission or amendment of an existing Rule.

Rule changes may be proposed to the Commission by the PRC Director, the Director of HR, or by an individual Commission member. Proposed rule changes shall be submitted with a coversheet containing the following information:

- (1) A statement declaring the intention to consider adopting, amending, or rescinding the rule;
- (2) A synopsis of the proposed rule change; and
- (3) A statement of the reason or purpose for the rule change.

Upon receipt, the Commission shall post the proposed rule changes and the coversheet on its webpage (<http://prc.cuyahogacounty.us>). The public shall be permitted to comment regarding the proposed rule change in accordance with Rule 4.01. The



Commission may act on a proposed rule change only after such rule change has been posted for a minimum of twenty (20) days.

If a proposed rule change to the Cuyahoga County Personnel Policies and Procedures Manual is approved by a majority vote of the Commission, such rule change will be referred to County Council for its consideration and becomes effective only after approval by County Council.

If a proposed rule change to the PRC Administrative Rules is approved by a majority vote of the Commission, such rule change will be referred to County Council for adoption pursuant to County Code Section 113.02(I).

Notwithstanding the foregoing, the PRC Director is authorized to approve minor revisions to a Rule if such revision does not alter the meaning or intent of the Rule. If the PRC Director makes such a change, a record will be created to reflect the modification and the purpose of the change.

## **SECTION 6**

### **CLASSIFICATION AND COMPENSATION PLANS**

#### **6.01      Classification Plan**

As required by the Charter, the Commission shall administer a countywide classification and compensation plan that includes the classified employees (if any) of the County Executive's office, departments and agencies, County Council, Public Defender, Prosecutor, Personnel Review Commission, County Planning Commission, and the County Audit Committee.

The classification plan shall be administered and maintained by the Commission and is subject to approval by County Council. The plan shall provide for the classification and standardization of all positions in the County's classified service. The classification system will serve to organize the work performed by the County's classified employees, and will organize positions into classifications on the basis of duties and responsibilities. Classifications are organized into class series, which groups two or more classes that are similar in the type of work but differ in levels of complexity, difficulty, and managerial responsibility. Each position within the classified service shall have a corresponding classification specification which shall contain the minimum qualifications for appointment to the class.

Each position within the unclassified service shall have a corresponding job description which shall identify the basis upon which the position is exempted from the classified service.

*[Reference Sections 303.01 and 303.04(A) of the County Code]*

## **6.02 Competitive and Noncompetitive Classes**

Anytime a classification is created, the Commission shall determine whether the class is to be designated as competitive or noncompetitive. In making this determination, the Commission shall consider the following factors:

- (1) The practicality of testing for the class by competitive examination in accordance with generally accepted psychometric standards;
- (2) Whether the class requires peculiar or exceptional qualifications of a scientific, managerial, professional, or educational character as demonstrated by:
  - a. the level of education, the field of study, and the degree of specialization required;
  - b. the kind, level, and amount of work experience required;
  - c. a special license or certificate required; and/or
  - d. any recruiting or other information relating to the number or availability of qualified applicants.
- (3) Whether the class consists of unskilled labor positions; and
- (4) Any other relevant information.

Upon revision of a classification or at the request of the Director of HR, the assignment of a class as competitive or noncompetitive shall be determined by the Commission.

## **6.03 Compensation Plan**

The Commission shall administer a compensation plan for the County's non-bargaining classified employees, and shall recommend to County Council such modifications as needed to ensure the system provides for compensation based on merit and fitness and to ensure pay equity in like classifications. The Commission's administration of the classification and compensation plans includes but is not limited to performing job analysis, salary surveys, periodic classification and compensation system reviews to ensure system components support the principles of merit, fitness, and pay equity, development of position descriptions and classification specifications, and research of best classification and compensation practices. The Commission shall recommend those best practices in classification and compensation to County Council as needed to ensure pay equity in like classifications. Job audits will be conducted by the Department of Human Resources.

*[Reference Section 303.04(B) of the County Code]*

## **6.04      Modifications to the Classification and Compensation Plans**

Proposed modifications to the Classification and/or Compensation Plan(s) shall be posted on the Commission's website for a minimum of seven (7) days prior to the Commission taking any action on the proposed modifications. The posting will state the date of the Commission meeting at which the proposed modifications will be considered.

The public shall be permitted to comment regarding the proposed modifications during the public meeting at which the proposed modifications are being considered by the Commission (see Rule 4.01).

If the proposed modification(s) is approved by a majority vote of the Commission, such modification(s) will be referred to County Council for its consideration. Modifications to the Classification and Compensation Plans are effective only after approval by County Council.

Notwithstanding the foregoing, the PRC Director is authorized to approve minor revisions to the Classification and/or Compensation Plan(s) if such revision does not alter the meaning or intent. If the PRC Director makes such a change, a record will be created to reflect the modification and the purpose of the change.

## **6.05      Unclassified Service**

The unclassified service consists of positions that are specifically exempted from the classified service by general law. Persons employed in a position in the unclassified service serve at the pleasure of the Appointing Authority and may be removed from their unclassified position at any time for any lawful reason.

## **6.06      Civil Service Status Reports**

All Appointing Authorities shall provide quarterly reports to the Commission detailing the appointment of employees to the classified and unclassified service.

The Department of Human Resources shall provide an annual list to the Personnel Review Commission of all current employees and their civil service status.

The content of any written report described in this Rule shall not confer any additional rights upon the employee before the Personnel Review Commission or in any other appellate body with jurisdiction over an appeal of the employee.

*[Reference Section 303.04(A) of the County Code]*

## **SECTION 7**

### **ANNOUNCEMENTS & APPLICATIONS**

#### **7.01 Examination Announcement**

The Commission shall give reasonable notice of the time, place, and general scope of competitive examinations for positions in the classified civil service. Examination announcements shall be posted electronically on both the Personnel Review Commission's and Cuyahoga County's website.

The examination announcement shall contain the title, definition, salary range, and minimum requirements for the classification. The examination announcement shall also indicate the last day and hour that applications will be accepted.

In addition, if the eligibility list resulting from the examination will be limited to a particular Appointing Authority per Rule 9.02 herein, such limitation shall be set forth in the examination announcement.

The Commission shall establish and publish minimum requirements for each position, which shall be included in the official announcement of each examination.

*[Reference Section 303.03(B) of the County Code]*

#### **7.02 Applications**

Applicants for classified civil service positions shall file one application that will serve as both the request to take the examination and as the application for employment with the County.

Job postings and applications are available at the County's Human Resources Department website (<http://hr.cuyahogacounty.us>).

*[Reference Section 303.03(B) of the County Code]*

#### **7.03 Rejection of Applicants**

All applications shall be reviewed by an authorized representative of the Commission. Applications may be rejected for any of the following reasons:

- (1) It was not filed within the prescribed time period.
- (2) That the applicant has not met one or more of the minimum requirements of the position.



(3) That the applicant has made a false statement on the application.

(4) Any just or reasonable cause that is job-related and not discriminatory as determined by the Commission.

Upon rejecting any application, the Commission shall promptly notify the applicant of the reason for the rejection at the electronic mail address provided on the application. The applicant may, within five (5) calendar days after the date of the notice, file with the Commission a Request for Reconsideration form (available on the PRC's website: <http://prc.cuyahogacounty.us>). Only requests made using the proper form and submitted by the deadline will be considered.

The Commission will not consider requests that contest the qualifications established for the position. If a request for reconsideration from a rejection is pending at the time an examination is scheduled to be held, the applicant shall be allowed to take the examination pending the resolution of the request. If after review, it is determined that the rejection is justified, the examination paper shall not be graded. Consideration of an applicant's request for reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the applicant to an administrative appeal to the Commission.

*[Reference Section 303.03(C) of the County Code]*

## **7.04      Accommodation**

The examination announcement will advise potential applicants as to the procedures by which a potential applicant may request reasonable accommodation for a disability, as defined by applicable law, in order to participate in the application process and/or examination process.

## **7.05      Equal Employment Opportunity**

Applications will be accepted without regard to the race, ethnic background, national origin, sex, sexual orientation, genetic information, medical condition, political affiliation or opinion, military status, religious belief, gender identity, or age of any applicant unless otherwise lawfully required.

## **SECTION 8**

### **EXAMINATIONS**

#### **8.01 Character of Examination**

Examinations will be developed so as to be job-relevant and to measure the relative capacity and fitness of the persons examined to discharge the duties of the positions to which they seek to be appointed.

#### **8.02 Scheduling of Examination**

The time, place, and type of an examination shall be determined by the Commission. The Commission may cancel or postpone an examination because of inadequate number of applicants, a change in requirements, or for other sufficient cause. Cancellations or postponements shall be posted on the Commission's website, and each qualified candidate shall be notified via electronic mail.

In certain circumstances, the Commission may allow for examination rescheduling for candidates who cannot attend their regularly-scheduled administration for legitimate, verifiable reasons. Candidates will be notified via electronic mail if rescheduling is permitted for an examination. Rescheduling determinations will be made on a case-by-case basis according to the PRC's rescheduling policy, which is available on the PRC's website (<http://prc.cuyahogacounty.us>).

Under no circumstances will additional exam administrations be scheduled or held after the eligibility list for said examination is established.

#### **8.03 Contents of Examination**

Examinations may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. Tests may be written, oral, physical, demonstration of skill, or an evaluation of training and experience, and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. Tests may include structured interviews; assessment centers; work simulations; examinations of knowledge, skills, and abilities; and any other acceptable testing method.

No question on the examination shall relate to the race, ethnic background, national origin, gender, sexual orientation, genetic information, medical condition, political affiliation or opinion, religious belief, gender identity, or age of any applicant unless otherwise lawfully required.

## **8.04 Identity of Examinee Concealed**

The identity of all persons taking competitive examinations shall be concealed by the use of an identification number, which shall be used on all examination papers. This number shall be used from the beginning of the examination until after the papers are rated. Any examination papers bearing the candidate's name or any other identification mark shall be rejected and the candidate so notified.

## **8.05 Fraud in Examinations**

Fraud in examinations is prohibited and shall result in automatic disqualification. No person shall:

- (1) Falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing;
- (2) Make any false representations concerning the results of such examination or concerning any person examined;
- (3) Furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered, or certified, or to be appointed, employed, or promoted;
- (4) Impersonate another person, or permit or aid in any manner another person to impersonate a candidate, in connection with any examination, registration, or appointment, or application or request to be examined, registered, or appointed;
- (5) Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined (including a request for examination rescheduling or reasonable accommodation), registered, or appointed;
- (6) Make known or assist in making known to any applicant for examination any question to be asked on such examination;
- (7) Acquire, through fraudulent means, any exam content or question(s) to be asked on the examination prior to the examination; or
- 8) Personally solicit a favor from any appointing officer, or have any person on his/her behalf solicit a favor pertaining to the testing procedures of the PRC.

Any person or persons attempting to deceive any of the examiners in any manner whatsoever shall be prohibited from taking any examination for employment with the County for a period of two (2) years. If the person is already in the County service, such

conduct shall be grounds for disciplinary action; the Commission will notify the Director of HR upon learning of any such conduct.

*[Reference Section 303.03(D) of the County Code]*

## **8.06      Method of Grading**

The method of grading—including the setting of minimum passing scores, weighting of multiple test components, rank ordering, banding, or any other consideration in determining a candidate’s score on an employment test—shall be determined by the Commission on a test-by-test basis.

*[Reference Section 303.03(E) of the County Code]*

## **8.07      Credit for Military (Uniformed) Service**

Any person who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission Form DD214, member copy 4 as proof of military service, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

Any person in good standing of a reserve component of the armed forces of the United States who successfully completes the member’s initial entry-level training may submit to the Commission proof of such completion, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

Proof of uniformed service shall be filed on or before the date and time of the examination administration in order to receive the military service credit.

As used in these Rules, “uniformed services” and “reserve component” include service in the Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, or any other category of persons designated by the President in time of war or emergency.

*[Reference Section 303.03(F) of the County Code]*



## **8.08 Examination Records**

All selection devices and examination papers are the property of the Commission and shall be treated as confidential records to the maximum extent possible under law.

## **8.09 Notice of Results**

After the grading of the examination has been completed, all candidates who took the exam shall be notified via electronic mail when the eligibility list has been posted to the Commission's website.

## **8.10 Noncompetitive Examinations**

The Commission may suspend competition for positions in the categories identified in Rule 6.02.

For positions designated as noncompetitive, the applicants shall file an application for employment together with such proof of education, training, experience, ability, and character, as shall be set forth in the examination announcement.

Applications will be evaluated by Commission staff to determine if the applicants meet the minimum requirements of the class specifications for the class being examined. Following this review, an eligibility list shall be prepared including the names of all applicants who met the minimum requirements. Applicants will appear in alphabetical order.

*[Reference Section 303.03(G) of the County Code]*

## **8.11 Reexamination Policy**

Once an eligibility list has been established as the result of an examination, candidates who attended the examination (including those who voluntarily withdrew) will not be permitted to reexamine for that position prior to the scheduled expiration of the eligibility list unless the list is fully exhausted or a period of four months has passed from the establishment date, whichever occurs last. This includes any additional exam scheduled due to fewer than ten (10) names remaining on the eligibility list, as provided in Rules 10.02 and 10.03. Eligible candidates who meet the minimum requirements of the classification may be eligible for reexamination only if a new exam is scheduled in order to establish a new eligibility list, and then only if they reapply in response to the new exam announcement.

# SECTION 9

## ELIGIBILITY LISTS

### **9.01      Posting of Lists**

From the results of each competitive examination, the Commission shall post on its website a list of the persons whose grade in any examination meets or exceeds the minimum passing grade and who are otherwise eligible (the “eligibility list”) for the duration of the eligibility list per Rule 9.02.

### **9.02      Duration of Lists**

Eligibility lists established by the Commission shall remain in force not longer than one (1) year or until exhausted; however, the Commission may, at its discretion, extend the eligibility list. If the Commission extends the eligibility list, the new expiration date will be noted on the public eligibility list, and all candidates remaining on the list will be notified via email of the extension.

### **9.03      Breaking Tied Grades**

In the event two (2) or more candidates receive the same grade on an open competitive examination in which rank ordering is used in establishing the eligibility list, priority in the time of filing the application shall determine the order in which their names shall be placed on the eligibility list; candidates eligible for uniformed service credit shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among candidates receiving military service credit shall be decided by which application was filed earlier with the Commission.

*[Reference Section 303.03(1) of the County Code]*

### **9.04      Candidate Contact Information**

Each candidate is responsible for notifying the Commission of any change in the candidate’s contact information. Failure to provide up-to-date contact information can affect your rights as provided in Rule 9.05(6).

### **9.05      Removal from List**

Upon receiving notification from the Appointing Authority, Director of HR, or the PRC Director, names may be removed from an eligibility list for the following reasons:

1. At the request of the eligible candidate.

2. After declining a conditional offer for the position.
3. After three certifications or considerations without receiving a conditional offer.
4. Failure to pass a pre-employment background check and/or drug or alcohol screen.
5. Failure to appear for an interview.
6. Inability to contact the candidate via the contact information on file with the Commission .
7. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.
8. Any just or reasonable cause that is job-related and non-discriminatory.

For the purpose of this rule, “removal” from an eligibility list constitutes the removal of the candidate from consideration in any current or future hiring process for the life of the list. This does not mean a candidate’s name will be removed from the eligibility list posted on the PRC’s website. Once the eligibility list is posted on the PRC’s website, it will not be modified or removed until the list expires, the list is exhausted, or the Commission must correct an error on the list.

If a current County probationary employee appears on an eligibility list for a classification that would be considered a promotion, and that employee is not eligible for promotion per the Cuyahoga County Personnel Policies and Procedures Manual, that employee will be temporarily removed from the eligibility list pending completion of the probationary period. Upon receipt of verification that the employee has successfully completed the probationary period, the employee will be reinstated to the eligibility list.

If a candidate requests removal, and the request is based on illness, military service, or conflict with schooling, that candidate may be restored for consideration when that candidate indicates renewed availability for consideration if the eligibility list is still in effect per Rule 9.02.

If a candidate’s name is removed for any of the other reasons set forth in this Rule, the candidate may make a written request to the Commission for the restoration of his or her name to the eligibility list. Such request shall be made within five (5) calendar days of the date the notification of removal was electronically mailed and shall set forth why the removal was in error, stating the reasons that would justify restoration to the list, and providing evidence of the same. The request must be made using the Request for Eligibility List Restoration form, which is available on the Commission’s website (<http://prc.cuyahogacounty.us>). Only requests made using the proper form and submitted by the deadline will be considered. Restoration to the eligibility list is within the sole discretion of the Commission. Consideration of a candidate’s request for restoration shall not be quasi-judicial and shall not result in a final order that entitles the candidate to an administrative appeal to the Commission.

*[Reference Section 303.03(J) of the County Code]*

## **9.06 Creation by Noncompetitive Examination**

After the completion of the review as provided in Rule 8.10, an eligibility list shall be prepared including the names of all candidates, placed in alphabetical order, who met the minimum requirements as set forth in the examination announcement.

## **9.07 Sharing Eligibility Lists across Appointing Authorities**

When an Appointing Authority desires to fill a vacancy in the classified service and there is no active eligibility list for that classification in that Appointing Authority, it may request use of an active eligibility list established for the same classification in a different Appointing Authority. This request must be made using the Request to Use a Pre-Existing Eligibility List form available on the Commission's website (<http://prc.cuyahogacounty.us>).

Upon receipt of such a request, the Commission, through its staff, shall review the positions in each Appointing Authority. If it is determined the positions have the same essential functions and require the same knowledge, skills, and abilities, the Commission may grant use of the original eligibility list to the requesting Appointing Authority. Once use of the eligibility list is granted to the requesting Appointing Authority in this way, the list shall be treated as any other eligibility list originally established for that Appointing Authority, including all requirements regarding expiration, exhaustion, and certification of names as outlined in these Rules.

# **SECTION 10 CERTIFICATION**

## **10.01 Certification Request**

Upon establishing an eligibility list, the Commission, through its staff, shall certify names to the Appointing Authority to fill the next vacancy in the classification. This certification is made to the Appointing Authority via the Department of Human Resources. For each vacancy beyond the first, the Appointing Authority, through HR, shall submit a written request for certification to the Commission's staff unless all remaining names have already been certified.

*[Reference Section 303.03(K)(1) of the County Code]*



## **10.02 Number of Names to be Certified**

When certifying names from an eligibility list established through competitive means, the Commission, through its staff, shall certify the names and rank of the top twenty-five percent (25%) or a minimum of ten (10) names, whichever is greater, of the candidates remaining on the eligibility list for the class to which the position is classified. When certifying names from an eligibility list established through noncompetitive means, the Commission, through its staff, shall certify all of the names remaining on the eligibility list for the class to which the position is classified.

If a name has been certified to an Appointing Authority, and sufficient justification is found to remove that name from the eligibility list per Rule 9.05 before a conditional offer has been extended from that certification, the name will be removed and a replacement name will be certified to the Appointing Authority. The replacement name will be the highest-ranked name remaining on the eligibility list that was not already certified to the Appointing Authority.

When fewer than ten (10) names remain on the eligibility list at the time a certification is made, the Commission may certify fewer than ten (10) names and a new examination may be scheduled. If all names remaining on an eligibility list have been certified to an Appointing Authority and there is sufficient justification to remove any names per Rule 9.05 such that the number of remaining names is fewer than ten (10) before a conditional offer is extended, a new examination may also be scheduled.

*[Reference Section 303.03(K)(2) of the County Code]*

## **10.03 Merging New Names into an Existing Eligibility List**

When a new examination is scheduled due to fewer than ten names remaining on an active eligibility list, and the results of that examination are to be posted prior to the expiration of that list, the names of those persons who pass the new examination shall be merged with those who remain on the original list.

The same examination and passing score used to establish the original eligibility list shall be used for the new examination. All candidates who pass either the original or new examination shall be placed on the eligibility list in rank order according to their examination scores. In the case of noncompetitive examinations, all candidates who met the minimum requirements of the classification during either the original or new announcement period shall appear on the eligibility list in alphabetical order. The Commission will then certify names per Rule 10.02.

Names appearing on the eligibility list are considered eligible for the duration of the original eligibility list on which they first appeared, as described in Rule 9.02. However, those names may be extended at the discretion of the Commission, as described in Rule 9.02.

## **10.04      Certification Not More Than Three Times**

A person certified from the same eligibility list three (3) times to the same Appointing Authority may be omitted from future certifications. A person is “certified,” for purposes of this Rule, each time a conditional offer is extended from an established eligibility list containing that person’s name.

*[Reference Section 303.03(K)(3) of the County Code]*

# **SECTION 11 APPOINTMENTS**

## **11.01      Original Appointments**

A person who has been selected by an Appointing Authority from an eligibility list, certified in accordance with Rules 9.01 and 10.01 to fill a vacancy in the classified service, is said to have received an original appointment. Those persons receiving original appointments do not become permanent employees until they have satisfied the applicable probationary period.

*[Reference Section 303.05(A) of the County Code]*

## **11.02      Temporary Appointments**

Temporary appointments shall not exceed one hundred eighty (180) days in duration and shall be filled in the following manner:

### (1) Eligibility List

If an applicable eligibility list is available, the temporary appointment shall be offered to the candidates on the eligibility list, provided that the acceptance or declination of appointment to such position shall not affect the right of an eligible person to certification for appointment to a permanent position. At the expiration of the temporary appointment, which in no case shall exceed one hundred eighty (180) days, the services of the temporary employee shall be terminated and the candidate shall be restored to the eligibility list in rank order.

### (2) No Applicable Eligibility List

In the absence of an applicable eligibility list, the Appointing Authority may appoint a qualified person for a temporary period of service, not to exceed one hundred eighty (180) days in duration, when the need of service is urgent and

necessary to prevent the loss of public property, serious inconvenience to the public, or damaging delay to the public service.

In the event of a subsequent appointment to a permanent position, the temporary appointment shall not be counted as part of a probationary period.

Successive temporary appointments to the same position shall not be made under this Rule.

Temporary appointments made necessary by reason of sickness, disability, or other approved leave of absence may exceed the 180-day limitation; however, the temporary appointment shall not continue beyond such period of sickness, disability, or other absence.

The Department of Human Resources shall provide the Commission with a monthly report identifying the previous month's temporary appointments, the date of the appointment, the date the appointment expires, the position, and department.

*[Reference Section 303.05(B) of the County Code]*

## **SECTION 12**

# **EMPLOYMENT ACTIONS**

### **12.01      Notice Requirements**

Any action taken by an Appointing Authority or its designee (collectively referred to as "the Employer" for purposes of this Section) that creates a right of appeal for an employee shall be done in the following manner:

- In writing and signed by the Appointing Authority or designee;
- The original or a copy of the action shall be served upon the employee on, before or as soon as practicable after the effective date of the action;
- The document should, on its face, indicate the particulars that form the basis for the action; and
- The document should specifically describe the procedures required for the employee to exercise their appellate rights.

The notice document shall be "served upon the employee" when:

- It is personally served upon the employee;
- It is sent to the employee's County e-mail address, except in the case of removal;
- It is received by the employee at the employee's last known address, by certified mail, return receipt requested; or

- It is left at the usual place of residence, or last known address of the affected employee, with an adult residing therein.

If the service by certified mail under this Rule is returned with an endorsement showing the service was refused or unclaimed, then the notice shall be sent by regular U.S. mail, evidenced by a certificate of mailing (or employee affidavit). Such notice shall be deemed "served" on the third calendar day after the order is mailed.

An action will not be disaffirmed based upon failure of service where the employee has failed to notify the Employer of a change of address. The burden is on the employee to prove the Employer was notified of a change in the employee's address.

## **12.02 Laches**

Employees shall not be disciplined for acts that have been known or should have been known to the Employer more than two years prior to the effective date of the disciplinary action.

This rule does not bar discipline based upon a criminal conviction, less than two years old, although the incidents giving rise to such conviction occurred more than two years prior to the imposition of discipline.

## **12.03 Merger and Bar**

All incidents that occurred prior to the incident for which a non-oral disciplinary action is being imposed, of which the Employer has knowledge and for which an employee could be disciplined, are merged into the non-oral discipline imposed by the Appointing Authority. Incidents occurring after the incident for which a non-oral disciplinary action is being imposed, but prior to the issuance of the non-oral disciplinary order, are not merged and may form the basis for subsequent discipline.

## **12.04 Inquiries**

In furtherance of the Commission's Charter mandated duty to ensure compliance with federal, state, and local employment laws, the Commission may conduct an inquiry when, upon receipt of a written complaint or on its own motion, it has reason to believe that an individual is abusing the power of appointment, layoff, removal, reduction, suspension, or otherwise violating laws, rules, or ordinances that the Commission is charged with enforcing.

Inquiries shall be conducted by an exchange of correspondence, interviews, and/or requests for documents and information. Unless a party can show good cause for its failure to respond to the Commission, decisions will be based on the information received within the response time allowed by the Commission. In the Commission's



discretion, investigations may be set for hearing. Upon completion of the Inquiry, the Commission shall provide County Council with a report of its findings.

The inquiries shall not be quasi-judicial and shall not result in a final order that creates a right of administrative appeal to the Commission.

[Reference Section 303.06 of the County Code]

## **SECTION 13**

# **APPELLATE PROCEDURE**

### **13.01      Manner of Filing Appeals**

All appeals to the Commission shall be made upon the PRC Appeal Form and include the following information:

- The Employee's name;
- The Employee's address and telephone number;
- Employee's Department; and
- A copy of the action being appealed or a brief summary of the subject of the appeal.

Information regarding how to file an appeal, including blank appeal forms, can be obtained on the PRC's website at <http://prc.cuyahogacounty.us>. Forms can also be obtained in person during regular business hours at the PRC offices.

Completed Appeal Forms shall be filed with the Personnel Review Commission by mail, in person, by email ([personnelreviewcommission@cuyahogacounty.us](mailto:personnelreviewcommission@cuyahogacounty.us)) or facsimile (216-443-3694).

### **13.02      Time for Filing Appeals**

All appeals (except Whistleblower appeals) shall be filed with the Commission within ten (10) calendar days of the date on which the employee was served with the action in question, by the end of the PRC business day at 4:30 p.m. The date the employee receives the notice is not counted as part of the 10 calendar days. In the event the Personnel Review Commission Office is closed due to a holiday or weekend on the tenth calendar day, appeals received the following business day will be deemed filed timely. Appeals filed after that date will not be considered.

Whistleblower appeals filed pursuant to the County's Ethics Policy shall be filed within thirty (30) calendar days after receiving actual notice of the alleged disciplinary or retaliatory action.

An appeal shall be deemed to be “filed” when one of the following occurs:

- The appeal is received in person and date stamped by the Commission;
- The appeal is postmarked; or
- The appeal is received by facsimile or e-mail (date of filing shall be the date marked on the appeal by the Commission’s facsimile machine or e-mail system).

### **13.03 Preliminary Jurisdictional Review**

Upon receipt of an appeal, the Commission shall conduct a preliminary review to determine the following:

- Whether the appeal was properly perfected in accordance with these Rules; and
- Whether the Commission has jurisdiction to hear the appeal.

If the PRC Director determines that an appeal was not properly perfected or that the Commission lacks jurisdiction to hear the appeal, the Appellant will be notified in writing of the PRC Director’s determination. The Appellant may file written objections to the determination within fourteen (14) calendar days after the date on which the determination was mailed. The Appellant must also send a copy of the objections to the Appellee’s legal representative (Law Department or the Prosecutor’s Office) on the same date it is filed with the Commission. The Law Department or Prosecutor’s Office shall have fourteen (14) calendar days from the date of filing of the objections to file a written response to the objections.

The Commission shall make a final determination of the jurisdictional issue at a public meeting following the expiration of the objection and response period. The Commission may accept jurisdiction over the appeal, dismiss the appeal, or assign the appeal to a hearing officer for a determination of the jurisdictional issue. If the Commission accepts jurisdiction, the appeal will proceed in accordance with these Rules.

### **13.04 Hearings**

#### **Discovery/Subpoenas**

The Hearing Officer shall have discretion to set dates for the exchange of documents and both parties must agree to these dates, or the default procedure will require that at least fourteen (14) calendar days prior to the scheduled hearing, the parties shall provide the opposing party copies of the documents intended to be introduced at the hearing and a list of witnesses to be called by the party to testify at the hearing. If a party fails to comply with this requirement, the Hearing Officer has discretion to exclude such testimony or documents from the hearing. In all cases, the Hearing Officers should make every effort to ensure that the appeal record is fully developed.

Prior to the hearing, the parties may make requests to the Commission through the Hearing Officer to issue procedural orders commanding the opposing party to disclose certain documentation and/or information.

Upon the request of either party made on or before the tenth calendar day prior to hearing, the Hearing Officer or the Commission may, in its own discretion, issue subpoenas for such persons, documents, and attendance of witnesses as the requesting party deems necessary.

Parties are limited to five (5) subpoenas absent good cause. Discovery depositions shall not be permitted.

### **Failure to Appear**

Upon failure of the Appellant to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Hearing Officer may recommend that the Commission dismiss the appeal.

Upon failure of the Appellee to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Hearing Officer may recommend that the Commission grant appropriate relief, including the disaffirmance of the employment action.

### **Burdens of Proof**

With regard to a disciplinary action, the Employer is required to prove by a preponderance of the evidence:

- that the Employer has substantially complied with the procedural requirements detailed in Section 12 of these Rules; and
- that the employee committed a sufficient disciplinary offense(s) to justify the discipline received.

With regard to an abolishment (classification or position), the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the abolishment; and
- that the abolishment was undertaken due to a lack of a continuing need for the position based on: a reorganization for the efficient operation of the Appointing Authority, reasons of economy, or a lack of work expected to last one year or longer. Certification of lack of funds or lack of work is not required for abolishments.

With regard to a layoff, the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the layoff; and
- that a layoff was undertaken due to a lack of work or lack of funds.

Abolishments (classification or position) and layoffs shall also be disaffirmed if the Commission determines that the action was taken in bad faith. The Employee is required to prove the Employer's bad faith by a preponderance of the evidence.

With regard to reclassifications and assignments to classifications:

When an appeal presents the issue of whether an employee is properly classified, or properly assigned to a classification, the Hearing Officer shall conduct a fact-finding hearing to determine the duties performed by the employee in the position at issue. Prior to the hearing, the parties should file with the Hearing Officer a designation of what classification each contends best matches the employee's duties. The Appellant can request a copy of the most recent audit of the employee's position from Human Resources, and parties can access job descriptions or class specifications for the positions that each party has designated, and the class specifications for any adjacent classifications within the same classification series, through the Commission's website. If the employee's position has not been audited within two years, or if either the employee or the Appointing Authority contends that the employee's duties significantly changed since the last audit, the Hearing Officer may recommend to the PRC that the appeal be stayed pending completion of a new position audit.

- In an evidentiary hearing concerning the proper classification of an employee, the witnesses should be limited to the audited employee, the employee's immediate supervisor, and/or the designee of the authority who conducted the position audit. In this type of evidentiary hearing the Hearing Officer might choose to conduct the primary examination of the witnesses, followed by limited examination by the parties.
- The Hearing Officer's Report and Recommendation should compare the duties performed by the audited employee to the appropriate specifications and determine which classification most appropriately describes the duties performed by the employee. It is not anticipated that evidence about whether other employees are properly classified would be relevant.

With regard to whistleblower appeals, the employee shall demonstrate by a preponderance of the evidence that the disciplinary or retaliatory action was the result of the employee making a report under the Ethics Policy.

The standard of proof for all other appeals before the Commission shall be a preponderance of the evidence.

#### **Determination of Unclassified Status**

When an employee has been adversely affected as an unclassified employee, the burden of proving the unclassified status of the employee is on the Appointing Authority. The Commission will take evidence of the employee's duties over a reasonable period of time, which is generally defined as one calendar year immediately prior to the adverse action, provided that the employee was in an active work status in the position at issue during that time period.

### **Official Record**

All hearings shall be recorded by the use of audio electronic recording devices. The audio record is the official record and shall be maintained and destroyed in accordance with the Commission's records retention schedule.

### **Post-Hearing Briefs**

The Hearing Officer or Commission, in its own discretion, may allow the parties to a hearing to submit post-hearing briefs. A reasonable briefing schedule shall be established by the Hearing Officer or Commission in such cases. The official record shall be held open in such cases until the time for submittal of the briefs has passed. Any brief submitted within this time period shall be included as part of the official record.

### **Reports and Recommendations**

After the official record has been closed, the Hearing Officer will consider all evidence and submissions and issue a Report and Recommendation making findings of fact and conclusions of law. The Report and Recommendation shall be sent by electronic mail and regular mail to the last known post office address of the Appellant, and by electronic mail to the Appellant's and Appellee's legal representative.

Either party may file written objections to the Report and Recommendation with the Commission within fourteen (14) calendar days after the date on which the Report and Recommendation was mailed. The written objections must actually be received by the Commission within the fourteen (14) day period. A party filing written objections must also serve a copy of the objections on the opposing party the same day the objections are filed with the Commission. The opposing party shall have fourteen (14) calendar days from the date the objections were filed to file a written response to the objections. The response to objections must be actually received by the Commission within this fourteen (14) day period.

The objections and responses must be received by the Commission within the time periods set forth in the preceding paragraph and by the end of the PRC's business day at 4:30 p.m.

Prior to the due date of the objections or response to objections, whichever is the case, the parties may seek an extension. Motions for extension of time to object or respond to objections shall be submitted to the Commission at the address listed on the PRC's website, by email ([personnelreviewcommission@cuyahogacounty.us](mailto:personnelreviewcommission@cuyahogacounty.us)), or facsimile (216-443-3694). The PRC Chairperson shall have the authority to rule on the parties' motions for extension of time to file Objections or Responses thereto. The parties may request one extension of not more than seven (7) days. Except for good cause shown, no further extensions will be granted.



### **13.05      Decisions of the Personnel Review Commission**

The Commission will, as a regular item of business, consider a Report and Recommendation along with any properly filed objections and/or responses at a public meeting.

The Commission may take the matter under advisement, vote to remand the matter back to the Hearing Officer, or vote to affirm, disaffirm, or modify the decision of the Appointing Authority, the Director of HR, or their designee.

All votes taken under this Rule shall be recorded in the minutes. The Commission shall notify the parties in writing of its decision. The notification shall also inform the parties of their rights (if any) to appeal to the Court of Common Pleas.

### **13.06      Appeals to the Court of Common Pleas**

The decision of the Personnel Review Commission shall be a final order, and may be appealed as provided by general law.

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2017-0001

Sponsored by: <b>Councilmember Miller</b>	<b>An Ordinance</b> enacting Section 303.051 of the Cuyahoga County Code to authorize the Personnel Review Commission to adopt Merit Principles in its Administrative Rules, and declaring the necessity that this Ordinance become immediately effective.
Co-sponsored by: <b>Councilmembers Brown and Conwell</b>	

WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and,

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.02(4) of the Charter of Cuyahoga County provides that the Personnel Review Commission shall have "[r]esponsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in this Charter in accordance with the human resource policies established by ordinance;" and,

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

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

**SECTION 1.** Cuyahoga County Code Section 303.051 is hereby enacted as follows. The remaining Sections of Chapter 303 shall remain in full force and effect.

### **Section 303.051 Merit Principles**

Pursuant to Article 15, Section 10 of the Ohio Constitution and pursuant to Section 9.01 of the Charter, appointments, promotions, and personnel management in the civil



Additional Sponsorship Requested on the Floor: May 23, 2017

Additional Sponsorship Requested: June 6, 2017

Journal CC026  
June 13, 2017

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0098

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2017 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices and agencies; and

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

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



**SECTION 1.** That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 40A069 – Capital Projects	<b>BA1707627</b>
CC767780 – Airfield Pavement Rehab – 2010 Op. Study	
Other Expenses	\$ 973,130.14

To increase appropriations in the 2010 Airfield Pavement Rehab Operations Study in preparation for closure. This project was set up in 2010, the last transaction date was in 2015 and 100% of the project was expended. These funds are needed to provide sufficient appropriations for a cash transfer into other projects.

B. 40A069 – Capital Projects	<b>BA1707628</b>
CC767327 – Jail 1 Kitchen Replacement – Justice Center	
Other Expenses	\$ 147,409.27

To increase appropriations in the Jail 1 Kitchen Replacement Project in preparation for closure. This project was set up in 2007, the last transaction date was in March 2017 and 100% of the project was expended. These funds are needed to provide sufficient appropriations for a cash transfer into other projects.

C. 40A069 – Capital Projects	<b>BA1707629</b>
CC768374 – Courts Tower Sealant Replacement	
Other Expenses	\$ (322,000.00)
Capital Outlays	\$ (2,470,572.00)

To reduce appropriations in the Courts Tower Sealant Project. This project was set up in 2014 for \$4,379,844.00 to replace all of the buildings sealants at the panels, louvers, windows, doors and envelope penetrations as well as repairing stone spalls and cracks. Current expenses are \$87,272.00, in which \$81,350.00 were paid for design/engineering costs. The original design/engineering contract was \$255,650.00 in which \$170,000.00 was recently decertified for inactivity. The contract end date was November 2016 and the last activity was March 2016. The project has been put on hold pending the status of the Justice Center. We are reducing the appropriations to \$1,500,000.00 to cover the necessary repairs that pose a safety risk to the employees as well as the public. Current cash balance is \$.26 which will be transferred to another project. This project was set up in 2014 therefore, the CIP will not need to be adjusted.

D. 40A069 – Capital Projects	<b>BA1707631</b>
CC768499 – MetroHealth Inmate Supp Svcs & Rad Rm	
Personal Services	\$ (58,588.51)
Capital Outlays	\$ (1,031.78)

To reduce appropriations in the MetroHealth Inmate Supplemental Services and Radiology Room Project in preparation for closure in which 77.9% of the original appropriations was expended for the project. The last transaction was in November 2016. There is a negative cash balance of \$2,149.20. Cash will be transferred to this project from other projects that are being

closed that have a positive cash balance. After the reduction and cash transfer, this project will be closed.

E.	40A069 – Capital Projects		<b>BA1707632</b>
	CC769257 – Animal Shelter HVAC Repair/Replacement		
	Personal Services	\$	124,933.50
	Capital Outlays	\$	25,066.50

To set up a new project for the Repair and Replacement of the Animal Shelters HVAC system. These repairs will extend the life of the current system, which is around 15 years old. It will also increase the efficiencies of the system to save costs and energy. This project is on the 2017CIP.

F.	40A069 – Capital Projects		<b>BA1707634</b>
	CC769018 – CHS Emergency Sanitary Sewer		
	Personal Services	\$	(29,501.00)

To reduce appropriations in the Courthouse Square Emergency Sanitary Sewer Project in preparation for closure in which 92.6% of the original appropriations was expended for the project. The last transaction in the project was in April 2017. There is a negative cash balance of \$370,498.19. Cash will be transferred to this project from other projects that are being closed that have a positive cash balance. After the reduction and cash transfer this project will be closed.

G.	68A100 – Hospitalization – Self Insurance Fund		<b>BA1701525</b>
	HR499061 – Hospitalization – Self Insurance		
	Other Expenses	\$	(4,500,000.00)

A reduction in the Other Expenses category for Benefits Self-Insurance is being requested. With the decrease in participation, the budget is projected to carry a surplus, due to the fact it was budgeted with the anticipation of full continued participation within the program. The source of funding comes from the charges to user agencies and employees for health insurance premiums.

H.	20A804 – Public Defender – Cleveland Municipal Division		<b>BA1703101</b>
	PD141028 – Public Defender – Cleve Municipal Div		
	Personal Services	\$	(62,367.00)

To reduce appropriation in the Public Defender’s Office Cleveland Municipal Division to make the 2017 budget match the agreement between Cuyahoga County and the City of Cleveland for payment from Cleveland for providing public defense services in budget year 2017. The original budget is \$1,984,552 and the agreement between the City and County, pending Council approval, is \$1,922,185, a difference of \$62,367. Funding comes from the City of Cleveland for providing public defense services in the Cleveland Municipal Division.

I.	61A607 – Centralized Custodial Services		<b>BA1703102</b>
	CT571000 – B&G - Administration		
	Other Expenses	\$	(6,528.94)
	61A607 – Centralized Custodial Services		
	CT571083 – Facilities – Health & Safety		
	Other Expenses	\$	(100.00)

51A404 – County Parking Garage		
CT571125 – Huntington Park Garage		
Other Expenses	\$	(13,328.47)
61A607 – Centralized Custodial Services		
CT571224 – Facilities – Environmental		
Other Expenses	\$	(667.64)
62A603 – Maintenance Garage		
CT575001 – County Garage		
Other Expenses	\$	(9,356.03)
Capital Outlays	\$	(0.50)
61A607 – Centralized Custodial Services		
CT577379 – Custodial Services		
Other Expenses	\$	(10,088.59)
61A607 – Centralized Custodial Services		
CT577395 – Trades Services		
Other Expenses	\$	(7,017.64)
61A607 – Centralized Custodial Services		
CT577411 – Central Services – Other Services		
Other Expenses	\$	(157,321.62)
64A606 – Fast Copier		
CT577551 – Fast Copy		
Other Expenses	\$	(7,273.85)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. Funding is from space maintenance fees to user agencies (61A607), parking fees (51A404), charges to agencies for use of county vehicles (62A603), and copier and print shop charges to users (64A606).

J.	26A601 – General Gas & License Fees		<b>BA1703103</b>
	CE414052 – Cty Eng – Personnel		
	Personal Services	\$	(378.06)
	Other Expenses	\$	(743.50)
	26A601 – General Gas & License Fees		
	CE415653 – Cny Eng – Record/Reproduction		
	Other Expenses	\$	(2.67)
	26A601 – General Gas & License Fees		
	CE415711 – Tax Map		
	Other Expenses	\$	(1,932.35)
	26A601 – General Gas & License Fees		
	CE417055 – Maintenance Administration		
	Other Expenses	\$	(10,159.83)

26A651 – \$7.50 R & B Registration Tax  
 CE417477 – \$7.50 Lic Tax Fnd Cap Imp  
 Capital Outlays \$ (433,158.61)

21A930 – Towpath - ODNR  
 CE757740 – Towpath - ODNR  
 Capital Outlays \$ (9,216.11)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. Funding is from fees on licenses, miscellaneous fines, road project cash matches from local government (26A601 and 26A651) and the Ohio Department of Natural Resources Towpath Trail grant (21A930).

K. 54P611 – Sewer Lining 2011 Various Communities **BA1703104**  
 ST540088 – Sewer Lining 2011 Various Communities  
 Other Expenses \$ (393,380.28)

54A100 – Sanitary Engineer  
 ST540252 – Sanitary Engineer Administration  
 Other Expenses \$ (3,705.36)  
 Capital Outlays \$ (6,976.71)

54A100 – Sanitary Engineer  
 ST540260 – Buildings and Grounds  
 Other Expenses \$ (166.48)

54A100 – Centralized Custodial Services  
 ST540278 – Sewer Construction  
 Other Expenses \$ (9,496.48)

54P571 – Echo Hills Pump Station Storm & Driveway  
 ST541250 – Echo Hills Pump Station Storm & Driveway  
 Other Expenses \$ (40,015.50)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. Funding is from sewer district fees and charges for services.

L. 24A601 – Senior & Adult services **BA1703105**  
 SA138420 – Home Support  
 Other Expenses \$ (1,590.29)

24A601 – Senior & Adult Services  
 SA138479 – Protective Services  
 Other Expenses \$ (192.25)

24A601 – Senior & Adult Services  
 SA138503 – Information and Outreach  
 Other Expenses \$ (2,029.00)

24A601 – Senior & Adult Services		
SA138602 – Home Based Services		
Other Expenses	\$	(4,988.66)

24A601 – Senior & Adult Services		
SA138701 – Options Program		
Other Expenses	\$	(3,619.96)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. Funding is from the Health and human services Levy (90%), Federal reimbursements (9%), and client fees (1%) based on 2016 revenues.

M. 40A069 – Capital Projects		<b>BA1707640</b>
CC769034 – Fire Dampers Project Phase 3		
Personal Services	\$	(414,503.00)
Other Expenses	\$	(1,479.07)
Capital Outlays	\$	(21,494.71)

To reduce appropriations in the Fire Dampers Phase 3 Project in preparation for closure/consolidation in which 42.15% of the original appropriations has been expended to date for the project. There is a negative cash balance of 17,295.51. Cash will be transferred from other projects into this one. After the reduction and cash transfer, this project will be closed.

N. 40A069 – Capital Projects		<b>BA1707641</b>
CC769265 – Countywide Fire Dampers Project		
Personal Services	\$	336,668.41
Other Expenses	\$	555,256.71
Capital Outlays	\$	65,000.00

To setup a new project to consolidate our Countywide Fire Dampers Projects. This covers a 3 year period (2016, 2017, and 2018) for a qualified contractor to inspect/replace/repair fire and smoke dampers throughout County owned buildings, as needed, per Cuyahoga County Ordinance O2013-0017. This project will consolidate the 3 current active projects. We are requesting an appropriation transfer in one project (see BA1707639), reducing appropriation in another project (see BA1707640) and are in the process of closing out the third. We will transfer cash from other projects into this one. BA1707639 and BA1707640 are on this same agenda. This will allow us to easily monitor the progress of the projects compared to opening new projects when buildings are identified, as well as eliminating the need to decertify/recertify contracts into different projects. These projects are on the 2015 and 2016 CIP's.

O. 40A099 – Capital Projects		<b>BA1707643</b>
CC768655 – Old Ctise – Fire Damper Repl/Asbestos Abmt		
Other Expenses	\$	125.00

To increase appropriations in the Old Courthouse Fire Damper Project in preparation for closure/consolidation. This project was set up in 2015 and 63.30% of the project has been expended to date. These funds are needed to provide sufficient appropriations for a cash transfer into other projects.



P.	20A264 – County Law Library Resource Board (CLLRD)	<b>BA1712176</b>
	LL440008 – County Law Library Resource Board (CLLRD)	
	Other Expenses	\$ (82.83)

The Office of Budget and Management is requesting an appropriation reduction in the amount of \$82.83 to remove excess unused encumbrance (DO1517823-01).

Q.	24A510 – Work & Training Admin	<b>BA1715099</b>
	WT137109 – Admin Services – General Manager	
	Other Expenses	\$ (3,712.72)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, contract # CE1400333-01, United Way of Greater Cleveland.

R.	24A510 – Work & training Admin	<b>BA1715100</b>
	WT137141 – Client Support Services	
	Other Expenses	\$ (783,636.86)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, contract # CE1400397-01 West Publishing Corp (\$1,047.97), and Client Services, Client Relief Payments (\$260,050.59 see attached for document numbers and detailed amounts) and Contract # CE1400215-01 Americab Inc. (\$522,538.30).

S.	24A510 – Work & Training Admin	<b>BA1715101</b>
	WT137315 – Work First Services	
	Other Expenses	\$ (440,743.57)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, contract # CE1100421-01/02 West Side Ecumenical Ministry (\$146,522.93 and \$42,375.57), CE1300162-01 Human Services Associates, Inc. (\$5,997.50), CE1300322-01 Catholic Charities Corp (\$129,514.32), CE1400005-01 Center for Families and Children (\$111,259.23), and CE1400045-01 (\$5,074.02).

T.	24A510 – Work & Training Admin	<b>BA1715102</b>
	WT137463 – VEB Buildings NSFC	
	Other Expenses	\$ (2,426.57)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, PO1516888-01 Four Winds Interactive LLC.

U.	20A390 – Emergency Management	<b>BA1715103</b>
	JA100123 – Justice Affairs – Emergency Mgt.	
	Other Expenses	\$ (10,834.67)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, contract # CE1600083-01 Bear Communications.

V. 01A001 – General Fund **BA1715104**  
 JA100354 – Justice Affairs - CECOMS  
 Other Expenses \$ (1,000.00)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, contract # CE1400059-01 Independence Communications.

W. 20A814 – Wireless 9-1-1 Government Assistance **BA1715105**  
 JA106773 – Wireless 9-1-1 Government Assistance  
 Other Expenses \$ (8.83)  
 Capital Outlays \$ (10,129.50)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Other Expenses PO1414124-01 Standard Law Enforcement Supply (\$8.83) and Capital Outlays DO1415721-01 Motorola, Inc. (\$8,129.50) and DO1415573-02 The Ohio State University (\$2,000.00).

X. 01A001 – General Fund **BA1715106**  
 JA302224 – Public Safety Grants Administration (RPL)  
 Capital Outlays \$ (1,330.00)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Capital Outlays PO1619211-01 Motorola, Inc.

Y. 01A001 – General Fund **BA1715104**  
 JA302232 – Fusion Center  
 Other Expenses \$ (1,431.55)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. The funding was for Contracts, contract # CE1500233-01 West Publishing Corporation.

Z. 61A607 – Centralized Custodial Services **BA1703054**  
 CT577411 – Central Services – Other Services  
 Capital Outlays \$ 1,000,000.00

Documents BA1703107, JT1703108, and BA1703109 provide Public Works Facilities with an additional \$1 million to supplement the \$6.8 million that was approved for the solar power purchase that Council approved May 23 fiscal agenda as part of an Electric Service Agreement. The additional \$1 million allows the County to purchase the solar panels from American manufacturers.

AA. 29A391 – Health & human Services Levy 4.8 **BA1703107**  
 SU514422 – Health & Human Services Subsidy  
 Other Expenses \$ 160,000.00

01A001 – General Fund		
SU514091 – Space Maintenance		
Other Expenses	\$	840,000.00

Documents BA1703107, JT1703108, and BA1703109 provide Public Works Facilities with an additional \$1 million to supplement the \$6.8 million that was approved for the solar power purchase that Council approved May 23 fiscal agenda as part of an Electric Service Agreement. The 84%/16% distribution between General Fund and Health and Human Services Levy is based on the funding sources that pay for the electricity in the buildings that will benefit from this solar energy. The additional \$1 million allows the County to purchase the solar panels from American manufacturers.

**SECTION 2.** That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund		<b>BA1717002</b>
JC372060 – Juvenile Court - Legal		
Other Expenses	\$	6,000.00
TO: 01A001 – General Fund		
JC372060 – Juvenile Court - Legal		
Capital Outlays	\$	6,000.00

To allow for department order to post for furniture for a Judge’s chambers as this furniture was not purchased at the time the new building was first opened and furnished. Funding for this is coming from the General Fund and will not affect the current budget as this is simply moving the requested funding from commodities to furniture/equipment sub-object code.

B. FROM: 61A607 – Centralized Custodial Services		<b>BA1703106</b>
CT571000 – Centralized Custodial Services		
Other Expenses	\$	4,000.00
TO: 61A607 – Centralized Custodial Services		
CT571000 – Centralized Custodial Services		
Capital Outlays	\$	4,000.00

Realigning funding for anticipated expenses. Funding is from Centralized Custodial Services – space maintenance charges.

C. FROM: 40A099 – Maintenance Projects		<b>BA1707639</b>
CC768655 – Old Cthse – Fire Damper Repl/Asbestos Abmt		
Personal Services	\$	3,494.67
Capital Outlays	\$	486,858.32
TO: 40A099 – Maintenance Projects		
CC768655 – Old Cthse – Fire Damper Repl/Asbestos Abmt		
Other Expenses	\$	490,352.99

To move appropriations in the Old Courthouse Fire Dampers Project in preparation of project closure/consolidation. We are in the process of combining three active Fire Damper Projects into one, which will allow us to easily monitor the progress of the projects. This project was set up in 2015 and 63.30% of the project was expended to date. There is a cash balance of \$519,448.34 in which it will be transferred to other projects.

D. FROM:	01A001 – General Fund		<b>BA1713666</b>
	HC019018 – Personnel Review Commission		
	Other Expenses	\$	5,200.00
TO:	01A001 – General Fund		
	HC019018 – Personnel Review Commission		
	Capital Outlays	\$	5,200.00

The Personnel Review Commission is requesting an appropriation transfer from Contracts & Professional Services to Capital for \$5,200.00. This is for the purpose of laptop purchases for recent hires and interns within the agency. Funding is provided by the General Fund.

E. FROM:	21A034 – Smart Ohio Pilot		<b>BA1713675</b>
	CO756544 – Smart Ohio Pilot Funding FY17		
	Other Expenses	\$	142,145.00
TO:	21A034 – Smart Ohio Pilot		
	CO756544 – Smart Ohio Pilot Funding FY17		
	Personal Services	\$	142,145.00

Common Pleas Court is requesting an appropriation transfer for \$142,145.00 from Contract to Personnel. This is to provide sufficient appropriations in the appropriate characters for anticipated CPB/TASC staff expenses through the project end date. Funding is provided through the Ohio Department of Rehabilitation and Corrections for the period 7/1/2015 – 6/30/2018.

**SECTION 3.** That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM:	<b>JT1706083</b>
29A392 – Health & Human Services Levy 3.9	
SU514737 – Employment & Family Subsidy 3.9	
Transfer Out	\$ 657,630.93
29A391 – Health & Human Services Levy 4.8	
SU514430 – Employment & Family Services Subsidy	
Transfer Out	\$ 1,072,976.79
TO:	
24A510 – Work & Training Admin	
WT137109 – Admin Services – General manager	
Revenue Transfer	\$ 1,730,607.72

In accordance with the Ohio Revised Code (ORC) Section 5101.16 the county is required to pay a share of TANF related administration (\$5,430,662) and Non-TANF (\$1,243,811) related

administration for Medicaid and food expenditures during a calendar year. This represents ¼ of the total required mandated share that generally is transferred to the corresponding fund on a quarterly basis. This transfer is for April – June 2016. The amount is based on the current State Fiscal Year’s requirement. The funding source is the Health & Human Services Levy.

B. FROM:	29A391 – Health & Human Services Levy 3.9	<b>JT1703053</b>
	SU514422 – Health & human Services Subsidy	
	Transfer Out	\$ 160,000.00
	01A001 – General Fund	
	SU514091 – Space Maintenance	
	Transfer Out	\$ 840,000.00
TO:	61A607 – Centralized Custodial Services	
	CT571000 – B&G - Administration	
	Revenue Transfer	\$ 1,000,000.00

Documents BA1703107, JT1703108, and BA1703109 provide Public Works Facilities with an additional \$1 million to supplement the \$6.8 million that was approved for the solar power purchase that Council approved May 23 fiscal agenda as part of an Electric Service Agreement. The additional \$1 million allows the County to purchase the solar panels from American manufacturers.

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

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

Yeas:

Nays:



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

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

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

Journal CC026  
June 13, 2017



ARMOND BUDISH  
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council  
 FROM: Maggie Keenan, Office of Budget and Management  
 CC: Dennis Kennedy, Fiscal Office  
 DATE: June 6, 2017  
 RE: Fiscal Agenda – 6-13-17 Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **June 13, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

This agenda includes a number of requests to continue the proper closure of old capital project accounts. The appropriation increases are necessary to transfer out the surplus cash in the project accounts in order to close the project. The surplus cash will be transferred to support active projects on the current 2017 CIP, reducing the General Fund subsidy originally anticipated in the budget. The surpluses result from either cost estimates that were too high or changes to the project after the project was initially funded. Policy changes implemented by OBM in 2016 will ensure that projects are no longer funded in full based on the initial estimates.

Also included are a number of requests to reduce surplus appropriation in agency/departmental budgets following the decertification of prior year encumbrances that will not be spent. Section 701.08(E) of the County Code authorizes OBM to “decertify funds remaining in any encumbrance that has been inactive for over one year and is more than one year past the expiration of any contract related to that encumbrance, and OBM may submit budget amendments to Council to reduce appropriations by the amounts decertified.” These appropriation reductions do not have a significant impact on what was presented in the 1<sup>st</sup> Quarter Update as the projections did not reflect these contracts being spent in full.

Finally, this request includes a request to increase appropriation to the Solar Panel project over the original estimate in order to purchase American-made products.

**Additional Appropriation Summary** – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
HHS/Job & Family Services	(\$1,230,519.72)	Special Revenue – HHS Levy Fund Impact
HHS/Senior & Adult Services	(\$12,420.16)	Special Revenue – HHS Levy Fund Impact
Human Resources/Benefits	(\$4,500,000.00)	Special Revenue – General and HHS Levy Fund Impact
Law Library	(\$82.83)	Special Revenue – No General/HHS Levy Fund Impact
Public Defender	(\$62,367.00)	Special Revenue – No General/HHS Levy Fund Impact
Public Safety & Justice Services	(\$21,973.00)	Special Revenue – General Fund Impact

Public Works/Capital Projects	(\$1,091,580.54)	Special Revenue – General Fund Impact
Public Works/Engineer	(\$455,591.13)	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Facilities	788,316.72	Special Revenue – General and HHS Levy Fund Impact
Public Works/Sanitary	(\$453,740.81)	Special Revenue – No General/HHS Levy Fund Impact
<b>TOTAL</b>	<b>(\$7,039,958.47)</b>	

**Appropriation Transfer Summary** – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Common Pleas Court	\$142,145.00	Grant – No General/HHS Levy Fund Impact
Juvenile Court	\$6,000.00	General Fund
Personnel Review Commission	\$5,200.00	General Fund
Public Works/Capital Projects	\$490,352.99	General Fund
Public Works/Facilities	\$4,000.00	Special Revenue – General/HHS Levy Fund Impact
<b>TOTAL</b>	<b>\$647,697.99</b>	

**Cash Transfer Summary** – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
HHS/Job & Family Services	\$1,730,607.72	HHS Levy Fund
Public Works/Facilities	\$1,000,000.00	General and HHS Levy Fund
<b>TOTAL</b>	<b>\$2,730,607.72</b>	

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0099

<p>Sponsored by: <b>County Executive Budish/Departments of Law and Health and Human Services/ Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Teamsters Truck Drivers Union, Local 407, representing approximately 20 employees in the classifications of Investigator and Investigation Assistant in the Department of Health and Human Services/Cuyahoga Job and Family Services for the period 7/1/2015 - 6/30/2018 to establish terms of the wage re-opener for the period 7/1/2017 - 6/30/2018 and to modify Article 32; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County and the Teamsters Truck Drivers Union, Local 407 (“the Union”), have agreed to amend the Collective Bargaining Agreement (CBA) representing approximately 20 employees in the classifications of Investigator and Investigation Assistant in the Department of Health and Human Services/Cuyahoga Job and Family Services to establish wage rates for the period 7/1/2017 – 6/30/2018 pursuant to a previously negotiated wage re-opener and to modify Article 32 of the CBA; and

WHEREAS, the parties desire to amend the CBA under the terms of the attached tentative agreement which has been ratified and approved by the Union members; and

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

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

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Department of Health and Human Services.

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

**SECTION 1.** The Cuyahoga County Council hereby approves an amendment to a Collective Bargaining Agreement between Cuyahoga County and Teamsters Truck Drivers Union, Local 407, representing approximately 20 employees in the classifications of Investigator and Investigation Assistant in the Department of Health and Human Services/Cuyahoga Job and Family Services for the period 7/1/2015 - 6/30/2018 to establish wage rates pursuant to a previously negotiated wage re-opener for the period 7/1/2017 - 6/30/2018 and to modify language in Article 32 of that CBA, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

**SECTION 3.** 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 at least eight members of the 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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



Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC026  
June 13, 2017

**AGREEMENT TO AMEND THE COLLECTIVE BARGAINING AGREEMENT  
BETWEEN CUYAHOGA COUNTY AND TEAMSTERS TRUCK DRIVERS  
UNION, LOCAL 407**

**Parties:** This Agreement is entered by and between Cuyahoga County, Ohio, as the public employer (herein referred to as the “County”), and Teamsters Truck Drivers Union, Local 407 (herein referred to as the “Union”). The County and the Union are collectively referred to herein as “the Parties.”

**Background Facts:** The County and the Union are parties to a collective bargaining agreement (“CBA”) governing terms and conditions of employment for employees in the Department of Health and Human Services. The CBA is effective from July 1, 2015 through June 30, 2018, and includes a provision for wage reopener negotiations for Year 3 of the CBA in Article 32, Section 1. The parties engaged in good faith negotiations and reached an agreement as stated below.

**Terms:** Article 32, Section 1 of the Collective Bargaining Agreement is amended as follows (deleted language is stricken and new language appears in **Bold**):

**ARTICLE 32 - WAGES**

**Section 1.** Effective July 1, 2016, the pay ranges shall be increased two percent (2%). ~~There shall be a wage re-opener for Year 3. The wage re-opener and negotiations shall be subject to the statutory impasse procedures as defined in Chapter 4117 of the Ohio Revised Code.~~ **Effective July 1, 2017, the pay ranges shall be increased by two percent (2%).**

The parties hereby acknowledge and warrant that they understand and agree to all of the terms of this Agreement to Amend the CBA and they affix their signatures below to indicate their assent to all terms:

**FOR THE UNION:**

By: \_\_\_\_\_  
Dennis Roberts

By: \_\_\_\_\_  
Paul Wojnar

By: \_\_\_\_\_  
Mark Bresky

Date: \_\_\_\_\_

**FOR THE COUNTY:**

By: \_\_\_\_\_  
Armond Budish  
Cuyahoga County Executive

Date: \_\_\_\_\_

**Approved as to Legal Form:**

By: \_\_\_\_\_  
Todd M. Ellsworth  
Assistant Law Director  
Cuyahoga County Law Department

Date: \_\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0100

<p>Sponsored by: <b>County Executive Budish/Department of Law on behalf of Cuyahoga County Court of Common Pleas/General Division</b></p>	<p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County Court of Common Pleas/General Division and Fraternal Order of Police/Ohio Labor Council representing approximately 163 employees in various classifications in the Probation Department for the period 1/1/2017 - 12/31/2019; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Court of Common Pleas, General Division (“County”) and the Fraternal Order of Police, Ohio Labor Council (“the Union”) have engaged in negotiations in an effort to negotiate a successor Collective Bargaining Agreement (CBA) representing approximately 163 employees working in the Cuyahoga County Court of Common Pleas Probation Department; and

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement which has been ratified and approved by the Union members; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen (14) days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, the County Executive, Department of Law and Cuyahoga County Court of Common Pleas are recommending that Council approve the proposed Collective Bargaining Agreement for the period 1/1/2017 - 12/31/2019; and,

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Court of Common Pleas Probation Department.

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

**SECTION 1.** The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County Court of Common Pleas/General Division and Fraternal Order of Police/Ohio Labor Council representing approximately 163 employees in various classifications in the Probation Department for the period 1/1/2017 - 12/31/2019, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

**SECTION 3.** 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 at least eight (8) members of the 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 (8) 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:



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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC026  
June 13, 2017

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0101

Sponsored by: <b>County Executive Budish/Department of Law and County Sheriff</b>	<b>A Resolution</b> <u>accepting/rejecting</u> the report containing findings and recommendations of Fact-finder Robert G. Stein regarding negotiations between Cuyahoga County and Ohio Patrolmen's Benevolent Association for a collective bargaining agreement representing approximately 586 employees in the classification of Correction Officer, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County has been engaged in negotiations with Ohio Patrolmen's Benevolent Association ("OPBA") for collective bargaining agreements ("CBAs") that would cover approximately 586 employees in the Correction Officer classification; and

WHEREAS, O.R.C. 4117.14(C)(3) of the Public Employees Collective Bargaining Act ("CBA") expressly authorizes parties who are engaged in collective bargaining negotiations to request fact-finding, an impasse resolution procedure, and the appointment of a fact-finding panel to assist the parties to resolve an impasse in contract negotiations; and

WHEREAS, the parties reached impasse in contract negotiations and submitted their unresolved issues to fact-finding pursuant to the CBA and O.R.C. 4117.14 (C), and a fact-finding hearing was conducted before Robert G. Stein; and

WHEREAS, O.R.C. 4117.14(C)(6)(a) requires that not later than seven days after the findings and recommendations are sent, the legislative body, by a three-fifths vote of its membership, may reject the recommendations, and if the recommendations are not rejected, the recommendations shall be deemed agreed upon as the final resolution of the issues submitted and a collective bargaining agreement shall be executed between the parties, including the fact-finding panel's recommendations, except as otherwise modified by the parties by mutual agreement; and

WHEREAS, if the fact-finding report is rejected by either party, the next step will be binding arbitration (otherwise referred to as "conciliation" in O.R.C. 4117.14).

WHEREAS, Fact-finder Robert G. Stein sent his findings and recommendations on June 9, 2017, and the County Executive and Sheriff's Department are recommending that the Fact-finding report be approved/rejected; and



# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0102

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Charter Review Commission for the term 9/1/2017 - 8/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article XII, Section 12.09 of the Cuyahoga County Charter establishes the Cuyahoga County Charter Review Commission; and

WHEREAS, the members of the Cuyahoga County Charter Review Commission, pursuant to Article XII, Section 12.09 of the Cuyahoga County Charter, shall be appointed to serve a one (1) year term, and "such appointment shall be made by the County Executive, subject to confirmation by Council"; 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 the following individuals to serve on the Cuyahoga County Charter Review Commission for the term 9/1/2017 - 8/31/2018:

- a) The Honorable Ronald B. Adrine
- b) Marc S. Byrnes
- c) The Honorable Susan A. Drucker
- d) Dennis G. Kennedy
- e) Michael W. King
- f) The Honorable Thomas P. Perciak
- g) Claire Rosacco
- h) Victor A. Ruiz
- i) Davida Russell; 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.** The Cuyahoga County Council hereby confirms the County Executive's appointment of the following individuals to serve on the Cuyahoga County Charter Review Commission for the term 9/1/2017 - 8/31/2018:

- a) The Honorable Ronald B. Adrine
- b) Marc S. Byrnes
- c) The Honorable Susan A. Drucker
- d) Dennis G. Kennedy
- e) Michael W. King
- f) The Honorable Thomas P. Perciak
- g) Claire Rosacco
- h) Victor A. Ruiz
- i) Davida Russell.

**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:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2017



JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:


- **Judge Ronald B. Adrine (Democrat)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Judge Adrine's biography is attached hereto. Judge Adrine is a national authority on domestic violence issues, and lectures extensively around the country. He is co-author of *Ohio Domestic Law*, a practitioner's handbook, and has belonged to more than 60 organizations, including being on the board of more than 30, and holding a leadership position on more than 20 of those boards. Judge Adrine has been re-elected five times, to six-year terms, most recently in 2011. He has been a bedrock of civil service in Greater Cleveland for over 40 years, and is willing to continue his service and dedication as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

  
Armond Budish  
County Executive

## **THE HONORABLE RONALD B. ADRINE**

### **ADMINISTRATIVE AND PRESIDING JUDGE**

Ronald B. Adrine is one of the most respected judges in Cleveland, as well as being a national authority on issues concerning domestic violence.

A life-long resident of Greater Cleveland, Judge Adrine graduated from Fisk University and the Cleveland-Marshall College of Law. He passed the bar in 1973, and in 1974 he joined the staff of the Cuyahoga County Prosecutor as an assistant in the criminal trial division. In 1976, he entered the private practice of law with his father, the late Russell T. Adrine, and two years later was appointed to serve as a Senior Staff Counsel to the U.S. House of Representatives Select Committee on Assassinations. He first ran for his current seat on the Cleveland Municipal Court bench in 1981.

Judge Adrine was reelected five times, without opposition, to full six-year terms, the most recent election being in November of 2011. His peers have repeatedly elected him Administrative and Presiding Judge of his court since 2008.

“To have the ongoing support and confidence of the people of the City of Cleveland and of my colleagues is a humbling experience,” the judge says.

Over the years, Judge Adrine has belonged to more than 60 organizations, serving on the boards of more than 30 of those organizations, and holding a leadership position on more than 20 of those boards. He chaired the Ohio Commission on Racial Fairness. He is past chair of the Ohio Supreme Court’s Interpreter Services Advisory Committee and the National Board of Directors of Futures Without Violence, formerly known as the Family Violence Prevention Fund. He chaired Cleveland’s Domestic Violence Coordinating Council. He also co-chaired the Advisory Board of the National Judicial Institute on Domestic Violence, a joint initiative of the National Council of Juvenile and Family Court Judges, Futures without Violence and the U.S. Department of Justice. He currently sits as a member of the Board of the National Center for State Courts.

Judge Adrine lectures extensively on domestic violence issues around the country, including in the U.S. Virgin Islands and Puerto Rico. Judge Adrine is co-author of *Ohio Domestic Violence Law*, a practitioner’s handbook, and chaired the effort to bring a Family Justice Center to Cleveland to assist those who are victims of domestic violence, sexual assault, elder abuse, child abuse and stalking. He has been honored as a Distinguished Alumni of both Cleveland State University and the Cleveland-Marshall College of Law. In 2000, he was awarded the Ohio Bar Medal by the Ohio State Bar Association, its highest honor, in recognition of his contributions to the profession and the community.



JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

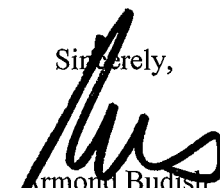
- **Marc Byrnes (Republican)**

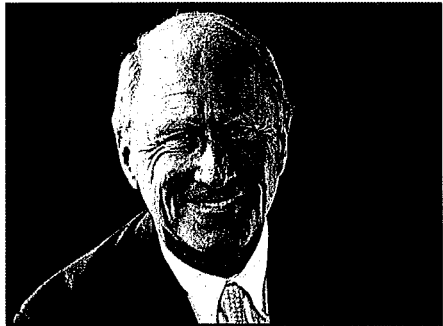
The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Mr. Byrnes' biography is attached hereto. Mr. Byrnes is a lifelong resident of Greater Cleveland, and a graduate of University School. In 2012, Mr. Byrnes received University School's Distinguished Alumni of the Year award, in recognition of his leadership in the community. Mr. Byrnes has been giving back to the Greater Cleveland community his entire life, most recently as Chairman of the Board for United Way of Greater Cleveland. He is also a leader in Cleveland's business community, as Chairman of Oswald Companies, and is a previous President of the 50 Club of Cleveland. Mr. Byrnes is willing and able to dedicate his time to serve Cuyahoga County residents as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

  
Armond Budish  
County Executive



**oswald**<sup>®</sup>

1100 Superior Avenue, Suite 1500  
Cleveland, Ohio 44114  
216.367.8750  
mbyrnes@oswaldcompanies.com  
[www.oswaldcompanies.com](http://www.oswaldcompanies.com)

## **Marc S. Byrnes**

Chairman

Marc S. Byrnes is Chairman of Oswald Companies. Under Marc's leadership, the 124-year employee-owned (ESOP) company has enjoyed significant growth and has strengthened its position among the top 50 largest insurance brokers in the United States. The firm is also ranked among the elite top 10 privately held brokers in the country specializing in employee benefits and financial services which was founded by Marc when his agency merged with Oswald in 1987.

A fixture in the Northeast Ohio civic community, Marc serves as Chairman of the Board of Directors of United Way of Greater Cleveland and he was named United Way Volunteer of the Year in 2011. He is an active member on the following Boards: Rock and Roll Hall of Fame and University School. He received University School's Distinguished Alumni of the Year Award in 2012.

In addition, Marc serves as a Board Advisor to: GlobalX, Tailwind Technologies, Inc., Taylor Oswald Company, US Bank and as Chairman of the Board at JBO Holding Company.

Marc served on the bond issue committees for the Cleveland Metropolitan School District and the Metroparks. He acted as transition Co-Chair for County Executive, Armond Budish, and he is a member of the County's Economic Commission Council. Marc serves as Chairman Emeritus of the Cleveland Leadership Center, the preeminent organization for building and engaging civic leadership and he was President (2012-2013) of the 50 Club of Cleveland, the city's largest leading business society.

Historically, Inside Business has selected Marc among the Power 100 most influential leaders in Northeast Ohio; and, most recently he was ranked at 22. In 2016, Marc had the prestigious honor of being inducted into the Business Hall of Fame.

Marc is a 1972 graduate of University School and earned his B.A. from Williams College in 1976.





JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

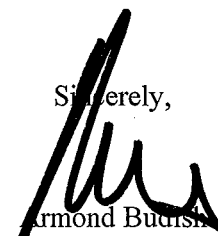
I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

- **Mayor Susan Drucker (Democrat)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Ms. Drucker's biography is attached hereto. As Mayor of Solon since 2009, Ms. Drucker's decision making was vital in implementing cost-saving strategies which saved Solon residents hundreds of thousands of dollars a year to date. Ms. Drucker's administration oversaw a complete re-codification of all civil service rules for the first time in 20 years. Furthermore, Ms. Drucker successfully negotiated eight separate collective bargaining agreements, saving the City \$200,000 in legal fees and maintaining goodwill with employees. Ms. Drucker is willing to lend her leadership and problem-solving abilities to faithfully serve all of Cuyahoga County residents, as she has Solon residents, as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,  
  
Armond Budish  
County Executive

**PROFESSIONAL PROFILE**

Accomplished executive with over 20 years experience in public administration and management responsibilities in local and county government. An innovative leader with proven ability to develop and implement strategies that support business and financial objectives, experience in business re-engineering, change management, program management, project management and account management. Demonstrated proficiency in driving changes and business transformations in centralized and decentralized environments. Extensive experience in coordinating programs and interfacing with professionals of all levels, creating support structures, policies and procedures and delivery with a concentration on reduction in spend and manual efforts. Highly skilled in city planning, economic development, personnel management and applying financial concepts to asset management decisions. Respected leader able to build highly motivated management teams focused on achieving revenue and project goals. Profound knowledge of the government and policies pertaining to budgeting and accounting coupled with knowledge of municipal laws, regulations and procedures.

**\* Strategic Planning/Execution/Value Creation \* Business Process Redesign \* Solutions Implementation \*  
Customer/Supplier Relationship Management \*  
Project Management \* Change Management \* Financial Forecasting**

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**CAREER OVERVIEW**

**The City of Solon**

**Mayor/Director of Public Safety (December 2009 - Present)**

**Vice Mayor (May 2007-November 2009)**

**City Council Representative (March 2003 – November 2009)**

- Manage \$43 million operating budget, a \$25 million capital fund and a \$9 million enterprise fund.
- Direct the development of the annual \$25 million budget and a 5-year capital improvement plan for approval by Council, as well as monitor the implementation of the adopted budgets.
- Responsible for the daily operations of the city with 13 direct reports, 275 full-time employees, 350+ part-time employees and 140+ seasonal employees.
- Facilitation and participation in the annual strategic planning process for each city department– annual goals, resource capacity planning, reorganization opportunities resulting in a 10% reduction in personnel without reducing services.
- Concept-to-execution driver with success in achieving goals and objectives resulting in efficiencies, effectiveness, adoption, leadership support, collaboration and financial targets.
- Team/employee enrichment mentor who champions the investment of employees through a structured merit program, coaching and mentoring and a planning process that ensures each employee has the opportunity to contribute to the organization improvement initiatives.
- Transitioned to a Regional Dispatch Center improving our services to the community, saving over \$200,000 annually and improving our eligibility to receive grant funding.
- Directed a city-wide communications audit resulting in a savings of over \$30,000 to date.
- Launched a marketing campaign for the city targeting families and businesses addressing brand awareness, competitive positioning and city image.
- Converted the municipal income tax collection process to regional administration resulting in the identification of additional accounts and participating in a delinquent notification program resulting in new liabilities subject to collection.
- Directed the evaluation market base pay with appropriate and consistent leveling across all departments.
- Introduced the Simple Recycling Program to the city resulting in over 33 tons of textiles collected and diverted from our local landfills.
- Completed a total recodification of the city's ordinances, which had not been completed in over 20 years.
- Completed the first comprehensive revision of uses permitted within the city in over 70 years, establishing a standardized format for the listing of permitted and prohibited uses throughout the zoning code.
- Completed the first revision of the Civil Service Rules in over 23 years, establishing better clarification of roles and responsibilities in terms of HR, Civil Service, Police and Fire hiring practices and more practical use and application.
- Initiated and delivered the transition of sanitary sewer billing to an in-sourced solution resulting in increased collection revenue by 20%, improving customer service and maintaining the ability to hold sewer rates flat since 2013.

## **Susan A. Drucker**

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- Successfully negotiated eight separate collective bargaining agreements maintaining employee relations, while simultaneously holding the line on employee costs and saving the city over \$200,000 in legal fees.
- Instrumental in the redevelopment of a core shopping center.
- Assisted in the development and implementation of the “Get Growing in Solon” business assistance program with emphasis on small businesses, both existing and new to the City of Solon.
- Promote the City’s Master Plan to achieve a coordinated vision, optimize our economic development efforts and preserve our community assets through implementation of consistent policies.
- Promote a climate of continued growth in our businesses through a strategic plan for economic and business development.
- Plan, organize and evaluate the work of all city departments to ensure that operation and services comply with the policies and direction set by the city.
- Facilitate internal and external communication throughout all levels of the organization, and conduct meetings with department heads and key management staff.
- Perform financial and managerial analyses for City Council pertaining to the city operations and programs under consideration.
- Represent the city at various meetings, functions and events and serve as liaison to various civic or government organizations and committees, task forces, boards and commissions.
- Execute all contracts, conveyances, evidences of indebtedness and all other instruments to which the city is a party.
- Recognized as the official and ceremonial head of the city government by the governor for military purposes and by the courts for the purpose of serving civil processes.
- Prospecting and conducting face to face meetings with business executives and directors.
- Serve as liaison between Council and department heads.

### **Bedford Municipal Court**

#### **Chief Probation Officer (March 2000 – November 2009)**

- Transitioned a part time volunteer department into a fully operational probation department and instituted all department policies and procedures.
- Managed 3 full-time and 4 part-time employees.
- Communicated and served as liaison with Judges and other court agencies.
- Planned conferences and field visits in connection with investigation and supervision.
- Gathered and evaluated data pertinent to individual cases in connection with both investigation and supervision.
- Supervised adult offenders to monitor compliance with court ordered conditions through interviewing, reporting and counseling.
- Referred probationers to community agencies that offer specialized services required for a particular individual’s needs.
- Prepared and submitted monthly statistical and performance reports on the status of individual caseloads.
- Communicated orally and in writing to effectively present ideas, facts recommendations and reports.

### **Additional Work Experience**

#### **Cuyahoga County Common Pleas Court (Cleveland, OH)**

Probation Officer (December 1996 – March 2000)

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### **EDUCATION and CERTIFICATIONS**

**Kent State University (Kent, OH), May 2002**

Master of Arts in Criminal Justice Studies

**The University of Akron (Akron, OH), May 1991**

Bachelor of Arts in Business and Organizational Communication

**The University of Akron (Akron, OH), January 1989**

Associate of Applied Business in Transportation

**Kent State University (Kent, OH), May, 2017**

Certificate in Project Management

**Corporate College (Cleveland, OH), April, 2017**

Lean Six Sigma: Yellow Belt

**Department of Administrative Services Office of Collective Bargaining (Columbus, OH), December, 2016**

Arbitration School and Brief Writing



JUN 01 2017

Armond Budish  
Cuyahoga County Executive

Cuyahoga County Council

June 1, 2017

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

- **Dennis Kennedy (Republican)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Mr. Kennedy's biography is attached hereto. Currently, Mr. Kennedy serves Cuyahoga County residents as the Cuyahoga County Fiscal Officer. Mr. Kennedy has over two decades of leadership experience in public finance related matters, including serving as Finance Director of Beachwood, Brooklyn, and Solon. Mr. Kennedy also served as the Executive Director of the Ohio Lottery Commission for four years. Mr. Kennedy's career accomplishments were recently recognized, in 2016, when he was awarded the Government Finance Officers Association of Ohio's Lifetime Achievement Award. Mr. Kennedy is able to continue his service to Cuyahoga County as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish  
County Executive

### **BIO Information for Dennis G. Kennedy**

Mr. Kennedy, a Certified Public Accountant, has held the position of Fiscal Officer for Cuyahoga County since March 2015. As Fiscal Officer, Mr. Kennedy oversees the majority of functions previously associated with the County Auditor, County Recorder, County Treasurer positions as well as partial duties previously enforced by the Clerk of Courts. The Fiscal Office includes the Office of Budget and Management, the Office of Procurement and Diversity, Financial Reporting, Auto Title, Recording Office, Real Property and Appraisal, the Board of Revision and several other financial related operations. The Fiscal Officer also holds positions on the Board of Revision and the Board of Control.

Prior to accepting his current position, Mr. Kennedy was the Finance Director for the City of Solon, Ohio. Mr. Kennedy has also served as Finance Director for two other northeast Ohio municipalities, Brooklyn and Beachwood, and was the Executive Director of the Ohio Lottery Commission for four years. Prior to becoming Executive Director, Mr. Kennedy served as Deputy Director of Finance for the Ohio Lottery and also held various financial positions with that agency over the course of his employment there.

In 2016, Mr. Kennedy was awarded the Government Finance Officers Association of Ohio's Lifetime Achievement award. Mr. Kennedy is a graduate of Cleveland State University and St. Joseph High School in Cleveland and presently resides in South Euclid, Ohio. He is a member of the AICPA (CGMA designation) and the OSCP.





JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:


- **Michael King (Democrat)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Mr. King's resume is attached hereto. Mr. King has over a decade of public service experience, beginning as a student in college, and continuing as an attorney with Cuyahoga County. Mr. King has vast familiarity with various forms of government administration, including as a research assistant for Westminster Parliament, in the United Kingdom, in 2007, as a legal intern in the Office for Civil Rights at the Cleveland office of the U.S. Department of Education in 2010, and currently as Special Counsel to the Cuyahoga County Council, since 2014. Mr. King is willing to share his broad experience and familiarity with legislative and administrative matters and continue his dedication to public service as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

  
Armond Budish  
County Executive

# MICHAEL W. KING

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## PROFESSIONAL EXPERIENCE

### **CUYAHOGA COUNTY COUNCIL** – Cleveland, OH

2014 – Present

**Special Counsel:** I currently serve as staff attorney and policy advisor for the eleven members of the Cuyahoga County Council. Primary responsibilities include:

- Collaborating with public and private stakeholders to develop and draft legislative and administrative policies. Major legislative initiatives include:
  - Update to Code of Ethics
  - Property Demolition Program
  - County Charter Amendments
  - Animal Abuse Registry
- Conducting legal and policy research of council-sponsored programs and initiatives.
- Providing communications assistance to members of council, e.g., drafting press releases, op-eds, newsletters, and speeches for members of council.
- Special projects, including: the MetroHealth campus transformation financing, distribution of the county's excise tax on cigarettes and alcohol (i.e., "Sin Tax"), various economic development projects, and process simplicity initiative for county contracting and procurement.
- Serve as an alternate for council members on various county boards and commissions, including the County Land Bank, the County Planning Commission, the Board of Control, and the Debarment Review Board.

### **CUYAHOGA COUNTY DEPARTMENT OF LAW** – Cleveland, OH

2013 – 2014

**Assistant Law Director:** The Department of Law advises and represents the County Executive and County Council. As an Assistant Law Director I negotiated contracts on behalf of the County; provided public records and open meetings guidance, represented the County in court and at administrative proceedings, and drafted legislation, including ordinances, resolutions, executive orders, and amendments to the County Charter. I also provided general legal advice and guidance related to various matters including ethics compliance, employment discrimination, public securities and financing, contracting and procurement policy, regulatory compliance, election law, and home-rule.

### **FEDERAL COMMUNICATIONS COMMISSION** – Washington, D.C.

2012

**Legal Intern:** I worked with the Spectrum and Competition Policy Division within the FCC's Wireless Telecommunications Bureau as part of Washington University's Congressional and Administrative Law Clinic. SCPD regulates and approves transactions in the commercial wireless industry. Duties included legal research and writing for reports, orders, and regulations, compiling comment summaries, and document review and analysis of pending transactions in the wireless market.

**CUYAHOGA COUNTY DEPARTMENT OF LAW** – Cleveland, OH 2011

**Public Policy Fellow:** I worked for the Department of Law in the newly established Cuyahoga County Charter Government. My primary responsibilities involved conducting legal research and drafting advisory memos to County Councilmembers, County Executive, and other County departments and agencies. My duties also included: preparing for labor negotiations & fact-finding proceedings, reviewing contracts, and drafting legislation such as ordinances, motions, resolutions, and executive orders.

**U.S. DEPARTMENT OF EDUCATION** – Cleveland, OH 2010

**Legal Intern:** I worked in the Office for Civil Rights as part of a team of attorneys to investigate civil rights complaints filed against recipients of federal financial assistance in Michigan and Ohio. My responsibilities included: interviewing complainants and witnesses, drafting letters and memoranda, conducting legal research for compliance reviews, maintaining office resources, and organizing a Title IX compliance conference for post-secondary educational institutions.

**CITY OF ROCHESTER** - Rochester, NY 2008 –2009

**Communications Clerk:** I assisted in all matters related to the Rochester Communications Bureau including: taking media inquiries, authoring and issuing press releases and proclamations, fulfilling Freedom of Information requests, editing and distributing City flyers and ads, maintaining the Special Events calendar, and documenting City events.

**WESTMINSTER PARLIAMENT** - London, UK 2007

**Research Assistant:** I worked in the office of the late Alan Keen MP as a parliamentary intern. Duties included attending meetings and writing briefings for MP Keen’s Select-Committee hearings, writing briefs on Ministerial Reports, handling constituent cases, and communicating with governmental departments on behalf of constituents. My longer-term projects involved organizing and executing Mr. Keen’s Greeting Card Competition as well as archiving and updating Mr. Keen’s parliamentary website.

**UNIVERSITY OF ROCHESTER** - Rochester , NY 2005 - 2008

**Classroom Technology Services – Student Supervisor:** I managed student employees to ensure proper and timely technological support to faculty.

## EDUCATION

**WASHINGTON UNIVERSITY SCHOOL OF LAW** St. Louis, MO  
Juris Doctor, *Cum Laude* May 2012

- Journal of Law & Policy, Associate Editor – Note Topic: Net Neutrality and the First Amendment.
- Congressional and Administrative Law Clinic with the Federal Communications Commission.

**UNIVERSITY OF ROCHESTER** Rochester, NY  
Bachelor of Arts in Political Science, *Cum Laude* May 2008

- Helen S. Jones Award for Achievement in Political Science.
- Minor in Film and Media Studies.

**HAWKEN SCHOOL** Gates Mills, OH  
High School Degree June 2004



JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

- **Mayor Tom Perciak (Republican)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Mayor Perciak's biography is attached hereto. Mr. Perciak has been mayor of Strongsville since January 1, 2004. Prior to assuming office, Mr. Perciak worked in the financial industry in various leadership roles, including as an Executive Vice President at Fifth Third Bank and President & Chief Executive Officer of Strongsville Savings Bank and Emerald Financial Corporation. Mr. Perciak has received numerous awards, including "Mayor of the Year" from Building One Ohio in December 2014. He is also involved in local volunteer organizations in the Greater Cleveland area, including as a member of the board of financial advisors to the Cleveland Catholic Diocese. Mayor Perciak is willing to lend his time and leadership qualities towards serving Cuyahoga County residents as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

  
Armond Budish  
County Executive

## Resume

### Personal:

- Born in Cleveland, Ohio on December 2, 1947, 69 years old
- Married to Deborah –three adult children – Tom Jr., Patricia Haffner and Robert; grandparent to seven
- Resides in Strongsville, Ohio

### Current Employment:

- Mayor, City of Strongsville since January 1, 2004

### Past Employment:

- Executive Vice President, Fifth Third Bank, Northeastern Ohio, from August 6, 1999 to January 1, 2004, affiliate manager of the Residential Mortgage Loan Division, and Commercial Lending Department, specializing in Acquisition and Development lending
- President & Chief Executive Officer of the Strongsville Savings Bank and Emerald Financial Corporation, Holding Company of the Bank.

### Education

- Graduate of Benedictine High School, class of 1966
- College experience at John Carroll University and Myers College, formerly Dyke College. Bachelor of Science Degree from David M. Myers University.

### Current volunteer organizations and Board Memberships

- Strongsville Chamber of Commerce – Board of Trustees – Former President.
- Board of Trustees, St. Andrews Abbey/Benedictine High School.
- Diocese of Cleveland, Board of Financial Advisors.
- St. John Neumann Catholic Church, Finance Committee

### Honors and Achievements

- Received National Housing America Award from the National Home Builders Association in 1992
- Home Builders Association of Greater Cleveland, Leo J. Goldberg Award – 1990, 1991, 1993, 1994, and 2001 and the Presidential Hammer Award-December 2006
- Received numerous recognition awards from Crain's Cleveland Business and the Plain Dealer for achievements as President & CEO of Strongsville Savings Bank
- Benedictine High School Hall of Honors – April 21, 1996
- Benedictine High School, Companions on the Journey Award for outstanding service and generosity, November 2006
- The Southwest General Residential Hospice located at Pearl and Drake Road was dedicated and renamed on July 26, 2007, The Thomas P. Perciak Family Residential Hospice
- Received the Good Joe Polish Heritage Award at the 45<sup>th</sup> Annual Banquet on March 29, 2008 from the Cleveland Society of Poles
- Received the Distinguished Philanthropist Award for his many contributions to Southwest General Health Center and the community in May 2009
- Received the 2011 Mighty Oak Award from Southwest General Health Foundation
- In 2014 received an Appreciation Award from the Strongsville Emergency Food Bank for his hard work and continued support
- Received "Mayor of the Year" from Building One Ohio in December 2014, for outstanding leadership



**Biography: Thomas P. Perciak**

Mr. Perciak has been the Mayor of Strongsville, Ohio since 2004. From 1999 to 2004, he was the Executive Vice President of Fifth Third Bank, Northeastern Ohio.

Mr. Perciak was President and CEO of Emerald Financial Corp., the NASDAQ-traded, SEC-registered thrift holding company of The Strongsville Savings Bank, from the inception of Emerald Financial Corp in January 1995 through August 1999 when Fifth Third Bancorp, Cincinnati, Ohio acquired Emerald Financial Corporation. During a twenty year tenure as the principal executive officer, Mr. Perciak led The Strongsville Saving Bank from a two office savings institution to a retail savings Bank that had 16 banking offices in high growth suburban locations throughout Cuyahoga County, Lorain County and Medina County, Ohio.

For two decades, Mr. Perciak received awards from the Homebuilders Association of Greater Cleveland in recognition of excellence in construction lending to builders and developers of residential real estate in Northeastern Ohio.

From April 22, 2008 through August 14, 2015, Mr. Perciak served as a director of LNB Bancorp, an SEC-registered, NASDAQ-traded bank holding company headquartered in Lorain, Ohio. Northwest Bancshares, Inc., Warren, Pennsylvania acquired LNB Bancorp on August 14, 2015.

He is the retired Chairman of the Southwest Health Center Foundation Board, a 358-bed hospital located in Middleburg Hts., Ohio.

Mr. Perciak currently serves on the board of financial advisors to the Cleveland Catholic Diocese.



JUN 01 2017

Cuyahoga County Council

June 1, 2017

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

- **Claire Rosacco (Republican)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Ms. Rosacco's biography is attached hereto. Ms. Rosacco served as press secretary for Mayor George Voinovich, and was later Governor Voinovich's economic development representative. Ms. Rosacco has been in leadership positions for decades, and currently serves as Vice President of Government Relations & Community Outreach at Cuyahoga Community College. For her work, Ms. Rosacco was recently recognized by Tufts University, in 2015, for having initiated one of the most successful Student Vote Campaigns of two-year colleges in the country. Ms. Rosacco is a current Board of Trustees member and former President of, Voices for Ohio's Children. Ms. Rosacco is willing to lend her considerable experience and knowledge of the Greater Cleveland area to serve as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

  
Armond Budish  
County Executive



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## PROFESSIONAL HIGHLIGHTS

CUYAHOGA COMMUNITY COLLEGE, Cleveland, Ohio

**Vice President, Government Relations & Community Outreach**

Nov. 2005 to Present

Cuyahoga Community College (Tri-C) is Ohio's largest community college with 55,000 students attending annually. Tri-C is a member college of the prestigious League for Innovation and is known for its creativity in the community college movement. As Vice President for Government Relations and Community Outreach responsible for cultivating relationships with government officials at all levels and fostering strong community partnerships on behalf of the College.

**Accomplishments:**

- Organized visits of national leaders to the College: First Lady Laura Bush in 2004; President Barack Obama four times between 2007 and 2012; First Lady Michelle Obama in 2012; Former President Bill Clinton and Bruce Springsteen in 2012; and Secretary Hillary Clinton twice in 2016.
- Recognized by Tufts University in 2015 as having one of the most successful Student Vote Campaigns of two-year colleges in the country.
- Co-Chaired the College's 50<sup>th</sup> Anniversary Committee in 2013 and created a 50<sup>th</sup> Anniversary book.
- Received the national "Edwin Crawford Award for Innovation" in 2008 for helping increase the investment authority of the community and technical colleges in Ohio. The first and only individual to receive the higher education government affairs award in Ohio. The award is jointly given by: The American Assoc. of Community Colleges; the American Assoc. of State Colleges and Universities; the Council for the Advancement and Support of Education; and the National Assoc. of State Universities and Land Grant Colleges.
- Received the "Belle Sherwin Award" recognizing outstanding community involvement by the League of Women Voters of Cleveland in 2007.
- Received a Gold Paragon Award in 2006 for the best Government/Community Relations Project by the National Council for Marketing & Public Relations (NCMPR).

CUYAHOGA COMMUNITY COLLEGE, Cleveland, Ohio

**Vice President, Public Affairs & Information**

Oct. 2001 to Nov. 2005

Responsible for the internal and external marketing/communications for the College. Formulated strategic marketing plan for the institution, including media, public relations, publications, advertising, and government relations.

**Accomplishments:**

- College Advertising Campaign won a Gold Paragon Award in 2003 from the National Council for Marketing & Public Relations (NCMPR).
- Created and launched the signature ad campaign for Corporate College.
- Worked on Team to launch the College's first Online Schedule available to the public.
- Received the "President's Award" at the 2004 College Convocation for work on the College's 40<sup>th</sup> anniversary and a "President's" Award in 2010.

MCDONALD INVESTMENTS (A KeyCorp Company), Cleveland Ohio

1996 – September, 2001

**Senior Vice President, Public Sector**

- Won the Chairman's Award for securing the U.S. Postal Service Account - \$6.8 Billion in deposits representing 13 states – one of the company's largest accounts.

# CLAIRE ROSACCO



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## **STATE OF OHIO ( Governor Voinovich)**

### **Governor's Regional Economic Development Representative**

1992 – 1996

- Worked on Cleveland projects such as the Rock-N-Roll Hall of Fame & Museum; Pierre's Ice Cream Headquarters; Wyndham Hotel; and Applied Technologies Headquarters to name a few.

## **CUYAHOGA COMMUNITY COLLEGE**

### **Vice President – Public Affairs & Information**

1989 – 1992

## **CITY OF CLEVELAND, Cleveland, Ohio**

### **Mayor George Voinovich's Personal and Executive Staff**

1979-1989

#### **Press Secretary**

- Staffed the All-America City Awards for the City of Cleveland and won three awards in five years.
- Staffed the Press Room for the Ronald Reagan/Jimmy Carter Debate in Cleveland.

## **EDUCATIONAL HIGHLIGHTS**

OHIO STATE UNIVERSITY, Columbus, Ohio

Bachelor of Arts – 1979 Major: Journalism, Minor: Political Science

CLEVELAND STATE UNIVERSITY, Cleveland Ohio

Certificate in Economic Development

## **\*PROFESSIONAL AFFILIATIONS / SOCIETIES**

Voices for Ohio's Children – Former Board President current Board of Trustees member

City Club of Cleveland – President from 2002-2003 (5<sup>th</sup> Woman President at that time in 90 years)

Leadership Cleveland Class of 1988

Ohio Bicentennial Commission – Appointed by Governor Robert Taft

In Counsel with Women – Member

Northeast Ohio Italian American Foundation – Trustee

YWCA Career Woman of Excellence – 2006

Kiwanis Club of Lander Circle - member

Ohio State Alumni Association Member

Garfield Memorial Church Member



JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

- **Victor Ruiz (Democrat)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Mr. Ruiz' resume is attached hereto. Mr. Ruiz has over a decade of dedicated service and leadership in Cuyahoga County. He has received numerous prestigious community awards, including the Rotary Club's "Make a Difference Award" in 2005, Crain's Cleveland 40 under 40 award in 2013, and most recently, the Cleveland Indians' Roberto Clemente Award in 2016. Mr. Ruiz has been actively involved as a community leader with various organizations, including as a member of the Hispanic Roundtable since 2009, and most recently as Chair of the Board of Trustees of Cuyahoga Community College since 2016. Mr. Ruiz has been an active representative of the Cuyahoga County Hispanic community and is willing to continue his dedication to serving Cuyahoga County by lending his leadership and experience as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Armond Budish  
County Executive

# VICTOR A. RUIZ

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I am a servant leader with a track record of successfully implementing ambitious visions and goals. My career has progressively grown from providing direct services to youth and their families, to leading one of the most respected organizations in Cleveland, Ohio. I am honored to play a key role in efforts necessary to provide Cleveland's citizens with a safe and thriving community: the transformation of our educational and criminal justice systems. I have built a diverse local and national network, and believe in true collaboration and leadership.

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## PROFESSIONAL EXPERIENCE

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**ESPERANZA, INC** - Cleveland, Ohio March 1, 2010 - present

As a result of my leadership, Esperanza has grown significantly, including a 300% increase in revenue, clients served, and staffing. Esperanza has strategically partnered with the Cleveland Metropolitan School District (CMSD) and United Way of Greater Cleveland, to implement a wrap-around school-based strategy in Cleveland's near west-side, which has doubled Esperanza's service capacity and has allowed the CMSD and the United Way to achieve their goals of transforming Cleveland's educational landscape. Esperanza is recognized as the lead partner in the successful increase of the Hispanic graduation rate, in Cleveland, from 30% in 2009 to 64%. In 2015, Esperanza was recognized as a "Bright Spot in Hispanic Education" by the White House Initiative on Educational Excellence for Hispanics.

### Executive Director

- Develops long- and short-range strategic development/fundraising plans for the organization. Assumes fiscal accountability for the operations of the organization. Prepares annual budgets and presents them for approval to the Board of Directors.
- Acts as the principal spokesperson and advocate for the organization. Serves as chief ambassador to promote the organization's agenda and programs, develop partnerships, and enhances Esperanza's profile among its constituencies and the public at large.
- Provides vision, innovative leadership and oversight for the organization. Identifies strategic initiatives to promote Esperanza's goals and performance.
- Oversees all operational and programs areas. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish goals and objectives; recruits, employs, trains, supervises, and evaluates a diverse staff. Determines goals and objectives for the respective reporting units in accordance with the goals of the organization.
- Oversees program administration including cost containment and budgeting. Oversees and provides direction for organizational data analysis, research, and evaluation.
- Oversees and directs strategic planning and implementation, policy development, and problem resolution.
- Directs internal and external communications to ensure organizational unity and optimal execution of approved initiatives.
- Ensures that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws governing charitable or public organizations.

**CLEVELAND SCHOLARSHIP PROGRAMS, INC.** - Cleveland, Ohio 1999-2010

- Assistant Vice President of Advisory Services
- Manager of Advisory Services and Ohio GEAR UP Technical Assistance Consultant
- GEAR UP Advisor



- Oversaw the administration of programs including cost containment, budgeting, and use of federal dollars.
- Supervised and evaluated managers and/or coordinators of Advisory Services (including STEP UP and community outreach), Talent Search (Trio) and GEAR UP programs to ensure that all program goals and objectives were being addressed and achieved.
- Assisted in fundraising efforts, including grant writing, research and donor cultivation, of the organization.
- Evaluated and recommended improvements in program processes and procedures.
- Identified and replicated best practices among program areas.
- Oversaw the timely and accurate reporting of program information required for donor proposals and reports.
- Worked collaboratively with different school systems, colleges and universities to assist advisors in maximizing opportunities for students.
- Assisted the state GEAR UP and OCAN administrative offices in developing a yearly work plan that outlined program goals, objectives, benchmarks, strategies, and timelines.
- Provided continuous evaluation of programs.
- Provided technical assistance to GEAR UP sites throughout the state of Ohio.
- Worked with the Ohio Board of Regents, OCAN, the Ohio Department of Education, and OCAN GEAR UP directors in the creation of local community advisory groups.
- Provided direct services to students and their families.

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#### AFFILIATIONS AND AWARDS

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- Chair of the Board of Trustees of Cuyahoga Community College (2016-Present)
- Consultant with Police Assessment Resource Center (PARC) (2015-Present)
- Member of the Cleveland Community Police Commission Selection Panel (2015)
- Forward Cities Cleveland Council Member (2014-2016)
- W.K. Kellogg Community Leadership Network Fellow (2014-2017)
- Board of Directors of Policy Bridge (2014)
- President of the Board of Directors of the Hispanic Alliance (2013-2016)
- Board of Directors of the Cleveland Transformation Alliance (2012-present)
- Leadership Cleveland (Class of 2012)
- Member of the Hispanic Roundtable (2009-Present)
  
- 2016 Cleveland Indians Roberto Clemente Award Winner
- Baldwin Wallace University Alumni Merit Award (2014)
- Crain's Cleveland 40 under 40 recipient (2013)
- NFL/Cleveland Browns Hispanic Heritage Leadership Award (2013)
- Cleveland State University's Distinguished Hispanic Leader Award (2013)
- Recipient of Kaleidoscope Magazine's *Cuarenta y Cuarenta* Award (Forty-Forty among Hispanics) (2006)
- Recipient of the Rotary Club's "Make A Difference Award" (2005)

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#### EDUCATION

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**CLEVELAND STATE UNIVERSITY** - Cleveland, Ohio  
 Master of Education - School Guidance Counseling - 2005

**BALDWIN-WALLACE COLLEGE** - Berea, Ohio  
 Bachelor of Arts - English - 1999



JUN 01 2017

June 1, 2017

Cuyahoga County Council

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

Re: Cuyahoga County Charter Review Commission

Dear President Brady,

I am pleased to nominate the following individual for service on the Cuyahoga County Charter Review Commission:

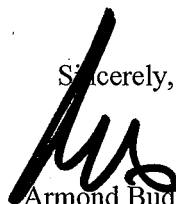
- **David Russell (Democrat)**

The Cuyahoga County Charter Review Commission is authorized by Section 12.09 of the Charter of Cuyahoga County, effective January 1, 2010, as same may have been amended, modified, and supplemented. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointments are made by the County Executive, subject to Council confirmation. Members of the Commission shall serve without pay for a term of one year commencing on the first day of September 2017, and shall serve no more than three consecutive Charter Review Commissions, unless service is within a ten-year period.

A copy of Ms. Russell's biography is attached hereto. Ms. Russell is a leader in fighting for workers' rights. She currently serves as Northeast District President for the Ohio Association of Public School Employees (OAPSE/AFSCME), and is a state executive board alternate for the OAPSE/AFSCME. Ms. Russell is willing to dedicate her time and experience to serve Cuyahoga County residents as a member of the Charter Review Commission.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

  
Armond Budish  
County Executive

David Russell

Ms. Russell is a longtime Cleveland resident, who currently resides in Cleveland Heights. Ms. Russell has been in leadership positions in various Unions across the Greater Cleveland, and Ohio, area. Currently, Ms. Russell serves as the Northeast District President of the Ohio Association of Public School Employees (OAPSE/AFSCME) and is a state executive board alternate for the OASPE/AFSCME. Furthermore Ms. Russell is an activist with Local 744.

AFSCME is one of the nation's largest and fastest growing public services employees union. It's diverse members include nurses, correction officers, child care providers, EMTs, and K-12 schools. OAPSE has more than 34,000 members in 480 locals around the state, and is the most powerful voice for men and women who are employed in childcare education, and at community and technical colleges.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0103

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> authorizing a Purchase and Sale Agreement with City of Cleveland in the amount of \$9,250,000.00 for property commonly known as the City of Cleveland Police Headquarters, located at 1300 Ontario Street, Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive, through the Department of Public Works, has submitted for Council's approval a Purchase and Sale Agreement with City of Cleveland in the amount of \$9,250,000.00 for the property commonly known as the City of Cleveland Police Headquarters, located at 1300 Ontario Street, Cleveland, Ohio; and

WHEREAS, funding for the agreement with City of Cleveland is 100% from the General Fund; 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 authorizes a Purchase and Sale Agreement with City of Cleveland in the amount of \$9,250,000.00 for property commonly known as the City of Cleveland Police Headquarters, located at 1300 Ontario Street, Cleveland, Ohio.

**SECTION 2.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** That the County Executive or his authorized designee is authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as

and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, a Purchase and Sale Agreement, the lease agreements and all documents to be executed by the County thereunder, (ii) all other and further documents, instruments, certificates, agreements, amendments, subleases, assignments, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, deeds and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, in all cases containing such terms and conditions as may be approved by the County's Director of Law, (b) agree to such payments and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions, and (c) prosecute and/or defend any actions or proceedings that may be necessary or advisable relative to any of the foregoing matters.

**SECTION 4.** That all documents to be executed in connection with the transactions contemplated herein be subject to the Law Director's approval as to legal form and correctness.

**SECTION 5.** 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 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 6.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



## Summary of Requested Action

### **City of Cleveland Police Headquarters Purchase**

The requested action is for (a) an RFP exemption for and (b) the award of a Purchase & Sale agreement for the City of Cleveland Police Headquarters building, located at 1300 Ontario St. consistent with the City of Cleveland legislation proposed in City of Cleveland Ordinance #247-17, expected to be before City Council for adoption on June 5<sup>th</sup>, 2017.

#### **A. Scope of Work Summary:**

1. To approve a purchase agreement with the City of Cleveland for the City of Cleveland Police Headquarters building located at 1300 Ontario St. and as described in the Department of Law draft Purchase and Sale Agreement dated April 7<sup>th</sup>, 2017.

#### **B. Procurement:**

1. Purchase & Sale Agreement between the County of Cuyahoga (Purchaser) and the City of Cleveland (Seller) in the amount of \$9,250,000.00.

#### **C. Contractor and Project Information**

1. City of Cleveland  
601 Lakeside Ave.  
Cleveland, OH 44114
2. N/A.
3. The location of the project is:
  - a. 1300 Ontario St.  
Cleveland, Ohio 44113
  - b. The project is in Council District 7.

#### **D. Project Status & Planning**

1. This action is to support County consolidation at the Justice Center complex and relocate County functions from adjacent leased facilities.
2. N/A.
3. This project is on a critical path in order to build out spaces in the City of Cleveland Police Building, upon purchase, in order to vacate leased space at “The Marion Building” not later than October 31<sup>st</sup>, 2017.
4. N/A
5. N/A.

#### **E. Funding**

1. General fund as determined by Office of Budget and Management.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0104

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ39104 to Diversified Infrastructure Services, Inc. in the amount not-to-exceed \$2,332,362.50 for cleaning and televising sanitary sewers in various communities for the period 7/1/2017 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ39104 to Diversified Infrastructure Services, Inc. in the amount not-to-exceed \$2,332,362.50 for cleaning and televising sanitary sewers in various communities for the period 7/1/2017 - 12/31/2018; and

WHEREAS, the goal of this project is to provide cleaning and televising of sanitary sewers in various communities in various Council Districts; and

WHEREAS, the funding for this project is from Sewer District Cash Balances; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ39104 to Diversified Infrastructure Services, Inc. in the amount not-to-exceed \$2,332,362.50 for cleaning and televising sanitary sewers in various communities for the period 7/1/2017 - 12/31/2018.

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

**SECTION 3.** 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 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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

# Department of Public Works Bid Tabulations

Monday, May 15, 2017  
11:49:39 AM

Bid Letting: 4/20/2017 Engineer's Estimate: \$3,000,000.00 RQ No.: 39104 Rep. No. 09-17

2017 - 2018 Cleaning and Televising of Sanitary Sewers

Various Commmunities for a Two-year Period

Low Bidder	Diversified Infrastructure Services, Inc.	\$2,332,362.50	-22.2546%
	C&K Industrial Services, Inc.	\$0.00	-100.000%
	Champion Cleaning Specialists, Inc.	\$2,800,265.00	-6.658%

Notes C&K Industrial Services, Inc. used incorrect Unit Bid Price Sheets.  
Revised sheets were issued with Addendum #2. They did  
acknowledge receipt of Addendum.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE BID	DIVERSIFIED INFRASTRUCTURE SERVICES, INC.	UNIT PRICE BID	C&K INDUSTRIAL SERVICES, INC.	UNIT PRICE BID	CHAMPION CLEANING SPECIALIST, INC.
1	High Priority Response Task Order Work -- Mobilization	35	EA	\$125.00	\$4,375.00	\$0.00	\$0.00	\$150.00	\$5,250.00
2	Light Sanitary Sewer Cleaning 8" to 18"	300,000	LF	\$0.70	\$210,000.00	\$0.00	\$0.00	\$0.95	\$285,000.00
3	Heavy Sanitary Sewer Cleaning 8" to 18"	300,000	LF	\$0.70	\$210,000.00	\$0.00	\$0.00	\$1.35	\$405,000.00
4	Light Sanitary Sewer Cleaning 21" to 24"	37,500	LF	\$1.50	\$56,250.00	\$0.00	\$0.00	\$0.97	\$36,375.00
5	Heavy Sanitary Sewer Cleaning 21" to 24"	37,500	LF	\$2.00	\$75,000.00	\$0.00	\$0.00	\$3.00	\$112,500.00
6	Light Sanitary Sewer Cleaning 27" to 36"	18,000	LF	\$1.85	\$33,300.00	\$0.00	\$0.00	\$1.50	\$27,000.00
7	Heavy Sanitary Sewer Cleaning 27" to 36"	18,000	LF	\$2.00	\$36,000.00	\$0.00	\$0.00	\$3.00	\$54,000.00
8	Light Storm Sewer Cleaning 8" to 18"	50,000	LF	\$1.00	\$50,000.00	\$0.00	\$0.00	\$1.25	\$62,500.00
9	Heavy Storm Sewer Cleaning 8" to 18"	50,000	LF	\$1.15	\$57,500.00	\$0.00	\$0.00	\$2.00	\$100,000.00
10	Light Storm Sewer Cleaning 20" to 36"	50,000	LF	\$1.50	\$75,000.00	\$0.00	\$0.00	\$1.25	\$62,500.00
11	Heavy Storm Sewer Cleaning 20" to 36"	50,000	LF	\$1.75	\$87,500.00	\$0.00	\$0.00	\$3.00	\$150,000.00
12	Light Storm Sewer Cleaning 42" to 60"	8,250	LF	\$2.25	\$18,562.50	\$0.00	\$0.00	\$2.00	\$16,500.00
13	Heavy Storm Sewer Cleaning 42" to 60"	8,250	LF	\$3.00	\$24,750.00	\$0.00	\$0.00	\$6.00	\$49,500.00
14	Manhole Cleaning	1,000	VF	\$3.50	\$3,500.00	\$0.00	\$0.00	\$2.00	\$2,000.00
15	Lateral Cleaning	1,000	LF	\$3.50	\$3,500.00	\$0.00	\$0.00	\$4.00	\$4,000.00
16	Lateral Vacuuming	1,000	LF	\$3.50	\$3,500.00	\$0.00	\$0.00	\$3.00	\$3,000.00
17	Catch Basin Cleaning	1,000	EA	\$55.00	\$55,000.00	\$0.00	\$0.00	\$40.00	\$40,000.00
18	Remove Hard Deposits From Pipe	33,000	LF	\$1.50	\$49,500.00	\$0.00	\$0.00	\$1.65	\$54,450.00
19	Root Cutting	5,250	LF	\$1.50	\$7,875.00	\$0.00	\$0.00	\$2.00	\$10,500.00
20	Herbicide Treatment	1,650	LF	\$1.00	\$1,650.00	\$0.00	\$0.00	\$2.00	\$3,300.00
21	Reverse Set Up for Cleaning or Inspection	45	EA	\$50.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Locate Only -- Test Tee and Riser (Per House or Per User)	225	EA	\$50.00	\$11,250.00	\$0.00	\$0.00	\$50.00	\$11,250.00
23	Locate Only -- Buried Manhole	90	EA	\$50.00	\$4,500.00	\$0.00	\$0.00	\$50.00	\$4,500.00
24	Manual Sewer Cleaning with Confined Space Entry, Debris Removal & Disposal	120	HR	\$350.00	\$42,000.00	\$0.00	\$0.00	\$400.00	\$48,000.00
25	Pump Station Wet Well Vacuuming	1,800	HR	\$175.00	\$315,000.00	\$0.00	\$0.00	\$175.00	\$315,000.00
26	Hydro Excavation (Vacuum Excavation)	8	DAY	\$2,500.00	\$20,000.00	\$0.00	\$0.00	\$2,250.00	\$18,000.00
27A	Temporary Bypass 4-inch Pumping System	7	DAY	\$500.00	\$3,500.00	\$0.00	\$0.00	\$1,200.00	\$8,400.00
27B	Temporary Bypass 6-inch Pumping System	7	DAY	\$750.00	\$5,250.00	\$0.00	\$0.00	\$1,500.00	\$10,500.00

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE BID	DIVERSIFIED INFRASTRUCTURE SERVICES, INC.	UNIT PRICE BID	C&K INDUSTRIAL SERVICES, INC.	UNIT PRICE BID	CHAMPION CLEANING SPECIALIST, INC.
28	Additional Cost for Work Out of Street	9,000	LF	\$1.00	\$9,000.00	\$0.00	\$0.00	\$1.00	\$9,000.00
29	Disposal of Materials: Sediment/Grit/Solids	15	TON	\$250.00	\$3,750.00	\$0.00	\$0.00	\$1.00	\$15.00
30	Disposal of Materials: Liquified Materials	15	M Gallons	\$250.00	\$3,750.00	\$0.00	\$0.00	\$200.00	\$3,000.00
31	Sewer Televised with Report	500,000	LF	\$1.05	\$525,000.00	\$0.00	\$0.00	\$1.17	\$585,000.00
32	Manhole Inspection	1,500	VF	\$20.00	\$30,000.00	\$0.00	\$0.00	\$20.00	\$30,000.00
33	Walk-Through CCTV Inspection of Large Diameter Sewers -- Under 300 feet Length	1,350	LF	\$5.00	\$6,750.00	\$0.00	\$0.00	\$4.50	\$6,075.00
34	Walk-Through CCTV Inspection of Large Diameter Sewers -- 300 feet and longer	8,000	LF	\$3.50	\$28,000.00	\$0.00	\$0.00	\$4.25	\$34,000.00
35	Smoke Testing	20	DAY	2000	\$40,000.00	0	\$0.00	1000	\$20,000.00
36	Dye Testing	5,000	LF	2	\$10,000.00	0	\$0.00	0.75	\$3,750.00
37	NASSCO Pipeline Assessment and Certification Program (PACP) Training	32	HR	\$300.00	\$9,600.00	\$0.00	\$0.00	\$325.00	\$10,400.00
38	Project Contingency Allowance	1	LS	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00
	<b>GRAND TOTAL BID</b>				\$2,332,362.50		\$0.00		\$2,800,265.00



# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0105

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> declaring that public convenience and welfare requires emergency repair of Shaker Boulevard Culvert No. C-13 in the Village of Hunting Valley; total estimated project cost \$200,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires emergency repair of Shaker Boulevard Culvert No. C-13 in the Village of Hunting Valley; and

WHEREAS, the estimated project cost is \$200,000.00; and

WHEREAS, this project will be funded as follows: (a) \$100,000.00 from the County's Road and Bridge fund and (b) \$100,000.00 from the Village of Hunting Valley; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is Shaker Blvd. Culvert C-13 in the Village of Hunting Valley, Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2017; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby declares that public convenience and welfare requires emergency repair of Shaker Boulevard Culvert No. C-13 in the Village of Hunting Valley.

**SECTION 2.** That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

**SECTION 3.** That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0106

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ39323 to The Great Lakes Construction Co. in the amount not-to-exceed \$11,648,703.10 for Cuyahoga County Airport Runway 6/24 Safety Area Improvements – Project Nos. 3 and 4 for the Airport Improvement Program; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ39323 to The Great Lakes Construction Co. in the amount not-to-exceed \$11,648,703.10 for Cuyahoga County Airport Runway 6/24 Safety Area Improvements – Project Nos. 3 and 4 for the Airport Improvement Program; and

WHEREAS, the primary goal of this project is to complete the Cuyahoga County Airport improvements per plans and specifications; and

WHEREAS, the County Airport is located in Richmond Heights, Council District 11; and

WHEREAS, the project is scheduled to begin 4/1/2018 and scheduled to be completed by 9/28/2018; and

WHEREAS, the funding for this project is as follows: (a) 90% (\$10,483,832.79) from Federal Aviation Administration; (b) 5% (\$582,435.15) from Ohio Department of Transportation-Aviation; and (c) 5% (\$582,435.16) from Capital Improvement Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ39323 to The Great Lakes Construction Co. in the amount not-to-exceed \$11,648,703.10 for Cuyahoga County Airport Runway 6/24 Safety Area Improvements – Project Nos. 3 and 4 for the Airport Improvement Program.

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

**SECTION 3.** 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 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



### Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CT-17-39323			TYPE: (RFB/RFP/RFQ): RFB (Formal - Construction)			ESTIMATE: \$9,051,128.00			
CONTRACT PERIOD: to			RFB/RFP/RFQ DUE DATE: April 21, 2017			NUMBER OF RESPONSES (issued/submitted): 17 /4			
REQUESTING DEPARTMENT: Department Of Public Works - Division Of County Engineer: Construction			COMMODITY DESCRIPTION: Airport Construction Runway 6/24 Safety Area Improvements Projects 3 & 4						
DIVERSITY GOAL/SBE %---- DBE 12%			DIVERSITY GOAL/MBE %			DIVERSITY GOAL/WBE %			
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No			CCBB: Low Non-CCBB Bid\$:			Add 2%, Total is:			
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No			CCBEIP: Low Non-CCBEIP Bid \$:			Add 2%, Total is:			
*PRICE PREFERENCE LOWEST BID REC'D \$			RANGE OF LOWEST BID REC'D \$			Minus \$, =			
PRICE PREF % & \$ LIMIT:			MAX SBE/MBE/WBE PRICE PREF \$			DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
1. The Great Lakes Construction Company 2608 Great Lakes Way Hinckley, OH 44233	Bid Bond Liberty Mutual Insurance Company 100%	\$11,648,703.10	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1412 Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:  SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE %			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

				EEO-Affirm.: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes POF: <input checked="" type="checkbox"/> Yes			SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		
2.	Anthony Allega Inc 5585 Canal Road Valley View, OH 44125	Bid Bond Westfield Group 100%	\$12,563,305.32	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: n/a Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes EEO-Affirm.: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes MCF: <input checked="" type="checkbox"/> Yes NCA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials: SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

				<input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes POF: <input checked="" type="checkbox"/> Yes																										
3.	S.E.T. Inc 235 East Water Street Lowellville, OH 44436	Bid Bond Fidelity and Deposit Company of Maryland 100%	\$13,562,109.19	Compliant: <input checked="" type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: n/a Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> No* No Finan.Stmt. Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes EEO-Affirm.: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes POF: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Total SBE %																														
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Total SBE %																														
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
SBE Comments and Initials:																														

4.	Burton Scot Contractors 11330 Kinsman Road Newbury, OH 44065	Fidelity & deposit Company of Maryland 100%	\$16,333,896.25	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0701 Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes EEO-Affirm.: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes POF: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1354 131 1588 240">SBE Subcontractor Name:</td> <td data-bbox="1588 131 2120 240"></td> </tr> <tr> <td data-bbox="1354 240 1588 315">SBE Prime: (Y/N)</td> <td data-bbox="1588 240 2120 315"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1354 315 1588 350">Total SBE %</td> <td data-bbox="1588 315 2120 350"></td> </tr> <tr> <td data-bbox="1354 350 1588 425">SBE Comply: (Y/N)</td> <td data-bbox="1588 350 2120 425"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1354 425 1588 500">SBE Comments and Initials:</td> <td data-bbox="1588 425 2120 500"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1354 500 1588 535"></td> <td data-bbox="1588 500 2120 535"></td> </tr> <tr> <td data-bbox="1354 535 1588 641">SBE Subcontractor Name:</td> <td data-bbox="1588 535 2120 641"></td> </tr> <tr> <td data-bbox="1354 641 1588 716">SBE Prime: (Y/N)</td> <td data-bbox="1588 641 2120 716"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1354 716 1588 751">Total SBE %</td> <td data-bbox="1588 716 2120 751"></td> </tr> <tr> <td data-bbox="1354 751 1588 826">SBE Comply: (Y/N)</td> <td data-bbox="1588 751 2120 826"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1354 826 1588 901">SBE Comments and Initials:</td> <td data-bbox="1588 826 2120 901"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:																															
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
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Total SBE %																															
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
SBE Comments and Initials:																															

\*No Financial Stmt.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0107

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ38316 to Euthenics, Inc. in the amount not-to-exceed \$788,987.00 for design engineering services for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making an award on RQ38316 to Euthenics, Inc. in the amount not-to-exceed \$788,987.00 for design engineering services for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective; and

WHEREAS, the primary goal of this project is to prepare construction plans and specifications required to address the infrastructure needs of the County owned and maintained structure known as Memphis Road Bridge No. 00.62 over the CSXT Railroad in the City of Brooklyn in Council District 3; and

WHEREAS, the funding for this project is from the County Road and Bridge Funds for design; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ38316 to Euthenics, Inc. in the amount not-to-exceed \$788,987.00 for design engineering services for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn.





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

## Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CE-16-38316      CONTRACT PERIOD: N/A      RFB/RFP/RFQ DUE DATE: November 3, 2016      NUMBER OF RESPONSES: 20/9

TYPE: RFQ (Formal)      ESTIMATE: \$500,000.00      SBE GOAL: 15%      MBE Goal: 10%      WBE Goal: 5%

REQUESTING DEPARTMENT: Department Of Public Works - Division Of Finance And Planning: Planning

COMMODITY DESCRIPTION: Design Engineering Services for Memphis Road Bridge

Does CCBB Apply:  Yes  No      DOES PRICE PREFERENCE APPLY?  Yes  No

	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. Tech. Review	Award: (Y/N)
1.	AECOM 1300 9 <sup>th</sup> Street, Suite 500 Cleveland, Ohio 44115	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0047 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(WM)Euthenics, Inc. \$33,000.00 15% (SBE) (WF) Lawhon & Assoc. \$11,000.00 5% (SBE) (AsM) Barr Engineering\$22,000.00 10% (MBE)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				Total SBE %	SBE 20% MBE 10% WBE 0%		
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:	Lawhon has not turned in their diversity affidavit NM 11/4/16 LML 11/7/16		
				SBE Subcontractor Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply:	<input type="checkbox"/> Yes		

	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. T	
				(Y/N)	<input type="checkbox"/> No		
2.	Arcadis 222 South Main Street, Suite 300 Akron, Ohio 44308	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0526 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(AsM) Barr Engineering 10% (MBE) (WM) Euthenics 10% (SBE) (WF) KMJM Land Services 5% (WBE) (WF) Lawhon & Assoc 5% (SBE) (AfF) Denise Flagging 2% (SBE)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				Total SBE %	SBE 17% MBE10% WBE 5%		
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:	Lawhon has not turned in their diversity affidavit NM 11/4/16 LML 11/7/16		
				SBE Subcontractor Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:			
3.	DLZ 6121 Huntley Road Columbus, Ohio 43229	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1123 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(WM) Euthenics, Inc. 14% (SBE) (WF) Lawhon & Assoc 10% (SBE) (AsM) ProGeotech 5% (SBE) (WF) Charles P. Braman 1% (WBE)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				Total SBE %	SBE 29% WBE 1%		
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. T
				SBE Comments and Initials:	Lawhon & ProGeotech have not turned in their diversity affidavits NM 11/4/16 LML 11/7/16	
				SBE Subcontractor Name:		
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Total SBE %		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:		
4.	E.L. Robinson Engineering 1468 W. 9 <sup>th</sup> Street, Suite 500 Cleveland, Ohio 44113	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1167 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(AsM) Barr Engineering 10% (MBE) (WM) Euthenic, Inc. 15% (SBE) (WF)Lawhon & Assoc. 5% (SBE)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				Total SBE %	SBE 20% MBE 10% WBE 0%	
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:	Lawhon has not turned in their diversity affidavit NM 11/4/16 LML 11/7/16	
				SBE Subcontractor Name:		
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Total SBE %		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:		
5.	Euthenics, Inc.			SBE	(WM) Euthenic, Inc. 20% (SBE)	<input checked="" type="checkbox"/> Yes

	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. T
	8235 Mohawk Road Strongsville, Ohio 44136	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1248 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	Subcontractor Name:	(WF)ASC Group, Inc 6% (WBE) (AsM)Barr Engineering 6% (MBE) (WF) KMJM Land Serv. 15% (WBE) (AsM)G&T Assoc. 5% (MBE)	<input type="checkbox"/> No
				SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes (WM) Euthernics, Inc (SBE) <input type="checkbox"/> No	
				Total SBE %	SBE 20% MBE 11% WBE 21%	
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:	NM 11/4/2016 LML 11/7/16	
				SBE Subcontractor Name:		
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Total SBE %		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:		
6.	KS Associates 260 Burns Road, Suite 100 Elyria, Ohio 44035	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1694 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(AsM) Barr Engineering 10%(MBE) (WF) Lawhon & Assoc. 15% (SBE) (WF) KMJM Land Service 5% (WBE)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				Total SBE %	SBE 15% MBE 10% WBE 5%	
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:	NM 11/4/2016 LML 11/7/16	
				SBE Subcontractor Name:		

	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. T
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Total SBE %		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:		
7.	Michael Baker International 1228 Euclid Avenue, Suite 1050 Cleveland, Ohio 44115	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1898 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(WF)KMJM Land Serv. 1% (WBE) (AsM)Barr Engineering 10% (MBE) (WM)Chagrin Valley 15%(SBE) (WF)Lawhon & Assoc 4% (SBE)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				Total SBE %	SBE 19% MBE 10% WBE 1%	
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:	Lawhon has not turn in their diversity Affidavit NM 11/4/2016 LML 11/7/16	
				SBE Subcontractor Name:		
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Total SBE %		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				SBE Comments and Initials:		
8.	MS Consultants 600 Superior East, Suite 1300 Cleveland, Ohio 44114	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: 12-1955 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(WF) ASC Group 4.3% (WBE) (WM) Euthenics 15.3% (SBE) (AsM)Pro Geotech 10.3% (SBE) (WF) C.P. Braman 1.3% (WBE)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				Total SBE %	SBE 25.6% WBE 5.6%	



	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. T	
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:	NM 11/4/2016 LML 11/7/16		
				SBE Subcontractor Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:			
9.	Parsons Brinkerhoff 1660 W. 2 <sup>nd</sup> Street, Suite 820 Cleveland, Ohio 44113	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2159 MCF: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Independent Contractor Form: <input checked="" type="checkbox"/> N/A	SBE Subcontractor Name:	(WF) ASC Group 5% (WBE) (AsM) Barr Engineer 10% (MBE) (WM) Euthenics, Inc 13% (SBE) (WF) KMJM Land Serv. 2% (WBE)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				Total SBE %	SBE 13% MBE 10% WBE 7%		
				SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:	NM 11/4/2016 LML 11/7/16		
				SBE Subcontractor Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments			

	Bidder's / Vendors Name and Address	Actual Bid Amount	Buyer Administrative Review:	SBE:		Dept. T	
				and Initials:			

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0108

Sponsored by: <b>County Executive Budish/Department of Development</b>	<b>A Resolution</b> adopting the 2017 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County's jurisdiction.

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

**SECTION 1.** The County's 2017 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

**SECTION 2.** Pursuant to Section 801.02 of the Cuyahoga County Code, the Clerk of Council is hereby authorized to publish the 2017 five-year economic development plan adopted by County Council pursuant to Section 7.05 of the Cuyahoga County Charter on the County Council's website.

**SECTION 3.** 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





# CUYAHOGA COUNTY FIVE- YEAR ECONOMIC DEVELOPMENT PLAN

2017-2021

Draft May 12, 2017  
(changes from 2016 are marked)

Armond Budish, County Executive  
Cuyahoga County Economic Development Commission  
Department of Development  
Cuyahoga County Council

## **Economic Development Commission Members**

### **Armond Budish**

Cuyahoga County Executive

### **Mayor Frank G. Jackson**

City of Cleveland (represented by Edward Rybka, Chief of Regional Development, and by David Ebersole, Interim Director of Economic Development)

### **Jack Schron**

County Councilman, Chair of Economic Development Committee

### **Harriett Applegate**

Executive Secretary, North Shore Federation of Labor AFL-CIO

### **William Friedman**

President and CEO, Cleveland Port Authority

### **Brian Hall**

Executive Director, Commission on Economic Inclusion

### **Joe Roman**

President and CEO, Greater Cleveland Partnership

### **Mayor Susan Drucker**

City of Solon, Mayors and Managers

### **Marc Byrnes**

Chairman, Oswald Companies

### *Development Staff*

#### **Theodore Carter**

Chief Economic Development & Business Officer

#### **Paul Herdeg**

Head of Strategic Planning



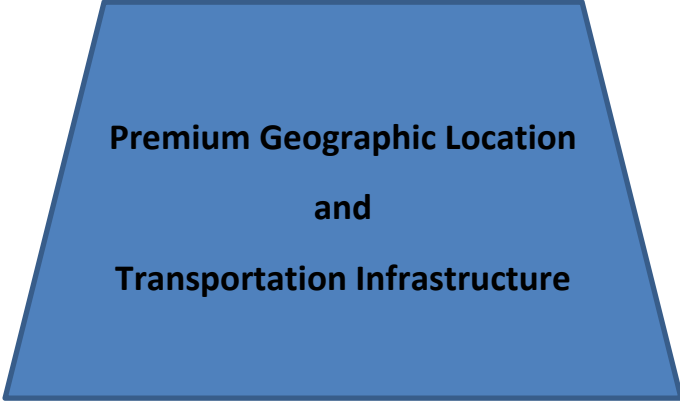
## Overview

Cuyahoga County is enjoying a recent resurgence in national attention as an economic hub for health care services (for which it is recognized globally); a center of health care innovation; a well-organized startup and early-stage funding ecosystem; a fresh water **and innovation** capital; an advanced manufacturing hub; a tourism, recreation, and convention center; a center of transportation, distribution, and logistics; a home for nationally-recognized arts and culture; **a location for** an attractive quality of life; and a strong higher-education system ~~including~~**that includes** a nationally-ranked private university. This attention resulted in the region being selected ~~as the~~**to** host for the 2016 Republican National Convention and ~~ranking~~**ranked** as a top-ten ~~region~~**Region** for Millennials. There is broad consensus that now is the moment to catapult the region to regain its former national economic prominence.

Cuyahoga County is, ~~however,~~ still in the process of economic restructuring and transition,-- from its ~~historically~~**historical** manufacturing--dominated economy, to a knowledge-**based** economy supporting 21<sup>st</sup>-century industries in technology, big-data, and health care innovation.

Cuyahoga County is home to 1.2 million people and is comprised of 59 unique and distinctive communities, with Cleveland as its nucleus. The ~~county~~**County** is also considered the economic nucleus for Northeast Ohio. The County's top industries include healthcare, diversified manufacturing, biotechnology, and other services. Just a few of the ~~county's~~**County's** nationally recognized Fortune 500, middle market, and startup employers include the Cleveland Clinic, University Hospitals, Eaton Corporation, Progressive Insurance, Parker-Hannifin, Key Bank, Case Western Reserve University, General Electric, Cleveland Whiskey, Swagelok, Sherwin-Williams, Lincoln Electric, Nestle USA, Huntington Bank, Jones Day, Baker Hostetler, ArcelorMittal, Hyland Software, BoxCast, Lecco Worthington, and IBM's Explorys Division. The ~~2016~~**2017** Economic Development ~~plan~~**Plan**, as proffered by the Cuyahoga County Economic Development Commission, reflects Cuyahoga County's desire to collaborate and align with the region's economic development stakeholders and partners to create and sustain economic **and population** growth and job creation.

## Snapshot of Regional Assets



**Premium Geographic Location  
and  
Transportation Infrastructure**



**Diverse  
Employer  
Ecosystem**



**Great  
Professional  
Sport Teams**



**Strong Civic  
Partnership**



**World Class  
Arts and  
Culture**

## Primary Objectives

Cuyahoga County's ~~2016-2020~~**2017-2021** Economic Development Plan is built on three primary objectives.

1. Re-establish the Greater Cleveland region as a national economic hub, recognized both nationally and globally for the continued strength of its manufacturing sector; as a global center for healthcare, innovation, research and development; and as home to both a well-organized and well-funded start-up ecosystem, and a modernized workforce system that is both demand and supply focused.
2. Foster positive employment, economic and population growth in Cuyahoga County.
3. Advance balanced, diverse and equitable economic and job growth through public policies and investment that focus not just on the quantity of jobs created, but also the quality of jobs and neighborhoods.

## Metrics

Cuyahoga County's economic development activities will lead to measurable outcomes, linked to its three primary objectives:

1. Investment from outside Cuyahoga County, exports to national and international markets, new business starts, educational attainment, and positive national media mentions.
2. Employment, population, and value of goods and services produced.
3. Average neighborhood earnings, housing values, opportunity index ratings, and underlying economic, educational, and public health data, both for the County and municipalities within the County.

## Cuyahoga County Guiding Principles

In achieving these objectives, Cuyahoga County will follow a set of guiding principles, ~~focused~~**focus**ing on the vision that Cuyahoga County will convene and facilitate regional economic development work; and its Department of Development will be recognized as an economic development center of excellence. It is the desire of the Economic Development Commission that Cuyahoga County economic development stakeholders will:

### Lead

1. Lead in ~~creating~~**developing** the vision for regional economic development.
- ~~2. Facilitate and foster job creation and appropriate linkage to Cuyahoga County's workforce development priorities.~~
- ~~2-3.~~ Work collaboratively with education stakeholders to improve the ~~county's~~**County's** education system.
- ~~3-4.~~ Build on and leverage existing partnerships with the 59 Cuyahoga County communities and regional, public, private, and non-profit organizations to achieve the objectives and identify industries of the 21<sup>st</sup> century that will be the source of job creation- **and regional growth**
- ~~4-1. Facilitate and foster job creation and appropriate linkage to Cuyahoga County's workforce development priorities.~~
5. Strive to partner, foster and support sustainable economic development and infrastructure investments\projects and promote sustainability as an end goal in the implementation of our economic development mission.
6. Focus on leveraging strategic partnerships to bring new jobs, companies and investment, and grow existing businesses.
7. ~~Better integrate~~**Integrate** social services and transportation with economic development to enhance the ~~county's~~**County's** workforce.
8. **Develop and implement a countywide Housing Plan.**
9. **The County will take prudent risks to achieve and advance its economic vision.**
10. **With partners, focus on growing target sectors, including healthcare, IT, and manufacturing.**

### Execute

1. Execute programs with the goal of becoming the premier county in Ohio for economic growth, quality of life, education and opportunity.
2. **Collaborate with the 59 municipalities in Cuyahoga County to advance and implement this economic and community development vision.**
- ~~2-3.~~ Innovate to create economic value for Cuyahoga County's communities and residents.
- ~~3-4.~~ Prudently and effectively invest public capital to facilitate job creation and positive economic value for communities and residents countywide, and support efforts to create and maintain quality neighborhoods.
- ~~4-5.~~ Foster more vibrant communities through place—making, commercial corridor revitalization, increased community access to amenities, assessment of environmental contamination, and remediation of contaminated sites with identified end—users, as appropriate.
- ~~5-6.~~ Execute economic development with the highest integrity, transparency, and accountability.
- ~~6-7.~~ Achieve measurable results through analytic, research—based strategies that focus on results, not process, and report these results to the public.
- ~~7-8.~~ Integrate economic and community development work to make best use of limited resources.
- ~~8-9.~~ Continue to support entrepreneurship and small businesses, emphasizing the need for diversity and inclusion in this space.
- ~~9-10.~~ Leverage existing county assets, including the Global Center for Health Innovation, Huntington Convention Center of Cleveland, and the County Airport.
- ~~10-11.~~ Work with local stakeholders to reduce entrance barriers for small businesses and potential investors looking to locate or grow in the region.

### Market and Communicate

- ~~1. Focus on opportunity and inclusion in all economic development work.~~
- ~~2. Promote arts, culture and tourism as a Center Point of the county's economic development strategies in the place making realm.~~
- ~~3. Promote Cuyahoga County as a global destination, building on its reputation as a medical innovation and manufacturing hub.~~
- 4-1. Advocate regionally for transportation, infrastructure, investments and planning that will connect jobs to people and enhance the competitiveness of the county/region.

2. Focus on the value of labor mobility as an economic development priority.

5.3. Promote the region's ability to manufacture and sell products to international markets by leveraging our location with relation to maritime and roadway accessibility.

4. Focus on opportunity and inclusion in all economic development work.

5. Promote arts, culture and tourism as a key component of the county's economic development strategies in the place-making realm.

6. Promote Cuyahoga County as a global destination, building on its reputation as a medical innovation and manufacturing hub.

~~6.1. Focus on the value of labor mobility as an economic development priority.~~

7. Promote and integrate education and workforce training to create a pipeline of employees for businesses and to create career opportunities for residents.

## Objective 1: Re-establish Cuyahoga County as a national economic hub

Sixty years ago, Cleveland reached its peak of population, and was widely regarded as one of the United States' major industrial centers, based mainly on its heavy manufacturing. Our aspirational goal is to re-emerge as the Making and Manufacturing Economic Capital of the United States (M<sup>2</sup>EC). While industry has shifted, many of the advantages that made Greater Cleveland an attractive site to locate manufacturing plants continue to offer an ideal setting for advanced manufacturing and other new economic endeavors. Greater Cleveland already possesses strong higher-education and medical institutions;; a track record of supporting innovation;; mature, advanced manufacturing;; ample supplies of fresh water;; a vibrant interstate and international maritime trade industry;; and nationally--recognized arts and culture.- Building on these strengths, Cuyahoga County will convene and facilitate regional efforts to return Greater Cleveland to a more prominent position in the national economy. Cuyahoga County's Economic Development Commission will advance the discussion in identifying the four to five big economic development bets that will drive regional economic growth.

## Strategy: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.

There are a number of workforce providers currently existing in Cuyahoga County. The quality of our business ecosystem will be driven by our ability to integrate, align, and scale the workforce system to the benefit of our businesses and workforce.

Private sector feedback suggests that building a globally competitive workforce is the top priority with the greatest potential to increase the region's competitiveness and drive economic growth. There are several activities that can be implemented to achieve success in this area as reflected in a clear and streamlined path to helping companies identify and hire the talent they need to compete, grow and be profitable. We believe the following activities will enable the highest return in achieving that goal:

**Activity 1: Support business growth and profitability through a workforce pipeline that delivers a sufficient and steady supply of qualified candidates at all skill levels to keep jobs filled.**

This will provide a shared systems-level focus on eliminating the demand-supply gap for in-demand jobs now and in the future in a sustainable way. Cuyahoga County Government will utilize a variety of approaches, including leveraging intermediary, provider, and sector partnerships, to achieve specific targets and systems-level strategies; access reliable & dynamic data; and create large-scale accountability for eliminating the demand-supply gap for in-demand jobs in each sector.

Cuyahoga County Government will help create a shared focus on aligning programmatic efforts of funders and providers to scale up approaches that business leaders believe are effective to eliminate the demand-supply gap for their in-demand jobs now and in the future.

**Activity 2: Assist residents with employment barriers that keep them outside the pipeline to become skilled workers pursuing career and wage pathways inside the pipeline.**

Cuyahoga County Government will utilize a variety of approaches to redefine workforce system “success” as a career pathway leading to a family sustaining wage and employment benefits without public support. The county will utilize existing career pathways and establish new pathways in tandem with business leaders, service providers, and educational institutions to train workers for in-demand jobs in each sector as part of a sector partnership approach (above).

Cuyahoga County Government will support existing efforts and create new opportunities to help job seekers establish career plans that integrate support, readiness, education, employment, career advancement, and entrepreneurship services. Job quality will be a focused priority of these activities to assist businesses and service providers with opportunities for career pathways, advancement, retention and mobility.

Cuyahoga County Government will support existing workforce development programs to promote rehabilitation and social reintegration of the re-entry population, and will encourage private-sector employers to remove bright-line barriers to employment for job-seekers with criminal records.

Cuyahoga County Government will support and encourage the region’s youth (future workers and entrepreneurs in Pre-K - 16) to enroll in and complete academic programs to improve long-term career prospects (i.e. Technical Education, Apprenticeships, Internships, and other programs that directly connect post-secondary coursework to careers).

**Activity 3: Build alignment among public, private and philanthropic funders to invest our separate workforce dollars in ways that move forward shared goals and priorities, and measure success by shared outcomes and impact.**

This alignment will create shared systems-level goals and priorities that drive better coordination and guide all local and regional workforce planning and funding decisions. Northeast Ohio has been moving toward a more coordinated systems approach for many years directed at sector partnerships, career pathways, and other opportunities for closer alignment between workforce, economic development, education and human services strategies. Consensus has been achieved among Cuyahoga County’s public, nonprofit, and private sectors to create a more comprehensive workforce system. Cuyahoga County Government will build on the work that has been done separately in our community, to better integrate and align activities for more effective outcomes.

Together, we have the opportunity to design a coordinated workforce system that works for business and job seekers. This alignment gives us all greater opportunities to leverage resources across systems and sectors to better best serve the needs of both our businesses and residents.

**Activity 4: Focus workforce innovation and effort on the Hospitality and Tourism sector, as a key component of our economy. Partner with Destination Cleveland and its network to advance this strategy.**

## Strategy: Support manufacturing and promote innovation among small and medium manufacturers

Cuyahoga County will recognize and support its legacy industries, including steel, automotive, and machine tools, as well as the growth of newer industries. Among significant driver industries of Cuyahoga County are existing ~~business~~**businesses** that export products/services. Some of these are manufacturers, whose export-driven revenues bring in resources that drive the population serving business, multiplying manufacturing's impact on the economy. Growth in manufacturing itself drives higher than average pay, high skilled jobs as manufacturing uses more advanced and technical machines and processes.

Through economic development partners like MAGNET, Cuyahoga County will work to strengthen, grow, and accelerate manufacturing through innovation and advanced manufacturing technologies like 3D printing, digital manufacturing, and maker spaces like ThinkBox, while simultaneously ensuring there is a vital pipeline of trained workers to fuel that growth. To help companies grow through innovation, the County has participated in the PRISM program (Partnership for Regional Innovation Services to Manufacturers), a holistic program consisting of hands-on consulting, deep technical assistance, and leveraging regional partners to offer product design, process improvements, workforce development, market diversification and other innovative growth programs. The ~~county~~**County** is a vital part of this program, and other institutions such as NASA, Case Western, CSU, Tri-C, and many others are already aiming to help small and medium manufacturers grow and can be accelerated further through ~~county~~**County** focus. Future growth of manufacturing depends on its ability to embrace innovation to compete globally. For example, the Port of Cleveland's "Cleveland to Europe Express" offers regional manufacturers reliable and local means to export products to international markets. Quicker delivery timelines have and will continue to increase global competitiveness of the region. The ~~county~~**County** can help catalyze resources being delivered into the hands of the most promising growth companies through both capital development, program development, and focused promotion of existing economic development tools.

## Strategy: Create an innovation / entrepreneurship continuum

Activity 1: Build upon existing assets, such as the world's first freshwater wind farm on Lake Erie and our existing supply chain network to foster manufacturing of component parts for the wind and solar industries.

Activity 2: Create opportunities for young people and adults to begin to transform business ideas into operational plans. One example is through the partnership with the County Libraries to open Innovation Centers at key locations. **Focus on driving innovation as a cultural aspiration to under-served parts of the County.**

Activity 3: Form partnerships with public and private entities to assure funding for startup and early stage businesses creating jobs of the future, for example technology and health care. The ~~county's~~**County's** partnership with JumpStart will be a part of these efforts.

Activity 4: Provide and leverage funding for small businesses to start and grow, particularly in neighborhoods. For example, the ~~county's~~**County's** partnership with the Economic Community Development Institute (ECDI) provides this type of support.



Activity 5: Utilize existing assets, like the Global Center for Health Innovation and the major hospital systems, to attract health care businesses to the region.

## Strategy: Carry out key ~~county~~County activities to re-establish standing as a regional and national economic hub

~~Activity 1: Partner with the county's education stakeholders to actively improve the county's educational attainment and competitive position.~~

~~Activity 2: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Port of Cleveland, and the City of Cleveland to establish an integrated transportation and economic development plan for the ~~county~~County and to advocate for transportation improvement, growth, diversification, and connectivity.~~

**Activity 2: Partner with the County's education stakeholders to improve the County's educational attainment and competitive position.**

Activity 3: Establish a regional, national, and, as appropriate, global branding campaign for the region, focused on economic strengths such as advanced manufacturing, access to water, maritime, and health care.

Activity 4: Partner with early-stage business assistance and funding organizations such as JumpStart to foster new industries, particularly where Cuyahoga County has a competitive advantage. Examples include industries related to water, advanced manufacturing and health care.

Activity 5: Partner with Cuyahoga County communities, the Greater Cleveland Partnership, and Team NEO to refine and make more useful a current inventory of developable sites in each Cuyahoga County community, with information on sources of funding to fill identified site development deficiencies as specific end users become interested in locating at these sites.

Activity 6: Increase the sources and amounts of public and private sector investment capital.

Activity 7: Partner with key economic institutions such as University Circle Incorporated, higher education institutions, and the ~~county's~~County's healthcare system to support growth in the "Eds and Meds" sectors.

Activity 8: Coordinate active and consistent regional participation in national economic and development and real estate, such as International Council for Shopping Centers; Select USA, Urban Land Institute, CORENet, Consumer Electronics Show, and SXSW.

Activity 9: Promote wider and more equitable access to broadband as a tool for business attraction and expansion and to enhance the education system.

Activity 10: Promote vocational training for advanced manufacturing.

Activity 11: Collaborate with the Aerozone Alliance and its member municipalities and organizations to facilitate economic development spin-offs that take advantage of our proximity to NASA-Glenn Research Center, Cleveland Hopkins Airport, and other airports in the ~~county~~County.

## Strategy: Support research, commercialization, and technology transfer

Effectively managing and strategizing around the emerging regional knowledge society can only be done by understanding how Cuyahoga County is economically restructuring. As Cleveland State University's Center for Population Dynamics has noted, the commercialization of knowledge should not be viewed as the cause of economic growth; it is an effect that comes when the best knowledge is being produced.

Greater Cleveland is known for its excellence in "Eds and Meds" – higher education and world class health care. Research at Cuyahoga County's universities, University Hospitals, and the Cleveland Clinic, creates knowledge with high value for commercialization. Research also attracts highly educated and skilled individuals to move to Cuyahoga County. The focused research itself, along with the potential stream of startup companies it spins off, are economic development activities worth funding and supporting.

## Objective 2: Foster positive job and population growth & opportunity

### Strategy: Improve transportation and labor mobility

Implement Vibrant NEO 2040's recommendation to increase affordable public and other transportation options better connecting communities to workplaces, particularly in Cuyahoga County's suburbs.

### Strategy: Improve business retention and expansion

Cuyahoga County, collaborating with its partners, will create a more effective business attraction, expansion and retention ecosystem that is coordinated and metrics\results oriented.

Activity 1: Assist Cuyahoga County's 59 member communities to identify and market their key real estate sites to attract national and regional businesses. Offer both environmental assessments, as funding is available for sites, and assistance locating resources for environmental remediation of sites with identified end users.

Activity 2: Promote Cuyahoga County's assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.

Activity 3: Partnering with the Greater Cleveland Partnership to conduct a targeted, strategic business-calling program to accelerate business growth opportunities in Cuyahoga County.

### Strategy: Encourage immigration of educated and skilled workers

Activity 1: Market the entire ~~county~~**County** as an attractive living and working environment for Millennials. The County Executive ~~will sponsor~~**has sponsored** a Millennial economic development advisory council to solicit input on strategies. Continue to consult with Millennials to design and promote initiatives to attract and retain highly skilled residents county-wide.

Activity 2: Promote the ~~county's~~**County's** post-secondary education system, which includes nationally ranked private universities, to foreign students.

Activity 3: Partnering with Global Cleveland to promote the ~~county~~**County** as a welcoming place for immigrants.

### Strategy: ~~Focus on~~Emphasize place-based development

Economic development is ~~inextricably linked to~~**and** community development. ~~are~~ **inextricably linked**. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

Cuyahoga County boasts assets that are the envy of other regions: cultural institutions that are seldom matched, access to abundant fresh water and existing infrastructure (from roadways and an international port to information superhighways) with capacity to accommodate growth.

Activity 1: Collaborate with communities to identify and consider modifying local policies, such as high rates of taxation, or zoning regulations which might be discouraging businesses from choosing otherwise attractive sites for their locations.

Activity 2: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets.

Activity 3: Build on previous work done by the County Planning Commission in which ten possible priority areas for Place Based Economic Development were identified, create a specific list of prospective neighborhood place based economic development projects which have high potential for positive economic development impact on a regional scale.

## Strategy: Integrate sustainability

**Climate Change is a reality that everyone in the world must address. As the need for cleaner generation of fuel sources are needed, Cuyahoga County is cognizant of both the need to encourage greener energy development for its own sake, but also the economic development opportunity afforded by being a leader in the field.**

**Activity 1: Strengthen the County's public investment will be anchored by the principle of sustainability. When possible the county will emphasize investment in abilities to finance clean energy projects that add a in order to assist wind, solar and other forms of clean energy development. Build on and expand the efforts of the Department of Sustainability's Clean Energy Finance Hub and work to utilize all of the tools available such as renewable energy tax credits, PACE funding, clean energy bonds and sustainability component others to its expand development.**

**Activity program, including manufacturing of wind2: Prioritize projects which have clean energy components, and green jobs generally built into them when considering County resource allocation, loans, grants and other forms of assistance.**

### Activity 3

**. Assist in development of large scale renewable power projects such as the LEEDCo offshore wind project and the CURP landfill solar project in Brooklyn, and advocate where appropriate for utility distributive generation rules that make renewable power projects easier to achieve.**

## Objective 3: 3. Advance balanced, diverse and equitable economic and job growth

Cuyahoga County will embody the philosophy that “everybody matters”. –The County will seek to present opportunities to all residents, especially those in disconnected and ~~underserved~~**under-served** populations. –When considering financial support to business, the ~~county’s~~**County’s** Department of Development will consider not only the quantity, but also the quality of jobs created.

### Activity 1: Housing Policy and Housing Plan

**In 2015, County Executive Budish directed a thorough review of Cuyahoga County’s housing conditions and policy, in consultation with a wide range of stakeholders. In 2016, the County Planning Commission completed a statistical analysis of housing conditions in Cuyahoga County as a step toward completion of a comprehensive housing plan for Cuyahoga County. Based on this analysis and on significant housing policy development work led by the County Executive and Deputy Director of Development for Housing, Cuyahoga County has set forth six key areas for coordinated effort to improve housing conditions:**

- Access to Capital**
- Tax Collection and Delinquency**
- Housing Insecurity**
- Special Populations**
- Fair Housing**
- Confidence in the Housing Market**

**The Cuyahoga County Housing Plan is still in final draft status. Upon completion and approval by the County Executive, it will be attached to the Five- Year Economic Development Plan as an appendix.**

### Activity 2: Inclusion

In order to become a transformative region, the ~~county~~**County** is striving to be an economically welcoming place, providing opportunity to economically isolated populations as well as to boomerangers and newcomers, both transplants and immigrants alike. The future success of the ~~county~~**County** is inextricably tied to the success of historically isolated populations. As part of business growth, we will work to grow the number and size of female and minority-owned enterprises, expand access for minority and economically isolated residents to educational training and business opportunities, and build a sustainable system that generates opportunities for economic access for all residents, particularly historically isolated populations. To advance this goal the ~~county~~**County** has adopted a new legislation designed to improve County government opportunities for small, minority and female owned businesses to compete for County government contracts and to support the concept of community benefits.

### Activity 2: Fair Housing

~~Cuyahoga County government currently supports significant fair housing outreach, education, testing, complaint investigation, and tenant counseling services from its allocation of federal Community Development Block Grant funds. These services, provided by three local nonprofit agencies with strong reputations for fair housing work, are intended to address fair housing issues. Cuyahoga County Government already carries out periodic assessments of impediments to fair housing choice, using the results of these assessments to guide its fair housing funding. New data and mapping tools available to local communities offer an opportunity for regional fair housing planning. Cuyahoga County has already entered into an agreement with the City of East Cleveland to lead an assessment of fair housing choice.~~

Cuyahoga County Government will work to engage other cities and public agencies in this regional fair housing assessment.

### Activity 3: Affordable Housing

While Cuyahoga County has generally more affordable rental housing than high-cost cities such as New York, Boston, Washington, or San Francisco, inability of many low-income households to afford prevailing market rents remains a challenge. Furthermore, much of the rental housing stock available to low-income households is of poor quality, with deferred maintenance and even health hazards, such as lead paint, posing a risk to children. Closing the affordability gap will require a balanced approach that activates public policy to increase the supply of affordable units, increase access to capital for needed repairs, and increase household incomes through the workforce competitiveness.

Direct production of new affordable rental units is most useful to meet the needs of special populations, requiring types of housing that does not already exist in the marketplace. For example, single-room apartments for chronically homeless individuals (“permanent supportive housing”), with on-site social services, did not exist until county subsidies enabled their development over the past 10 years. Likewise, affordable senior rental apartments in suitable locations, with coordinated service delivery, are still needed and their development should be subsidized.

### Activity 4: Housing Plan

The County Planning Commission recently completed a statistical analysis of housing conditions in Cuyahoga County as a first step toward completion of a comprehensive housing plan for Cuyahoga County. In order to enhance fair housing and housing affordability and other housing issues in a systematic and comprehensive way, we will prioritize having the Department of Development complete the County’s comprehensive housing plan, including detailed recommendations for action.

## Appendix: Current County Economic Development programs and tools / Portfolio of financial assistance products and programs

NOTE: Cuyahoga County is in the process of streamlining its menu of programs, to create a more effective set of tools and policies to support business growth. This Appendix will be updated when appropriate.

### Innovation

Innovation is the life blood of any healthy economy. The ability to create better or more effective products, processes, services, technologies, or ideas that are accepted by markets, governments, and society is a direct indicator of an economy's ability to add value and grow. It is vital for the County to facilitate and accelerate innovation development, technology transfer and commercialization activity in order to create an environment conducive for economic growth. Channeling capital to promising companies with a pipeline of inventive products and services, the County adds critical funding to the creative mixture of concepts, employees and management.

Supporting entrepreneurship not only helps drive economic growth, but it is also an effective way to generate economic opportunity for low-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

The ~~county~~**County** supports key aspects of innovation development that are designed to cultivate entrepreneurs and innovation and to nourish early stage companies along the capital formation continuum and product life-cycle.

**Innovation Centers:** All residents can access resources to develop their business concepts and early commercialization efforts, including collaboration with mentors, at libraries.

**North Coast Opportunities Technology Loan Program:** Early stage micro-funding to accelerate growth and attract investors for technology-based start-ups.

**Next Stage Loan Program:** Invests in companies primed for full commercial launch and in need of later-stage venture capital.

**Innovation Match for Pre-Seed Capital Fund:** With nonprofit partner, JumpStart, Inc., funds pre-seed growth loans to early-stage companies.

**Early Stage Loan Fund:** With nonprofit partner, JumpStart, Inc., funds Series A-Venture capital to next-stage companies seeking new equity financing.

**Accelerated Growth Fund:** With nonprofit partner, loan financing for the growth of existing small, female and minority-owned businesses.



## Property Reutilization: Revitalization, Acquisition and Expansion

Firms that are growing need to modernize and expand. Having development sites ready to meet the expansion and relocation plans of companies is essential. When companies are growing and require more space, they seek properties that can be available in a timely manner. Sites that are complicated by potential environmental issues or by functionally obsolete space or by vacant buildings that require demolition, possess significant cost disadvantage.

Our legacy industries have left vacant buildings and contaminated land in the core city and many inner-ring suburbs. The challenge facing older commercial and industrial land is often reinforcing and contributes to continued disinvestment. Growing businesses lack the additional capital and expertise necessary to address these redevelopment issues.

The key to reutilizing and redeveloping land is to provide applicable, attractive and relevant programs that provide swift and clear opportunities for companies to address complicated redevelopment issues. The County is actively engaging with companies seeking to locate, expand, or modernize in areas already served by existing infrastructure and transportation networks. As such, the preparation of land for redevelopment and the rapid response for the modernization of existing properties is a key piece in the County's place-based economic development plans. The County has devised a strategy to address the property needs for successful companies already in Cuyahoga County, and to help them grow in place.

**Community Assessment Initiative (CAI):** Provides professional services to conduct assessments of environmental conditions on eligible properties toward jumpstarting redevelopment.

**USEPA Brownfield Revolving Loan Fund:** Loan funding for clean-up and redevelopment of brownfield sites.

**Redevelopment and Modernization:** Loan financing for existing site and property improvements, including remediation and modernization for identified end users.

**Site Expansion:** Finances environmental cleanup of sites adjacent to existing business end-users.

**Redevelopment Ready:** Finances environmental cleanup of underutilized sites with end-users.

## Business Competitiveness and Success

Business growth, commercialization, and attraction are a critical source of job creation and economic growth. Creating a globally competitive economic environment for businesses to grow and thrive requires a development approach that attracts entrepreneurs, businesses, professionals, and investment capital to locate, expand, and remain in Cuyahoga County. Creating access to flexible, dynamic sources of capital that address the growth needs of businesses will stimulate private investment and improve the economic landscape.

Supporting entrepreneurship not only helps drive economic growth, but it is also an effective way to generate economic opportunity for low-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

Cuyahoga County identified four business development strategies in this area to reinvigorate our economic competitiveness, encourage private investment and business growth, and create high value jobs. These four strategies address the fundamental gaps that often stifle growth and hinder investment.

**Microenterprise Loan Program:** Through nonprofit partner, ECDI, identifies and finances very small startup businesses not yet ready to apply for funding from traditional lenders.

**Small Business Growth Programs:** Various Lending partnerships increasing small business access to traditional lending markets.

**Business Growth Loans:** Economic Development gap-financing loan capital for expansion, acquisition and product enhancements within Mid-to-Large Businesses.

**Large Scale Attraction:** Gap financing and incentives for large-scale growth and attraction.

## Quality of Place Development

Economic Development is inextricably linked to community development. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

County programs and initiatives are a diverse portfolio of offerings that work together to create strong, vibrant communities in which people want to live and work. Below is a listing of our current programs.

**Place-Based/Mixed-Use Community Development Loans:** Loans targeted toward a physical structure, project or infrastructure to assist strategic and combined business, residential, commercial and/or other community redevelopment activities.

**Municipal Grant Program:** Competitive program that awards ~~grant~~**grants** up to \$150,000 to municipal governments for projects that improve their community.

**Commercial Storefront Renovation:** Competitive program designed to help municipalities update or revitalize local retail corridors.

**Homeownership, Repair & Foreclosure:** Down payment assistance, home repair funding and housing counseling to support homeownership.

**Affordable and Fair Housing Initiatives:** Initiatives that promote all areas in the ~~county~~**County** as welcoming places for our residents.

# Cuyahoga County Department of Development Programs and Activities

Job Growth & Opportunity

Fairness and Equity

Government that Gets Results

## Innovation:

Innovation Centers  
(Conducted through County Libraries)

North Coast Opportunities  
Technology Loan Program

Next Stage Loan Program

Innovation Match for Pre-Seed  
Capital Fund  
(Conducted through JumpStart, Inc.)

Early Stage Loan Fund  
(Conducted through JumpStart, Inc.)

Accelerated Growth Loan  
Fund

## Competitiveness:

Workforce

Microenterprise Loan Program  
(Conducted through the Economic &  
Community Development Institute – ECDI)

Business Growth Loan Program  
• Business Development Loans  
• MAGNET-PRISM – Accelerated  
Growth Loans

Small Business Growth Programs  
• Grow Cuyahoga County Program  
SBA-guaranteed Business Loans  
(Conducted through National Development  
Council – NDC)  
• Capital Access Fund – Minority-  
Owned Small Business Loans  
(Conducted through National Development  
Council – NDC)  
• SBA–Municipal Small Business  
Collateral Enhancements  
(Conducted through Cities of Cleveland &  
Shaker Hts.)

Large Scale Attraction  
Loan Program

## Reutilization:

Community Assessment  
Initiative (CAI) Program-  
Brownfield Assessments

Brownfield Redevelopment  
USEPA Revolving Loan Fund  
Program

Redevelopment and  
Modernization Loan Program

Redevelopment Ready Loan  
Program

Site Expansion Loan Program

Vacant property initiatives  
through the Demolition  
program

## Quality of Place:

Place-based / Mixed-Use  
Community Development  
Loans

Municipal Grant Program

Commercial Storefront  
Renovation

Home Ownership, home repair  
and foreclosure prevention  
programs

Affordable and Fair Housing  
Initiatives

# Cuyahoga County Department of Development Programs and Activities

Job Growth & Opportunity

Fairness and Equity

Government that Gets Results

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(Conducted through County Libraries)

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Technology Loan Program

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Growth Loans

Small Business Growth Programs  
• Grow Cuyahoga County Program  
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(Conducted through National Development  
Council – NDC)  
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Council – NDC)  
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Municipal Grant Program

Commercial Storefront  
Renovation

Home Ownership, home repair  
and foreclosure prevention  
programs

Affordable and Fair Housing  
Initiatives



June 1, 2017

Jeanne Schmotzer  
Clerk of Cuyahoga County Council  
2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor  
Cleveland, Ohio 44114

Re: Five Year Economic Development Plan

Dear Ms. Schmotzer:

On behalf of County Executive Armond Budish, I am transmitting the 2017-2021 Five Year Economic Development Plan for review by County Council.

The Five Year Economic Development Plan is updated each year, as required by the County Charter. The 2017-2021 Five Year Plan is substantially similar to the 2016-2020 Plan, with changes to reflect the current regional economic development climate and County initiatives.

The majority of this year's plan reflects the 2016 version that was approved by County Council. The attached version reflects modest changes intended to enhance the plan. The black-lined segments reflect the new additions/edits to make it easier for Council members to see the revised sections. Please be advised that we are in the midst of consolidating our Cuyahoga County Department of Development programs and will work with Council staff to review and finalize. This action is based, in part, on the Ernst Young recommendations.

We look forward to discussing the Five Year Plan with appropriate committees of Council. Additionally, we would be glad to brief any member of Council more fully on Development's programs and activities and which elements of the plan have been achieved since 2016.

Sincerely,

Theodore N. Carter  
Chief Economic Development Officer  
Attachment

cc: Armond Budish  
Matt Carroll  
Kahlil Seren

*H:\Economic Development\Five Year Economic Development Plan\2017 Plan Update\2017 Transmittal To Council.Docx*

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0109

<p>Sponsored by: <b>County Executive Budish/Department of Development</b></p>	<p><b>A Resolution</b> authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Charter Manufacturing Company Incorporated for the benefit of the Charter Manufacturing Steel Project located at 4300 East 49<sup>th</sup> Street in the Village of Cuyahoga Heights; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Charter Manufacturing Company Incorporated for the benefit of the Charter Manufacturing Steel Project located at 4300 East 49<sup>th</sup> Street in the Village of Cuyahoga Heights; and

WHEREAS, the primary goal of this project is to assist with the financing of the expansion of Charter Steel's manufacturing facility located at 4300 East 49<sup>th</sup> Street, Cuyahoga Heights; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Western Reserve Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Charter Manufacturing Company Incorporated for the benefit of the Charter Manufacturing Steel Project located at 4300 East 49<sup>th</sup> Street in the Village of Cuyahoga Heights.





## Department of Development

### PROJECT EXECUTIVE SUMMARY

**PROJECT NAME:** Charter Steel  
**DATE:** ( Date of CPB, BOC or County Council Hearing ) TBD  
**DOD Program:** Business Growth/Attraction

#### OVERVIEW

1. Borrower: Charter Steel estate located at 4300 East 49<sup>th</sup> Street Cuyahoga Heights 44125-1004
2. Charter Manufacturing Company, Inc. is a family-owned steel and iron production and manufacturing company that was founded in the 1930s. The privately held company's success was, and still is, rooted in their continuous innovation, determination, and will to grow, coupled with a tight family of employees and customers.

#### **Project Location & Council District:**

4300 East 49<sup>th</sup> Street Cuyahoga Heights, Ohio 44125

District 6

#### **3. Partners in the Project: Port Authority and State of Ohio**

##### **Project Summary:**

The Project consists of an expansion of Charter Steel's manufacturing facility in the severely distressed census tract in Cuyahoga Heights, Ohio. Specifically, Charter Steel is expanding its services and investing in the "Cut -to-Length" bar market to further diversify its business and remain competitive. The Company is seeking an economic development loan to support the \$150 million expansion of its wire rod production facility located in the Village of Cuyahoga Heights, Ohio. The Project will help Charter Steel enter into a new market in the steel industry. Charter will produce high quality Cut-to-Length steel bar in various sizes, up to 3.25 inches in diameter for use in multiple critical applications where bar lengths are required.

#### **4. CCCIC Review Date: May 10, 2017**

**RATIONALE FOR PARTICIPATION**

- **Jobs Created:** The project will retain 385 existing jobs and create 25 new jobs. The estimated annual payroll is expected to grow to \$30,000,000 within 3 years.
- **Economic Impact:** The average yearly payroll taxes from the expansion are projected at \$8,162,149 locally. The ownership of a facility allows the company to control their operations.
- **Community Impact:** The project will redevelop a vacant building, eliminate blight and create new jobs for the Cuyahoga County and the Village of Cuyahoga Heights.

**COSTS**

1. **Total Project Costs:** \$150,200,000
2. **Loan Amount:** \$2,000,000
3. **Qualifies for these Funding Sources:** Cuyahoga County Western Reserve Fund
4. **Sources and Uses:**

<u>Sources</u>		<u>Uses</u>	
Port Authority	\$37,600,000	Building Acquisition	\$37,600,000
State of Ohio	\$ 3,000,000		
Cuyahoga County	\$ 2,000,000	Machinery/ Equipment	\$73,700,000
New Market Tax Credit	\$31,000,000	Infrastructure	\$12,500,000
Owner’s Equity	\$76,600,000	Soft Cost	\$26,400,000
Total Sources	\$150 200,000	Total Uses	\$150,200,000

**Business and History**

**TERMS**

1. **Interest Rate:** 1.00%
2. **Term/Repayment:** 10 years
3. **Forgiveness Terms:** N/A
4. **Security/Collateral/Parity position on the equipment, corporate guarantees**

Prepared By:  
**Arnold Lockett**  
**Senior Development Finance Analyst**

**(216) 443-3159**

[alockett@cuyahogacounty.us](mailto:alockett@cuyahogacounty.us)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0110

Sponsored by: <b>County Executive Budish/Fiscal Officer/County Treasurer</b>	<b>A Resolution</b> authorizing an amendment to Contract No. CE1600999-01 with Douglass & Associates Co., LPA for legal advice and representation to the County with respect to collection services for the period 7/28/2016 - 7/27/2018 for additional funds in the amount not-to-exceed \$2,220,000.00; 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.
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WHEREAS, the County Executive/Fiscal Officer/Treasurer has recommended an amendment to Contract No. CE1600999-01 with Douglass & Associates Co., LPA for legal advice and representation to the County with respect to collection services for the period 7/28/2016 - 7/27/2018 for additional funds in the amount not-to-exceed \$2,220,000.00; and

WHEREAS, the County released a Request for Qualifications (RQ36879) for Collection Special Counsel dated 5/5/2016; and

WHEREAS, on 12/5/2016 the Cuyahoga County Board of Control awarded a contract to Douglass & Associates Co., LPA in an amount not-to-exceed \$480,000.00; and

WHEREAS, the primary goal of this project is to provide legal advice and representation to the County with respect to collection of various County accounts and the County now desires to amend that contract for additional funds in the amount of \$2,220,000.00 for a total amount not-to-exceed of \$2,700,000.00; 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 authorizes an amendment to Contract No. CE1600999-01 with Douglass & Associates Co., LPA for



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

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



## SUMMARY OF REQUESTED ACTION

**myPro Transaction Title:** (Treasury (2017) (Douglass & Associates Co, L.P.A.) (Contract Amendment) (Law 2016 Award Contracts for Special Collections Counsel (RQ# LA-16-36879B)

### A. Scope of Work Summary

1. Treasury is requesting approval of a contract amendment with Douglass & Associates Co., L.P.A. for the anticipated cost of an additional \$2,220,000.00. The total award amount \$2,700,000.00. The anticipated start-completion dates are (07/28/2016 – 07/27/2018).

Douglass and Associates Co L.P.A. was hired by the Department of Law in 2016 to supplement the Treasury's ongoing collection efforts. Approximately 12,500 delinquent parcels were referred in 2016. The costs associated with the firm will be recouped from the benefited taxing districts through the real estate settlement process administered by the County Budget Commission. Real Estate taxes collected are regularly distributed to municipalities, school districts, villages and townships. Describe the primary goals of the project.

The project is County wide

The contract is not mandated by law.

2. For contract amendments, provide the following information, as it applies:
- No change in scope of service
  - The increase is for additional dollars to cover activities for the entire year of 2017.
  - 1<sup>st</sup> certification \$480,000.00 the 2016 portion with services beginning 7/28/2016.

### B. Procurement

- Identify the original procurement method on the contract/purchase:
  - RFP LA-16-37869
  - The proposed contract received approval by the Board of Control on 12/5/16.
- For items procured through a competitive process, answer the following:
  - The RFP was closed on May 20, 2016.
  - There were Seven pulled from OPD, Seven submitted for review, 2 approved.
  - If applicable, identify SBE, DBE, MBE, or WBE goal and participation (%). (*note: what about CCBPP?*)
  - Indicate if the performance bond was waived on the contract.
  - Indicate if the contract/purchase is an SBE set-aside.

### C. Contractor Information

1. Provide the names and corresponding business addresses for all vendors providing proposed goods or services, in the following format:

Douglass 5 Associates Co, L.P.A.

4725 Grayton Road

Cleveland, Ohio 44135

Council District – Entire County

2. The vendor owner is David Douglass

**D. Project Status**

1 The project's term has already begun. There is no delay in requesting the approval. This amendment is for additional funds only.

2. The project is on a critical action path because the vendor has not been paid for services rendered since February 22, 2017.

**E. Funding**

1. Was funding for the contract or purchase appropriated in the current budget? Yes If not, what is the source of funding?

1. The schedule of payments is monthly.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0111

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff</b>	<b>A Resolution</b> authorizing a revenue generating agreement with City of Cleveland for prisoner board and care and other jail services at a per diem rate of \$99.00 and a one-time deposit of \$5,603,413.98, effective 4/1/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff has recommended a revenue generating agreement with City of Cleveland for prisoner board and care and other jail services at a per diem rate of \$99.00 and a one-time deposit of \$5,603,413.98, effective 4/1/2017; and

WHEREAS, the primary goal of this project is to provide the City of Cleveland with prisoner booking, housing and other services for City prisoners; 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 authorizes a revenue generating agreement with City of Cleveland for prisoner board and care and other jail services at a per diem rate of \$99.00 and a one-time deposit of \$5,603,413.98, effective 4/1/2017.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective 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 at least eight members of Council,



# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0112

<p>Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff</b></p>	<p><b>A Resolution</b> authorizing a Lease Agreement with City of Bedford Heights in the amount of \$10.00 for lease of the Bedford Heights Jail, located at 5661 Perkins Road, Bedford Heights, for operation of County jail facilities for the period 7/1/2017 - 6/30/2027; authorizing the County to make improvements to the Bedford Heights Jail in the amount not-to-exceed \$380,000.00; authorizing the County Executive to execute the Lease Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff has submitted for Council's approval a Lease Agreement with City of Bedford Heights in the amount of \$10.00 for lease of the Bedford Heights Jail, located at 5661 Perkins Road, Bedford Heights, for operation of County jail facilities for the period 7/1/2017 - 6/30/2027; and

WHEREAS, the term of the Lease is ten (10) years with the option to extend the term of the lease for two (2) additional terms of (5) years each commencing on the day following the expiration of the then current term; and

WHEREAS, the County Executive/Fiscal Officer/Office of Budget and Management on behalf of County Sheriff is requesting Council to authorize the County to make improvements to the Bedford Heights Jail in the amount not-to-exceed \$380,000.00; and

WHEREAS, the goal of this Lease Agreement is to enable the County to provide board and care services on behalf of other political subdivisions in the County; and

WHEREAS, County Council has determined that entering into the proposed Lease Agreement is in the best interest of the County; and

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

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

**SECTION 1.** The Cuyahoga County Council authorizes a Lease Agreement with City of Bedford Heights in the amount of \$10.00 for lease of the Bedford Heights Jail, located at 5661 Perkins Road, Bedford Heights, Ohio, for operation of County jail facilities for the period 7/1/2017 - 6/30/2027.

**SECTION 2.** The Cuyahoga County Council authorizes the County to make improvements to the Bedford Heights Jail in the amount not-to-exceed \$380,000.00.

**SECTION 3.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 4.** The County Executive is authorized to execute the Lease Agreement and all other documents consistent with this Resolution.

**SECTION 5.** 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 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 6.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2013



# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0113

Sponsored by: <b>County Executive Budish on behalf of Cuyahoga County Public Defender Commission</b>	<b>A Resolution</b> authorizing a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount of \$1,922,185.00 for legal services for indigent persons for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Public Defender Commission recommends a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount of \$1,922,185.00 for legal services for indigent persons for the period 1/1/2017 - 12/31/2017; and

WHEREAS, the City of Cleveland, through the Cleveland Municipal Court is obligated to provide appointed counsel to indigent defendants in the Cleveland Municipal Court when such defendants are charged with violations of the City's Ordinances, which violations may result in incarceration; and

WHEREAS, pursuant to ORC 120.14(E), the County Public Defender Commission may contract with any municipal corporation, within the County served by the County Public Defender, for the County Public Defender to provide legal representation for indigent persons who are charged with a violation of the ordinances of the municipal corporation; 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.** The County Council hereby authorizes a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount of \$1,922,185.00 for legal services for indigent persons for the period 1/1/2017 - 12/31/2017.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0114

<b>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</b>	<b>A Resolution</b> making awards on RQ37638 to various providers, in the total amount not-to-exceed \$3,000,000.00, for residential treatment services for the period 2/1/2017-1/31/2019; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of the Cuyahoga County Court of Common Pleas/Juvenile Division has recommended making awards on RQ37638 to various providers, in the total amount not-to-exceed \$3,000,000.00, for residential treatment services for the period 2/1/2017 - 1/31/2019; and

WHEREAS, the primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs; and

WHEREAS, this program is funded by Health and Human Services Levy; and

WHEREAS, the service providers are as follows:

- a. Applewood Centers, Inc.
- b. Bellfaire Jewish Children's Bureau
- c. Community Specialists Corporation dba The Academy
- d. Cornell Abraxas Group, Inc.
- e. George Junior Republic in Pennsylvania
- f. The Glen Mills Schools
- g. Keystone Richland Center, LLC dba Foundations for Living
- h. Lakeside for Children dba Lakeside Academy
- i. Muskegon River Youth Home, Inc.
- j. New Directions, Inc.
- k. OhioGuidestone
- l. Rite of Passage, Inc.
- m. The Summit School, Inc. dba Summit Academy
- n. The Village Network
- o. The Cleveland Christian Home, Inc.
- p. Safehouse Ministries dba Safehouse Residential Services Division

- q. Star Commonwealth

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 authorizes awards on RQ37638 to various providers, in the total amount not-to-exceed \$3,000,000.00, for residential treatment services for the period 2/1/2017 - 1/31/2019:

- a. Applewood Centers, Inc.
- b. Bellfaire Jewish Children's Bureau
- c. Community Specialists Corporation dba The Academy
- d. Cornell Abraxas Group, Inc.
- e. George Junior Republic in Pennsylvania
- f. The Glen Mills Schools
- g. Keystone Richland Center, LLC dba Foundations for Living
- h. Lakeside for Children dba Lakeside Academy
- i. Muskegon River Youth Home, Inc.
- j. New Directions, Inc.
- k. OhioGuidestone
- l. Rite of Passage, Inc.
- m. The Summit School, Inc. dba Summit Academy
- n. The Village Network
- o. The Cleveland Christian Home, Inc.
- p. Safehouse Ministries dba Safehouse Residential Services Division
- q. Star Commonwealth

**SECTION 2.** That the County Executive is authorized to execute the master contract in connection with said awards and all other documents consistent with this Resolution.

**SECTION 3.** 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 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

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

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

First Reading/Referred to Committee:

Committee(s) Assigned:

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

### Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: JC-17-37638      CONTRACT PERIOD: 2/1/2017 to 1/31/2019      CCBB: Low Non-CCBB Bid\$:      \*PRICE PREFERENCE LOWEST BID REC'D \$  
 RFB/RFP/RFQ DUE DATE: August 9, 2016      NUMBER OF RESPONSES: 21/50      Add 2%, Total is:      RANGE OF LOWEST BID REC'D \$  
 TYPE: (RFB/RFP/RFQ): RFP (Formal)      ESTIMATE: \$7,000,000.00      Minus \$, =      PRICE PEF % & \$ LIMIT:  
 REQUESTING DEPARTMENT: Juvenile Court      SBE GOAL: 0%      Does CCBB Apply: Yes No      MAX SBE PRICE PEF \$  
 COMMODITY DESCRIPTION: Residential Treatment Services      DOES PRICE PREFERENCE APPLY? Yes No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																		
1.	Applewood Centers, Inc. 10427 Detroit Avenue Cleveland, OH 44102	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0518  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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2.	Bellefaire, JCB 22001 Fairmount Blvd Cleveland, OH 44118	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0611 MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 959 1553 1062">SBE Subcontractor Name:</td> <td data-bbox="1553 959 2083 1062"></td> </tr> <tr> <td data-bbox="1327 1062 1553 1138">SBE Prime: (Y/N)</td> <td data-bbox="1553 1062 2083 1138"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1138 1553 1175">Total SBE %</td> <td data-bbox="1553 1138 2083 1175"></td> </tr> <tr> <td data-bbox="1327 1175 1553 1247">SBE Comply: (Y/N)</td> <td data-bbox="1553 1175 2083 1247"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1247 1553 1318">SBE Comments and Initials:</td> <td data-bbox="1553 1247 2083 1318"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 1318 1553 1356"></td> <td data-bbox="1553 1318 2083 1356"></td> </tr> <tr> <td data-bbox="1327 1356 1553 1427">SBE Subcontractor</td> <td data-bbox="1553 1356 2083 1427"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3.	Carrington Youth Academy, LLC 2114 Noble Road Cleveland, OH 44112	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0746	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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4.	Cleveland Christian Home 1400 W. 25 <sup>th</sup> Street 2 <sup>nd</sup> Floor Cleveland, OH 44113	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
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5.	Community Specialist Corporation dba The Academy 900 Agnew Road	N/Aa review by the d	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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6.	Cornell Abraxas Group, Inc. Abraxas I 2840 Liberty Avenue Suite 300 Pittsburgh, PA 15222	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0045  MCF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 310 1556 420">SBE Subcontractor Name:</td> <td data-bbox="1556 310 2091 420"></td> </tr> <tr> <td data-bbox="1327 420 1556 493">SBE Prime: (Y/N)</td> <td data-bbox="1556 420 2091 493"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 493 1556 529">Total SBE %</td> <td data-bbox="1556 493 2091 529"></td> </tr> <tr> <td data-bbox="1327 529 1556 602">SBE Comply: (Y/N)</td> <td data-bbox="1556 529 2091 602"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 602 1556 675">SBE Comments and Initials:</td> <td data-bbox="1556 602 2091 675"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 675 1556 711"></td> <td data-bbox="1556 675 2091 711"></td> </tr> <tr> <td data-bbox="1327 711 1556 821">SBE Subcontractor Name:</td> <td data-bbox="1556 711 2091 821"></td> </tr> <tr> <td data-bbox="1327 821 1556 894">SBE Prime: (Y/N)</td> <td data-bbox="1556 821 2091 894"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 894 1556 930">Total SBE %</td> <td data-bbox="1556 894 2091 930"></td> </tr> <tr> <td data-bbox="1327 930 1556 1003">SBE Comply: (Y/N)</td> <td data-bbox="1556 930 2091 1003"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1003 1556 1076">SBE Comments and Initials:</td> <td data-bbox="1556 1003 2091 1076"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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7.	Cornell Abraxas Group, Inc. 2840 Liberty Avenue Suite 300 Pittsburgh, PA 15222	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0045 MCF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No* <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 418 1553 529">SBE Subcontractor Name:</td> <td data-bbox="1553 418 2085 529"></td> </tr> <tr> <td data-bbox="1327 529 1553 610">SBE Prime: (Y/N)</td> <td data-bbox="1553 529 2085 610"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 610 1553 651">Total SBE %</td> <td data-bbox="1553 610 2085 651"></td> </tr> <tr> <td data-bbox="1327 651 1553 724">SBE Comply: (Y/N)</td> <td data-bbox="1553 651 2085 724"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 724 1553 837">SBE Comments and Initials:</td> <td data-bbox="1553 724 2085 837"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 837 1553 837"></td> <td data-bbox="1553 837 2085 837"></td> </tr> <tr> <td data-bbox="1327 837 1553 943">SBE Subcontractor Name:</td> <td data-bbox="1553 837 2085 943"></td> </tr> <tr> <td data-bbox="1327 943 1553 1024">SBE Prime: (Y/N)</td> <td data-bbox="1553 943 2085 1024"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1024 1553 1065">Total SBE %</td> <td data-bbox="1553 1024 2085 1065"></td> </tr> <tr> <td data-bbox="1327 1065 1553 1138">SBE Comply: (Y/N)</td> <td data-bbox="1553 1065 2085 1138"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1138 1553 1211">SBE Comments and Initials:</td> <td data-bbox="1553 1138 2085 1211"></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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8.	Father Flanagan's Boys' Home dba Boys Town 13603 Flanagan Blvd Boys Town, NE 68010	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * IG Number:  MCF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 492 1556 602">SBE Subcontractor Name:</td> <td data-bbox="1556 492 2088 602"></td> </tr> <tr> <td data-bbox="1327 602 1556 680">SBE Prime: (Y/N)</td> <td data-bbox="1556 602 2088 680"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 680 1556 719">Total SBE %</td> <td data-bbox="1556 680 2088 719"></td> </tr> <tr> <td data-bbox="1327 719 1556 797">SBE Comply: (Y/N)</td> <td data-bbox="1556 719 2088 797"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 797 1556 907">SBE Comments and Initials:</td> <td data-bbox="1556 797 2088 907"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 907 1556 946"></td> <td data-bbox="1556 907 2088 946"></td> </tr> <tr> <td data-bbox="1327 946 1556 1024">SBE Subcontractor Name:</td> <td data-bbox="1556 946 2088 1024"></td> </tr> <tr> <td data-bbox="1327 1024 1556 1102">SBE Prime: (Y/N)</td> <td data-bbox="1556 1024 2088 1102"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1102 1556 1141">Total SBE %</td> <td data-bbox="1556 1102 2088 1141"></td> </tr> <tr> <td data-bbox="1327 1141 1556 1219">SBE Comply: (Y/N)</td> <td data-bbox="1556 1141 2088 1219"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1219 1556 1281">SBE Comments and Initials:</td> <td data-bbox="1556 1219 2088 1281"></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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9.	George Junior Republic 233 George Junior Road P. O, Box 1058 Grove City, PA 16127	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-1366  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1319 656 1553 764">SBE Subcontractor Name:</td> <td data-bbox="1553 656 2091 764"></td> </tr> <tr> <td data-bbox="1319 764 1553 841">SBE Prime: (Y/N)</td> <td data-bbox="1553 764 2091 841"> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td data-bbox="1319 841 1553 878">Total SBE %</td> <td data-bbox="1553 841 2091 878"></td> </tr> <tr> <td data-bbox="1319 878 1553 954">SBE Comply: (Y/N)</td> <td data-bbox="1553 878 2091 954"> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td data-bbox="1319 954 1553 1063">SBE Comments and Initials:</td> <td data-bbox="1553 954 2091 1063"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1319 1063 1553 1063"></td> <td data-bbox="1553 1063 2091 1063"></td> </tr> <tr> <td data-bbox="1319 1063 1553 1172">SBE Subcontractor Name:</td> <td data-bbox="1553 1063 2091 1172"></td> </tr> <tr> <td data-bbox="1319 1172 1553 1248">SBE Prime: (Y/N)</td> <td data-bbox="1553 1172 2091 1248"> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td data-bbox="1319 1248 1553 1286">Total SBE %</td> <td data-bbox="1553 1248 2091 1286"></td> </tr> <tr> <td data-bbox="1319 1286 1553 1362">SBE Comply: (Y/N)</td> <td data-bbox="1553 1286 2091 1362"> <input type="checkbox"/>Yes  <input type="checkbox"/>No           </td> </tr> <tr> <td data-bbox="1319 1362 1553 1440">SBE Comments and Initials:</td> <td data-bbox="1553 1362 2091 1440"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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10.	Glen Mills Schools P.O. Box 5001 Concordville, OH 19331	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-1375  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 776 1553 883">SBE Subcontractor Name:</td> <td data-bbox="1553 776 2085 883"></td> </tr> <tr> <td data-bbox="1327 883 1553 959">SBE Prime: (Y/N)</td> <td data-bbox="1553 883 2085 959"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 959 1553 995">Total SBE %</td> <td data-bbox="1553 959 2085 995"></td> </tr> <tr> <td data-bbox="1327 995 1553 1068">SBE Comply: (Y/N)</td> <td data-bbox="1553 995 2085 1068"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1068 1553 1141">SBE Comments and Initials:</td> <td data-bbox="1553 1068 2085 1141"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 1141 1553 1177"></td> <td data-bbox="1553 1141 2085 1177"></td> </tr> <tr> <td data-bbox="1327 1177 1553 1284">SBE Subcontractor Name:</td> <td data-bbox="1553 1177 2085 1284"></td> </tr> <tr> <td data-bbox="1327 1284 1553 1357">SBE Prime: (Y/N)</td> <td data-bbox="1553 1284 2085 1357"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="1327 1357 1553 1393">Total SBE %</td> <td data-bbox="1553 1357 2085 1393"></td> </tr> <tr> <td data-bbox="1327 1393 1553 1429">SBE Comply:</td> <td data-bbox="1553 1393 2085 1429"> <input type="checkbox"/> Yes           </td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply:	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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							SBE Comments and Initials:		
11.	Keystone Richland Center, LLC dba Foundations for Living 1451 Lucas Road Mansfield, OH 44903	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0229 MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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12.	Lakeside for Children dba Lakeside Academy 3921 Oakland Drive Kalamazoo, MI 49008	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 16-0235	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								

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				MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A					
13.	Tri-State Youth Authority dba Mohican Youth Academy 1012 ODNR Mohican 51 Perrysville, OH 44864	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
				IG Number: 15-0128  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A					
14.	Muskegon River Youth Home P. O. Box 956 (3030 Long Lane) Evert, MI 49631	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
				Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 13-0467  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A					
15.	New Directions, Inc. 30800 Chagrin	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. T	
	Boulevard Cleveland, OH 44124			<input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2017  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					



	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
16.	OhioGuidestone 434 East Bagley Road Berea, OH 44017	N/A	N/A	<input type="checkbox"/> N/A Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0616 MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
				COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
17.	Rite of Passage, Inc. 2560 Business Parkway Suite A Minden, NV 89423	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 13-0017  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. T	
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
18.	SafeHouse Ministries, Inc. dba Safe House Residential Services 3164 Eastview Avenue Youngtown, OH 44505	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2454  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
				<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
19.	Starr Commonwealth, Starr Albion Prep 13660 26 Mile Road Albion, MI 49224	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number:  MCF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
				POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A					
20.	Summit Academy, Inc. dba Summit Academy 839 Herman Road P.O. Box 13 Herman, PA 16039	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2631  MCF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Title	
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
21.	The Village Network 2000 Noble Drive Wooster, OH 44691	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2765  MCF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. T	
				<input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					

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

**Contractor:** Applewood Centers, Inc.

**Contract/Agreement No.:** CE1500026 -01      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There were two amendments to this contract. The first amendment increased the funding within this suffix by \$120,000.00 and the second amendment increased the funding within this suffix by \$200,572.14.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there was one (1) youth placed in the General Offender Girls Program and she was terminated successfully. During the time frame of the contract, there has been five (5) youth placed in the General Offender Boys Program and of those youth, two (2) completed successfully, one (1) youth was terminated unsuccessfully, and the remaining two (2) youth are still residing at the facility.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor is on track to meet their contract requirements.

Sarah Baker  
User Department

11.28.14  
Date



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

**Contractor:** Bellefaire Jewish Children's Bureau

**Contract/Agreement No.:** CE1500026 -03      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$400,000.00

**Prior Amendment(s) Amount(s):** The first amendment to this contract added \$70,000.00 within suffix 03 and the second amendment to the contract increased the funds within the same suffix by \$235,095.63.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there have been nine (9) youth placed at this facility in the Intensive Treatment Unit and of those youth, six (6) youth were terminated successfully and three (3) youth were terminated unsuccessfully from the program.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor is on track to meet their contract requirements.

Sarah Baker  
User Department

11.28.14  
Date

s: evaluation

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

**Contractor:** Community Specialists Corporation dba The Academy

**Contract/Agreement No.:** CE1500026 -05      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two amendments to the Master Contract for Residential Services. The first amendment increased the funding within this suffix by \$0.00 and the second amendment increased the funding within this suffix by \$87,554.30.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there have been ten (10) youth placed at this facility in the Deep End Treatment Program, and of those youth four (4) completed the program successfully, five (5) youth were discharged unsuccessfully and one (1) youth still remains at the facility.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor continues to work with the youth and families and makes every effort to reach the contract requirements.

Sarah Bales  
User Department

11.29.16  
Date

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

**Contractor:** Cornell Abraxas Group, Inc.

**Contract/Agreement No.:** CE1500026-06      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two amendments completed for this contract as of this date. The first amendment increased the funding within this suffix by \$350,000.00. The second amendment then increased the funding within this suffix by \$743,092.65.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there have been two (2) youth placed in the Girls Residential Program and both youth were terminated successfully. There were thirty four (34) youth referred to the Chemical Dependency Program, and of those youth twenty (20) were terminated successfully, eleven (11) youth were discharged unsuccessfully, there was one (1) neutral termination, and there are two (2) youth still receiving treatment.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor is on track to meet their contract requirements.

Sarah Balu  
User Department

11.29.14  
Date

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

**Contractor:** The Glen Mills Schools

**Contract/Agreement No.:** CE1500026 -08      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$409,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first amendment increased the funding within this suffix by \$450,000.00. The second amendment increased the funds within the same suffix by \$1,000,000.00.

**Performance Indicators:**

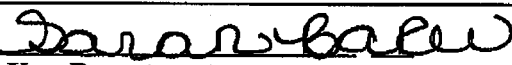
1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there have been forty five (45) youth placed at this facility, and of those youth thirty four (34) were terminated successfully, one (1) youth received an unsuccessful termination, and ten (10) youth are still at the facility receiving treatment.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor is on track to meet their contract requirements.

  
User Department

11.29.16  
Date

s: evaluation

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

**Contractor:** Keystone Richland Center, LLC dba Foundations for Living

**Contract/Agreement No.:** CE1500026-10      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first amendment to the contract increased the funding within this suffix by \$175,000.00. The second amendment increased the funding within the same suffix by \$362,214.41.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there have been ten (10) youth sent to the facility for treatment. Five (5) youth were referred to the Passages Program and of those youth, two (2) were terminated successfully, two (2) received an unsuccessful discharge, and one (1) youth is still receiving treatment. Five (5) youth were referred to the Visions Program, and of those youth, four (4) youth received a successful discharge and one (1) youth received a neutral termination.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor is on track with meeting their contract requirements.

Sarav Babu  
User Department

11.09.14  
Date

s: evaluation

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

**Contractor:** Muskegon River Youth Home, Inc.

**Contract/Agreement No.:** CE1500026 -11      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first amendment increased the funding within this suffix by \$230,000.00. The second amendment increased the funding within the same suffix by \$220,000.00.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the current contract, there have not been any new youth sent to the facility. The Court has sent youth to this facility in the past.

**Rating of Overall Performance of Contractor (Check One):**

- Superior
  - Above Average
  - Average
  - Below Average
  - Poor
- n/a*

**Justification of Rating:** At this time, no new youth have been sent to this facility for treatment during this contract period.

Sarah Bales  
User Department

11.29.16  
Date

s: evaluation

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

**Contractor:** New Directions, Inc.

**Contract/Agreement No.:** CE1500026 -12      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first amendment increased the funding within this suffix by \$20,000.00. The second amendment increased the funding within the same suffix by \$16,316.09.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the current contract, there has been one (1) youth sent to this facility for treatment services and that youth was terminated successfully.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** At this time, one (1) new youth has been sent to this facility for treatment during this contract period and that youth was successful.

Sarah Balu  
User Department

11.30.16  
Date

s: evaluation



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

**Contractor:** OhioGuidestone

**Contract/Agreement No.:** CE1500026-13      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first amendment increased the funding within this suffix by \$41,147.73 and the second amendment increased the funding within the same suffix by \$50,000.00.

- Performance Indicators:**
1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
  2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
  3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
  4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
  5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
  6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the current contract, there have been five (5) youth sent to this facility for treatment services. Those five (5) youth were referred to the Secure Treatment Center and of those youth, two (2) youth were terminated successfully, and the remaining three (3) youth are still receiving services at the facility.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** At this time, the vendor is on track to meeting their contract requirements.

Sarah Baker  
User Department

11.30.16  
Date

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

**Contractor:** Rite of Passage, Inc.

**Contract/Agreement No.:** CE1500026-14      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first and second amendments to the contract did not affect this vendor in terms of time, scope, or funds.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the current contract, there has been one (1) youth sent to this facility for treatment services and they were terminated successfully.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** At this time, the vendor has served one (1) youth and that youth was terminated successfully.

Sarah Balew  
User Department

11.30.16  
Date

s: evaluation

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

**Contractor:** Summit School, Inc. dba Summit Academy

**Contract/Agreement No.:** CE1500026 -15      **Time Period:** 2/1/15-1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$50,000.00

**Prior Amendment(s) Amount(s):** There have been two (2) amendments completed for this contract as of this date. The first amendment increased the funding within this suffix by \$325,000.00 and the second amendment increased the funding within the same suffix by \$892,931.87.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the current contract, there have been twenty (20) youth referred to this vendor for treatment services. Sixteen (16) of those youth were referred to the Deep End Program, and of those youth six (6) completed successfully, four (4) were discharged unsuccessfully, and six (6) youth are still participating in the Deep End Program. Four (4) youth were referred to their General Residential Program and all of those youth were terminated successfully.

**Rating of Overall Performance of Contractor (Check One):**

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** At this time, the vendor is on track to meet all of their contract requirements.

Danarw Baku  
User Department

11.30.16  
Date

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

**Contractor:** The Cleveland Christian Home, Inc.

**Contract/Agreement No.:** CE1500026-17      **Time Period:** 8/1/15 – 1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$130,000.00

**Prior Amendment(s) Amount(s):** There were two amendments to this contract. The first amendment only added funds and this vendor to the entire Master Contract and the second amendment increased the funding within this suffix by \$98,630.00.

**Performance Indicators:**

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the last contract, there were nine (9) youth referred to this vendor for sex offender treatment services and of those youth, four (4) have completed successfully and the remaining five (5) youth are still receiving treatment. There were also two (2) youth referred to the Intensive Treatment Unit and one (1) youth has completed successfully while the other youth is still at the facility receiving treatment.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** This vendor has provided us with positive services in the past.

Sarah Balew  
User Department

11.29.16  
Date

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

**Contractor:** Safehouse Ministries, Inc. dba Safehouse Residential Services Division

**Contract/Agreement No.:** CE1500026-18      **Time Period:** 8/1/15 – 1/31/17

**Service Description:** Traditional Residential Treatment Services

**Original Contract/Agreement Amount:** \$2,500.00

**Prior Amendment(s) Amount(s):** This contract has been amended twice; however, this vendor was included with the first amendment. The second amendment did not affect this vendor by way of scope, funding, or time changes.

- Performance Indicators:**
1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
  2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
  3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
  4. 85% of youth admitted to the program will demonstrate an improvement, via comparison of pre-test and post-test scores, on the vendor identified outcome measure(s) at the time of discharge.
  5. 100% of youth will demonstrate a decrease in criminogenic risk factors as measured by the OYAS after successful program completion.
  6. 75% of youth who are successfully discharged from the program will remain in a community setting for twelve (12) months after their discharge.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there were no youth referred to this vendor for services.

**Rating of Overall Performance of Contractor (Check One):**

- Superior
- Above Average
- Average *n/a*
- Below Average
- Poor

**Justification of Rating:** This vendor has provided us with positive services in the past.

Sarah Baker  
User Department

11.30.16  
Date

s: evaluation

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0115

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</b></p>	<p><b>A Resolution</b> authorizing amendments to contracts with various providers for the Teen Pregnancy Prevention Program for the period 11/1/2015 - 12/31/2016 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council has recommended amendments to contracts with various providers for the Teen Pregnancy Prevention Program for the period 11/1/2015 - 12/31/2016 to extend the time period to 12/31/2017 and for additional funds as follows:

- a) No. CE1500342-01 with Beech Brook in the amount not-to-exceed \$10,000.00;
- b) No. CE1500343-01 with Planned Parenthood of Greater Ohio, Inc. in the amount not-to-exceed \$20,000.00; and

WHEREAS, the primary goal of the program is to provide teen pregnancy prevention services for youth in order to promote responsible sexual behavior efforts; and

WHEREAS, this project is funded from Health and Human Services Levy Funds; 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 authorizes amendments to contracts with various providers for the Teen Pregnancy Prevention Program for



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

\_\_\_\_\_  
Date

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

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



**CONTRACT EVALUATION FORM**

**(To be completed by user department for all contract renewals or amendments.)**

**Contractor:**

Beech Brook

**Contract Number:**

CE1500342

**Original Contract Amount:**

\$125,000.00

**Original Time Period:**

November 1, 2015 to  
December 31, 2016

**Amended Amount:**

\$10,000.00

**Amended Time Period:**

November 1, 2015 to  
December 31, 2017.

**Funding Source:**

Health and Human Services

Levy

**Background:**

The Ohio Family and Children First Council is statutorily defined as the Governor's Cabinet for children and families in the 1993 Ohio Revised Code 121.37. The Council has eleven state agencies which include (Ohio Department of Agriculture, Ohio Department of Alcohol and Drug Addiction Services, Ohio Department of Development Disabilities, Ohio Department of Education, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Rehabilitation Services Commission, and Ohio Budget and Management). Ohio Family and Children First has 4 core responsibilities: engaging and empowering families, shared accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities and families. Local Councils exist in each of the 88 counties. There are formal by-laws for electing leadership, making decisions, standing committees, guiding principles and the roles of officers and staff. The Council focuses on enhancing the well-being of Ohio's children and families by building community capacity, coordinating systems and services, and engaging and empowering families. Family and Children First Council (FCFC) provides a simple and organized service coordination mechanism at the county level.

As the planning entity for Cuyahoga County, FCFC promotes collaborative coordination across a continuum of family-centered, neighborhood based culturally competent services ensuring the well-being of every child in order to preserve and strengthen families in their communities. The Cuyahoga County FCFC does not provide any direct social services. FCFC facilitates planning for direct services for families and children prenatal through 21. The FCFC member's systems provide the direct services for individual and families. FCFC can direct families to individual systems to help them access quality services. Through collaborative efforts FCFC continues to achieve the following accomplishments; participation and promotion of Parent Services and activities, Youth Engagement through the development of the Youth Advisory Leadership Coalition, continued support to the Service Coordination Team, the administration of youth internships, and providing support to other county-wide youth development strategies.

**Service Description**

Teen Pregnancy and Prevention program

**Performance Indicators (November 1, 2015 to December 31, 2017)**

Beech Brook served as an external facilitator to implement a school based responsible sexual behavior program for youth. Beech Brook will deliver medically accurate evidence based sexual health curricula and develop criteria and methods of implementation for the following services and/or activities such as:

- Teen awareness campaigns
- Programs promoting parent education
- Pre pregnancy family planning services
- Professional Training for all classroom facilitators
- Increase access to adolescent health services
- Provide approved curriculum to 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders who attend Bedford and Mayfield City School Districts. School Districts are subject to change.

**Rating of Overall Performance of Contractor (check one)**

Exceeding Expectations

Meeting Expectations

Not Meeting Expectations

**Justification of Rating**

All contract deliverable were met.

Family and Children First Council

4/12/2017

Using Department

Date

**CONTRACT EVALUATION FORM**

**(To be completed by user department for all contract renewals or amendments.)**

**Contractor:**

Planned Parenthood Of  
Greater Ohio, Inc.

**Contract Number:**

CE1500343

**Original Contract Amount:**

\$275,000.00

**Original Time Period:**

November 1, 2015 to  
December 31, 2016

**Amended Amount:**

\$20,000.00

**Amended Time Period:**

November 1, 2015 to  
December 31, 2017.

**Funding Source:**

Health and Human Services  
Levy

**Background:**

The Ohio Family and Children First Council is statutorily defined as the Governor's Cabinet for children and families in the 1993 Ohio Revised Code 121.37. The Council has eleven state agencies which include (Ohio Department of Agriculture, Ohio Department of Alcohol and Drug Addiction Services, Ohio Department of Development Disabilities, Ohio Department of Education, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Rehabilitation Services Commission, and Ohio Budget and Management). Ohio Family and Children First has 4 core responsibilities: engaging and empowering families, shared accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities and families. Local Councils exist in each of the 88 counties. There are formal by-laws for electing leadership, making decisions, standing committees, guiding principles and the roles of officers and staff. The Council focuses on enhancing the well-being of Ohio's children and families by building community capacity, coordinating systems and services, and engaging and empowering families. Family and Children First Council (FCFC) provides a simple and organized service coordination mechanism at the county level.

As the planning entity for Cuyahoga County, FCFC promotes collaborative coordination across a continuum of family-centered, neighborhood based culturally competent services ensuring the well-being of every child in order to preserve and strengthen families in their communities. The Cuyahoga County FCFC does not provide any direct social services. FCFC facilitates planning for direct services for families and children prenatal through 21. The FCFC member's systems provide the direct services for individual and families. FCFC can direct families to individual systems to help them access quality services. Through collaborative efforts FCFC continues to achieve the following accomplishments; participation and promotion of Parent Services and activities, Youth Engagement through the development of the Youth Advisory Leadership Coalition, continued support to the Service Coordination Team, the administration of youth internships, and providing support to other county-wide youth development strategies.

**Service Description**

Teen Pregnancy and Prevention program

**Performance Indicators (November 1, 2015 to December 31, 2017)**

Planned Parenthood of Greater Ohio, Inc. served as an external facilitator to implement a school based responsible sexual behavior program for youth. Planned Parenthood of Greater Ohio, Inc. will deliver medically accurate evidence based sexual health curricula and develop criteria and methods of implementation for the following services and/or activities such as:

- Teen awareness campaigns
- Programs promoting parent education
- Pre pregnancy family planning services
- Professional Training for all classroom facilitators
- Increase access to adolescent health services
- Provide approved curriculum to 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders who attend South Euclid/Lyndhurst, Berea, Lakewood and Parma City School Districts. School Districts are subject to change.

**Rating of Overall Performance of Contractor (check one)**

Exceeding Expectations

Meeting Expectations

Not Meeting Expectations

**Justification of Rating**

All contract deliverable were met.

**Family and Children First Council**

**4/12/2017**

**Using Department**

**Date**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0088

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> authorizing the County Executive to accept dedication of land for Front Avenue, West 10 <sup>th</sup> Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended to accept dedication of land for Front Avenue, West 10<sup>th</sup> Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; and

WHEREAS, a portion of County-owned Permanent Parcel Nos. 101-13-028, 101-13-029 and 101-13-031 will be part of the dedication with the primary goal of this project to approve the dedication plat creating Front Avenue, West 10<sup>th</sup> Street, Main Avenue, and Old River Road located in the Flats East Bank, located in Council District 7; 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 County Council hereby authorizes the County Executive to accept dedication of land for Front Avenue, West 10<sup>th</sup> Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets.

**SECTION 2.** That the County Executive is authorized to execute the final Plat in connection with said dedication of land.

**SECTION 3.** 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 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

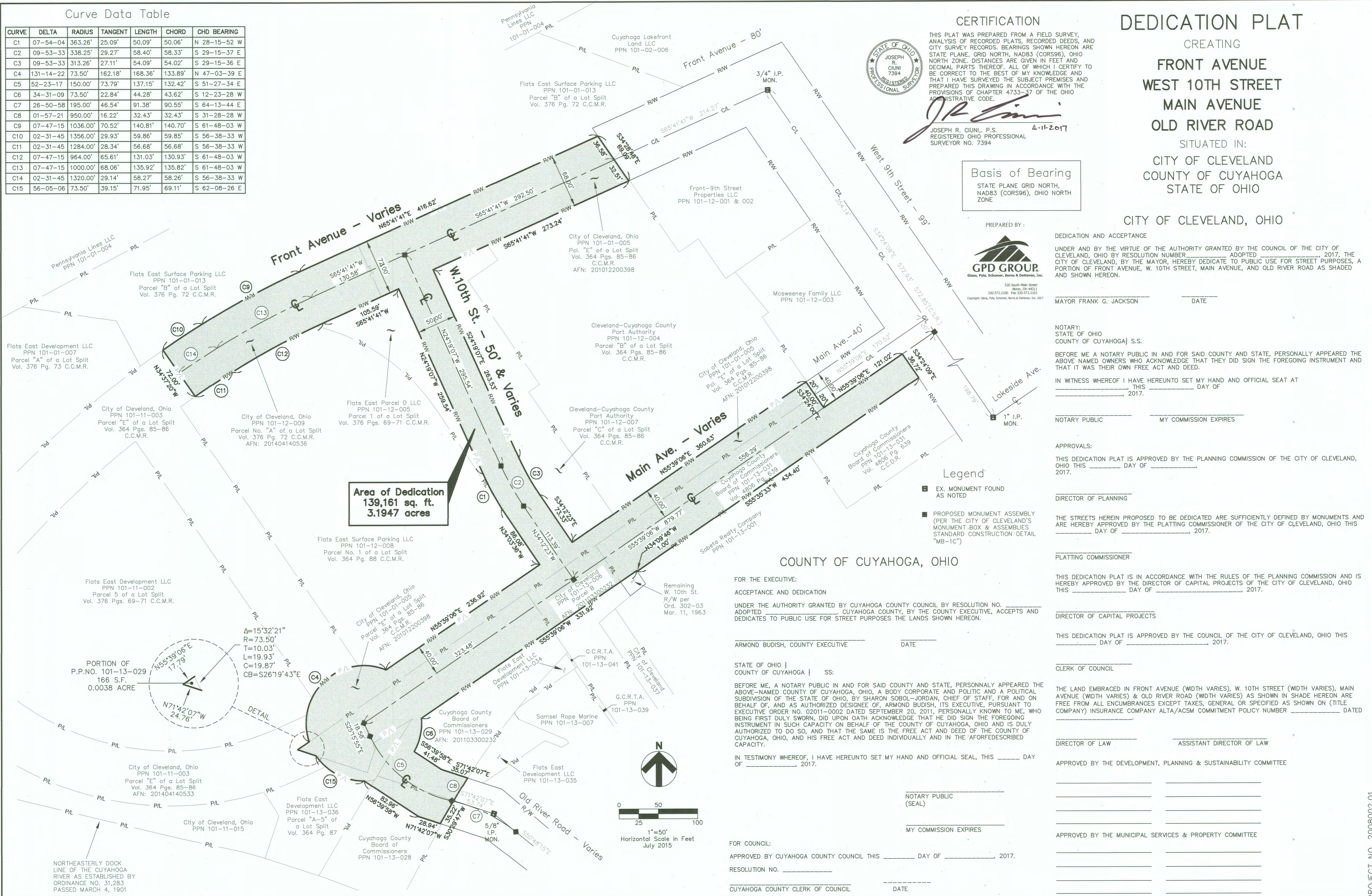
Committee(s) Assigned:

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

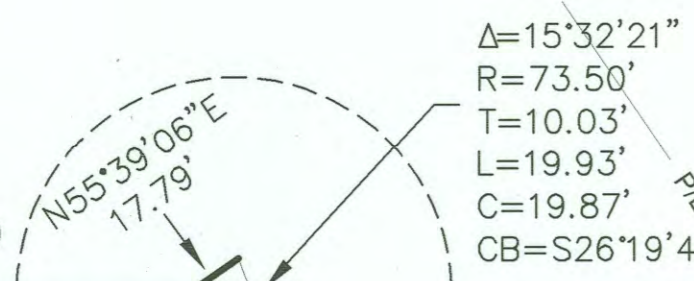


Curve Data Table

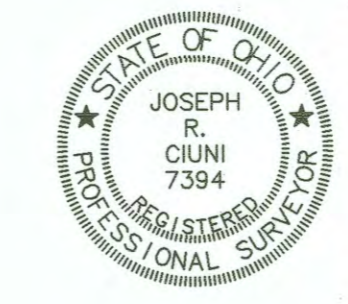
CURVE	DELTA	RADIUS	TANGENT	LENGTH	CHORD	CHD BEARING
C1	07-54-04	363.26'	25.09'	50.09'	50.06'	N 28-15-52 W
C2	09-53-33	338.25'	29.27'	58.40'	58.33'	S 29-15-37 E
C3	09-53-33	313.26'	27.11'	54.09'	54.02'	S 29-15-36 E
C4	131-14-22	73.50'	162.18'	168.36'	133.89'	N 47-03-39 E
C5	52-23-17	150.00'	73.79'	137.15'	132.42'	S 51-27-34 E
C6	34-31-09	73.50'	22.84'	44.28'	43.62'	S 12-23-28 W
C7	26-50-58	195.00'	46.54'	91.38'	90.55'	S 64-13-44 E
C8	01-57-21	950.00'	16.22'	32.43'	32.43'	S 31-28-28 W
C9	07-47-15	1036.00'	70.52'	140.81'	140.70'	S 61-48-03 W
C10	02-31-45	1356.00'	29.93'	59.86'	59.85'	S 56-38-33 W
C11	02-31-45	1284.00'	28.34'	56.68'	56.68'	S 56-38-33 W
C12	07-47-15	964.00'	65.61'	131.03'	130.93'	S 61-48-03 W
C13	07-47-15	1000.00'	68.06'	135.92'	135.82'	S 61-48-03 W
C14	02-31-45	1320.00'	29.14'	58.27'	58.26'	S 56-38-33 W
C15	56-05-06	73.50'	39.15'	71.95'	69.11'	S 62-08-26 E



**Area of Dedication**  
139,161 sq. ft.  
3.1947 acres



**CERTIFICATION**



THIS PLAT WAS PREPARED FROM A FIELD SURVEY, ANALYSIS OF RECORDED PLATS, RECORDED DEEDS, AND CITY SURVEY RECORDS. BEARINGS SHOWN HEREON ARE STATE PLANE, GRID NORTH, NAD83 (CORS96), OHIO NORTH ZONE. DISTANCES ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF. ALL OF WHICH I CERTIFY TO BE CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE SURVEYED THE SUBJECT PREMISES AND PREPARED THIS DRAWING IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 4733-37 OF THE OHIO ADMINISTRATIVE CODE.

*Joseph R. Ciuni*  
JOSEPH R. CIUNI, P.S.  
REGISTERED OHIO PROFESSIONAL SURVEYOR NO. 7394

**Basis of Bearing**  
STATE PLANE GRID NORTH,  
NAD83 (CORS96), OHIO NORTH ZONE

**DEDICATION PLAT**

CREATING  
**FRONT AVENUE**  
**WEST 10TH STREET**  
**MAIN AVENUE**  
**OLD RIVER ROAD**

SITUATED IN:  
CITY OF CLEVELAND  
COUNTY OF CUYAHOGA  
STATE OF OHIO

CITY OF CLEVELAND, OHIO

PREPARED BY:



**DEDICATION AND ACCEPTANCE**  
UNDER AND BY THE VIRTUE OF THE AUTHORITY GRANTED BY THE COUNCIL OF THE CITY OF CLEVELAND, OHIO BY RESOLUTION NUMBER \_\_\_\_\_ ADOPTED \_\_\_\_\_, 2017, THE CITY OF CLEVELAND, BY THE MAYOR, HEREBY DEDICATE TO PUBLIC USE FOR STREET PURPOSES, A PORTION OF FRONT AVENUE, W. 10TH STREET, MAIN AVENUE, AND OLD RIVER ROAD AS SHADED AND SHOWN HEREON.

MAYOR FRANK G. JACKSON \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY:  
STATE OF OHIO  
COUNTY OF CUYAHOGA } S.S.

BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED THE ABOVE NAMED OWNERS WHO ACKNOWLEDGE THAT THEY DID SIGN THE FOREGOING INSTRUMENT AND THAT IT WAS THEIR OWN FREE ACT AND DEED.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAT AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

NOTARY PUBLIC \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

**APPROVALS:**  
THIS DEDICATION PLAT IS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF CLEVELAND, OHIO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

**DIRECTOR OF PLANNING**  
THE STREETS HEREIN PROPOSED TO BE DEDICATED ARE SUFFICIENTLY DEFINED BY MONUMENTS AND ARE HEREBY APPROVED BY THE PLATTING COMMISSIONER OF THE CITY OF CLEVELAND, OHIO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

**PLATTING COMMISSIONER**  
THIS DEDICATION PLAT IS IN ACCORDANCE WITH THE RULES OF THE PLANNING COMMISSION AND IS HEREBY APPROVED BY THE DIRECTOR OF CAPITAL PROJECTS OF THE CITY OF CLEVELAND, OHIO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

**DIRECTOR OF CAPITAL PROJECTS**  
THIS DEDICATION PLAT IS APPROVED BY THE COUNCIL OF THE CITY OF CLEVELAND, OHIO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

**CLERK OF COUNCIL**  
THE LAND EMBRACED IN FRONT AVENUE (WIDTH VARIES), W. 10TH STREET (WIDTH VARIES), MAIN AVENUE (WIDTH VARIES) & OLD RIVER ROAD (WIDTH VARIES) AS SHOWN IN SHADE HEREON ARE FREE FROM ALL ENCUMBRANCES EXCEPT TAXES, GENERAL OR SPECIFIED AS SHOWN ON (TITLE COMPANY) INSURANCE COMPANY ALTA/ACSM COMMITMENT POLICY NUMBER \_\_\_\_\_ DATED \_\_\_\_\_

**DIRECTOR OF LAW** \_\_\_\_\_ **ASSISTANT DIRECTOR OF LAW** \_\_\_\_\_

APPROVED BY THE DEVELOPMENT, PLANNING & SUSTAINABILITY COMMITTEE

APPROVED BY THE MUNICIPAL SERVICES & PROPERTY COMMITTEE

FOR THE EXECUTIVE:  
ACCEPTANCE AND DEDICATION  
UNDER THE AUTHORITY GRANTED BY CUYAHOGA COUNTY COUNCIL BY RESOLUTION NO. \_\_\_\_\_ ADOPTED \_\_\_\_\_, CUYAHOGA COUNTY, BY THE COUNTY EXECUTIVE, ACCEPTS AND DEDICATES TO PUBLIC USE FOR STREET PURPOSES THE LANDS SHOWN HEREON.

ARMOND BUDISH, COUNTY EXECUTIVE \_\_\_\_\_ DATE \_\_\_\_\_

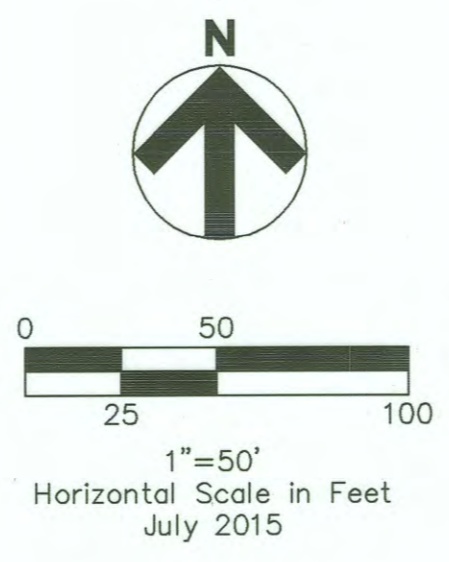
STATE OF OHIO }  
COUNTY OF CUYAHOGA } SS:  
BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED THE ABOVE-NAMED COUNTY OF CUYAHOGA, OHIO, A BODY CORPORATE AND POLITICAL AND A POLITICAL SUBDIVISION OF THE STATE OF OHIO, BY SHARON SOBOL-JORDAN, CHIEF OF STAFF, FOR AND ON BEHALF OF, AND AS AUTHORIZED DESIGNEE OF, ARMOND BUDISH, ITS EXECUTIVE, PURSUANT TO EXECUTIVE ORDER NO. 02011-0002 DATED SEPTEMBER 20, 2011, PERSONALLY KNOWN TO ME, WHO BEING FIRST DULY SWORN, DID UPON OATH ACKNOWLEDGE THAT HE DID SIGN THE FOREGOING INSTRUMENT IN SUCH CAPACITY ON BEHALF OF THE COUNTY OF CUYAHOGA, OHIO AND IS DULY AUTHORIZED TO DO SO, AND THAT THE SAME IS THE FREE ACT AND DEED OF THE COUNTY OF CUYAHOGA, OHIO, AND HIS FREE ACT AND DEED INDIVIDUALLY AND IN THE AFORFEDESCRIBED CAPACITY.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

NOTARY PUBLIC (SEAL) \_\_\_\_\_  
MY COMMISSION EXPIRES \_\_\_\_\_

FOR COUNCIL:  
APPROVED BY CUYAHOGA COUNTY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

RESOLUTION NO. \_\_\_\_\_  
CUYAHOGA COUNTY CLERK OF COUNCIL \_\_\_\_\_ DATE \_\_\_\_\_



PROJECT NO. 2008002.01



# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0093

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; and

WHEREAS, the primary goal of this project is to continue to provide work-required public assistance recipients with high quality, easily accessible, career development and work activities that improve the hard and soft skills they need to be successful in the workplace, while maintaining their public assistance benefits; and

WHEREAS, the nature of the change in scope of services includes services related to job readiness, job search, job placement and job retention programs; and

WHEREAS, this project is funded 85% by Federal TANF funding and 15% FAET funding; 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 authorizes an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with said awards and this Resolution.

**SECTION 3.** 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 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 9, 2017

Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: May 23, 2017

Journal CC026

June 13, 2017

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0094

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p> <p>Co-sponsored by: <b>Councilmembers Miller, Hairston, Jones, Conwell, Tuma and Brown</b></p>	<p><b>A Resolution</b> authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services recommends authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds as follows:

- i) Agreements:
  - a. No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
  - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.
  - c. No. AG1400101-01 with Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.
  
- ii) Contracts:
  - a. No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
  - b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.

- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad’s Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

WHEREAS, the goals of the Fatherhood Initiative are: (1) to promote public awareness of the importance of the role of a father, (2) to provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) to fund fatherhood related programs at the county level; and

WHEREAS, this project is funded 100% by Health and Human Services Levy; 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 authorizes amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds as follows:

- i) Agreements:
  - a. No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
  - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.

- c. No. AG1400101-01 with Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a. No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
- b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

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

**SECTION 3.** 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 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 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 9, 2017

Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: May 9, 2017

Additional Sponsorship Requested: May 16, 2017

Committee Report/Second Reading: May 23, 2017

Journal CC026

June 13, 2017