



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JULY 11, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) June 27, 2017 Committee of the Whole Meeting (See Page 10)
 - b) June 27, 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) R2017-0123: 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 24)

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2017-0124: 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 121)

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

- 2) R2017-0125: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Ohio Patrolmen's Benevolent Association representing approximately 15 employees in the classifications of Call-taker and Emergency Dispatcher in the Department of Public Safety and Justice Services/Office of Emergency Management/Cuyahoga Emergency Communications System Section for the period 4/1/2016 - 3/31/2019; 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 130)

Sponsor: County Executive Budish/Departments of Law and Public Safety and Justice Services/Office of Emergency Management

- 3) R2017-0126: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 22 employees in 2 classifications in the Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2017 -

12/31/2017; 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 133)

Sponsor: County Executive Budish/Departments of Law and Health and Human Services/Division of Children and Family Services

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

1) R2017-0127: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 136)

- i) Chris Ronayne for a term ending 10/31/2019.
- ii) Jan L. Roller for a term ending 9/30/2020.

Sponsor: County Executive Budish

2) R2017-0128: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 139)

- i) Appointments for the term 7/1/2017 - 6/30/2021:
 - a) Ken Silliman
 - b) Ernie Cade
- ii) Reappointments for an unexpired term ending 6/30/2020:
 - a) J. Robert Fowler
 - b) Steve Killpack
 - c) Mary Warr

Sponsor: County Executive Budish

3) R2017-0129: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 142)

i) Appointments:

- a) Kahlil Seren (County Class) for an unexpired term ending 10/15/2017.
- b) Dennis G. Kennedy (County Class) for an unexpired term ending 10/15/2017.
- c) Luis Cartegena (County Class) for an unexpired term ending 1/31/2018.
- d) Joseph E. Farris (County Class) for an unexpired term ending 1/1/2018.
- e) W. Christopher Murray, II (County Class) for an unexpired term ending 3/31/2020.
- f) Radhika Reddy (Private Sector Class) for an unexpired term ending 1/1/2018.
- g) Tania Menesse (Private Sector Class) for an unexpired term ending 1/1/2019.
- h) Jeff Bechtel (Private Sector Class) for an unexpired term ending 1/1/2020.
- i) Michael Obi (Private Sector Class) for an unexpired term ending 1/1/2019.
- j) Richard Perry (Private Sector Class) for an unexpired term ending 1/1/2020.
- k) Brian Hall (Private Sector Class) for an unexpired term ending 1/1/2019.

ii) Reappointments:

- a) Kahlil Seren (County Class) for the term 10/16/2017 - 10/15/2020.
- b) Dennis G. Kennedy (County Class) for the term 10/16/2017 - 10/15/2020.
- c) Luis Cartegena (County Class) for the term 2/1/2018 - 1/31/2021.
- d) Joseph E. Farris (County Class) for the term 1/2/2018 - 1/1/2021.

- e) Radhika Reddy (Private Sector Class) for the term 1/2/2018 - 1/1/2021.

Sponsor: County Executive Budish

- 4) R2017-0130: A Resolution making an award on RQ39750 to Terik Roofing, Inc. in the amount not-to-exceed \$2,448,661.00 for the Cuyahoga County Historical Courthouse Roof Replacement and Stone Repair Project; 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 157)

Sponsor: County Executive Budish/Department of Public Works

- 5) R2017-0131: A Resolution authorizing a contract with Court Community Service in the amount not-to-exceed \$555,000.00 for the Community Works Service Placement and Supervision Program for the period 1/1/2018 - 12/31/2020; 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. (See Page 160)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board

- 6) R2017-0132: A Resolution making an award on RQ39002 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$1,710,000.00 for body transportation services for the period 8/1/2017 - 7/31/2020; 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 162)

Sponsor: County Executive Budish/Medical Examiner

**c) CONSIDERATION OF A RESOLUTION FOR SECOND READING
ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2017-0077: A Resolution accepting/rejecting the report containing findings and recommendations of Fact-finder Harry Graham regarding negotiations between Cuyahoga County Court of Common Pleas/Juvenile Division for collective

bargaining agreements with Laborers' International Union of North America, Local 860, representing approximately 220 employees in various classifications at the Juvenile Court, Detention Center and Probation Department, and declaring the necessity that this Resolution become immediately effective. (See Page 164)

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

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

- 1) 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 167)

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2017-0118: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective: (See Page 170)
 - i) Appointment:
 - a) John P. Dobeck
 - ii) Reappointments:
 - a) Lisa Rocco
 - b) Marionette Richardson-Scott
 - c) Joseph E. Farris

Sponsor: County Executive Budish

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

- 3) R2017-0119: A Resolution confirming the County Executive's reappointment of The Honorable Michael Procuik to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2017 - 3/24/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 173)

Sponsor: County Executive Budish

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

- 4) R2017-0120: A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2018; and declaring the necessity that this Resolution become immediately effective. (See Page 175)

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

Committee Assignment and Chair: Finance & Budgeting –
Miller

- 5) R2017-0121: A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$1,500,000.00 to Rinicella 4, LLC for the benefit of the Darko Project, located at 26401 Richmond Road in the City of Bedford 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. [Pending Committee Recommendation] (See Page 184)

Sponsors: County Executive Budish/Department of
Development and Councilmember Brown

Committee Assignment and Chair: Economic Development &
Planning – Schron

- 6) R2017-0122: A Resolution authorizing an amendment to a revenue generating agreement with City of Cleveland for Crime Lab testing services for the period 11/1/2014 - 12/31/2025 to change the scope of services, effective 1/1/2017, and for additional revenue in the amount of \$900,000.00; 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. [Pending Committee Recommendation] (See Page 187)

Sponsor: County Executive Budish/Medical Examiner

Committee Assignment and Chair: Public Safety & Justice Services – Gallagher

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) 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 189)

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

- 2) 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 49th 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 192)

Sponsors: County Executive Budish/Department of Development and Councilmembers Schron and Jones

11. MISCELLANEOUS COMMITTEE REPORTS
12. MISCELLANEOUS BUSINESS
13. PUBLIC COMMENT UNRELATED TO AGENDA
14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, JULY 25, 2017
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JULY 25, 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 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

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



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, JUNE 27, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
2:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 2:33 p.m.

2. ROLL CALL

Council President Brady asked Deputy Clerk Carter to call the roll. Councilmembers Brown, Baker, Miller, Tuma, Gallagher, Conwell and Brady were in attendance and a quorum was determined. Councilmember Schron entered the meeting shortly after the roll-call was taken. Councilmember Hairston was absent from the meeting.

[Clerk's Note: Councilmembers Simon and Jones entered the meeting after the roll-call was taken to move to Executive Session.]

3. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION:

a) Collective bargaining matters, including:

- 1) an amendment to a Collective Bargaining Agreement between Cuyahoga County and Cleveland Building and Construction Trades Council representing approximately 103 employees in 27 classifications in the Department of Public Works for the period 7/1/2015 - 6/30/2018; to establish the terms of the wage re-opener and to modify Article 30.

A motion was made by Mr. Miller, seconded by Ms. Brown and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 2:35 p.m. The following Councilmembers were present: Brown, Baker, Miller, Tuma, Gallagher, Schron, Conwell and Brady. Councilmembers Simon and Jones entered the meeting after the roll-call was taken to move to Executive Session. The following additional attendees were present: Director of Law Robert Triozzi, Deputy Chief Law Director Nora Hurley and Special Counsel Michael King. At 2:42 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business

6. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 2:43 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JUNE 27, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 3:02 p.m.

2. ROLL CALL

Council President Brady asked Deputy Clerk Carter to call the roll. Councilmembers Hairston, Simon, Baker, Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown and Brady were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

Mr. David Lambert addressed Council regarding Resolution No. 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.

6. APPROVAL OF MINUTES

- a) June 13, 2017 Committee of the Whole Meeting
- b) June 13, 2017 Regular Meeting

A motion was made by Mr. Brady, seconded by Mr. Hairston and approved by unanimous vote to approve the minutes of the June 13, 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 the “Star-Spangled Spectacular” community concert and fireworks show will be held on Friday, June 30, 2017 at 6:00 p.m. on Mall B.

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. R2017-0097.

- 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.

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 Mr. Hairston, Resolution No. R2017-0097 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF RESOLUTIONS 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 Nos. R2017-0116 and R2017-0117.

- 1) R2017-0116: 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.

Sponsors: County Executive Budish/Fiscal Officer/Office of Budget and Management **and Councilmembers Brown and Baker**

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2017-0116. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2017-0116 was considered and adopted by unanimous vote, as substituted.

- 2) R2017-0117: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Cleveland Building and Construction Trades Council representing approximately 103 employees in 27 classifications in the Department of Public Works for the period 7/1/2015 - 6/30/2018; to establish the terms of the wage re-opener and to modify Article 30; 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.

Sponsor: County Executive Budish/Departments of Law and Public Works

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2017-0117 was considered and adopted by unanimous vote.

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

- 1) R2017-0118: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective:
 - i) Lisa Rocco
 - ii) Marionette Richardson-Scott
 - iii) Joseph E. Farris
 - iv) John P. Dobeck

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2017-0118 to the Human Resources, Appointments & Equity Committee.

- 2) R2017-0119: A Resolution confirming the County Executive's reappointment of The Honorable Michael Procuik to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2017 - 3/24/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2017-0119 to the Human Resources, Appointments & Equity Committee.

- 3) R2017-0120: A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2018; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2017-0120 to the Finance & Budgeting Committee.

- 4) R2017-0121: A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$1,500,000.00 to Rinicella 4, LLC

for the benefit of the Darko Project, located at 26401 Richmond Road in the City of Bedford 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.

Sponsors: County Executive Budish/Department of Development **and Councilmember Brown**

Council President Brady referred Resolution No. R2017-0121 to the Economic Development & Planning Committee.

- 5) R2017-0122: A Resolution authorizing an amendment to a revenue generating agreement with City of Cleveland for Crime Lab testing services for the period 11/1/2014 - 12/31/2025 to change the scope of services, effective 1/1/2017, and for additional revenue in the amount of \$900,000.00; 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/Medical Examiner

Council President Brady referred Resolution No. R2017-0122 to the Public Safety & Justice Affairs Committee.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) 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. [Pending Committee Recommendation]

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Safety & Justice
Affairs – Gallagher

[Clerk's Note: Due to cancellation of the Public Safety & Justice Affairs Committee meeting, Resolution No. R2017-0103 did not receive a Committee recommendation to be considered by the full Council for second reading and, therefore, was not read into the record and no action was taken by Council.]

- 2) 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.

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

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

Deputy Clerk Carter read Resolution No. R2017-0106 into the record.

This item will move to the July 11, 2017 Council meeting agenda for consideration for third reading adoption.

- 3) 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 49th 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.

Sponsors: County Executive Budish/Department of
Development and Councilmembers Schron and Jones

Committee Assignment and Chair: Economic Development &
Planning – Schron

Deputy Clerk Carter read Resolution No. R2017-0109 into the record.

This item will move to the July 11, 2017 Council meeting agenda for consideration for third reading adoption.

- d) 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. R2017-0104, R2017-0105, R2017-0107, R2017-0113, R2017-0114 and R2017-0115.

- 1) 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.

Sponsor: County Executive Budish/Department of Public Works

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

On a motion by Mr. Tuma with a second by Ms. Brown, Resolution No. R2017-0104 was considered and adopted by unanimous vote.

- 2) 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.

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

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

On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2017-0105 was considered and adopted by unanimous vote.

- 3) 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.

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

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2017-0107 was considered and adopted by unanimous vote.

- 4) 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.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

[Clerk's Note: Resolution No. R2017-0110 was not read into the record and there was no action taken by Council.]

- 5) 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.

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

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

[Clerk's Note: Resolution No. R2017-0111 was not read into the record and there was no action taken by Council.]

- 6) 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 \$500,000.00; 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.

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

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

[Clerk's Note: Resolution No. R2017-0112 was not read into the record and there was no action taken by Council.]

- 7) 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.

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

Committee Assignment and Chair: Public Safety & Justice
Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Ms. Brown, Resolution No. R2017-0113 was considered and adopted by unanimous vote.

8) 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:

- 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

Committee Assignment and Chair: Public Safety & Justice
Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Ms. Brown, Resolution No. R2017-0114 was considered and adopted by unanimous vote.

- 9) 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; waiving the requirement in County Code Section 501.15(A)(2) with respect to Planned Parenthood of Greater Ohio, Inc.; 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) 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.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council **and Councilmembers Simon, Hairston, Conwell, Jones, Miller, Brown and Tuma**

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

On a motion by Ms. Conwell with a second by Mr. Brady, Resolution No. R2017-0115 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Jones reported that the Council Operations & Intergovernmental Relations Committee will meet on Thursday, July 6, 2017 at 3:00 p.m. and on Tuesday, July 18, 2017 at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Thursday, July 6, 2017 at 10:00 a.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, July 10, 2017 at 3:00 p.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Thursday, July 6, 2017 at 2:00 p.m. and on Monday, July 17, 2017 at 1:00 p.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, July 11, 2017 at 1:00 p.m.

12. MISCELLANEOUS BUSINESS

Council President Brady reminded Councilmembers that the Council meeting scheduled for Tuesday, July 11, 2017 will begin at 5:00 p.m.

Council President Brady thanked Assistant Deputy Clerk Christina Culek for all of her hard work and service to County Council upon her departure from the County.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Ms. Loh addressed Council regarding the Norma Herr Women's shelter.

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 3:24 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0123

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution 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 21, 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: *Help Desk Technician Supervisor*
Class Number: 1053152
Pay Grade: 10B
*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 changed from PG 11 on Schedule A to PG 10 on Schedule B and moved to IT.

Exhibit B: Class Title: *Permit Clerk*
Class Number: 1011131
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.

Exhibit C: Class Title: *Senior Assessment Specialist*
Class Number: 1056232
Pay Grade: 9
* 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.

Proposed New Classifications:

Exhibit D: Class Title: *Advocacy Coordinator*
Class Number: 1013511
Pay Grade: 10

Exhibit E: Class Title: *Business Analytics and
Project Management Specialist*
Class Number: 1053731
Pay Grade: 12

Exhibit F: Class Title: *Child Health Specialist*
Class Number: 1056261
Pay Grade: 9

- Exhibit G: Class Title: *Contract Analyst*
Class Number: 1022131
Pay Grade: 8
- Exhibit H: Class Title: *Employee Services Specialist*
Class Number: 1011311
Pay Grade: 4
- Exhibit I: Class Title: *Fraud Auditor*
Class Number: 1022111
Pay Grade: 9
- Exhibit J: Class Title: *Graphic Design Specialist*
Class Number: 1053431
Pay Grade: 9
- Exhibit K: Class Title: *State Hearing Manager*
Class Number: 1056531
Pay Grade: 11
- Exhibit L: Class Title: *Talent Advisor*
Class Number: 1055261
Pay Grade: 9

Proposed Deleted Classification:

- Exhibit M: Class Title: *Housing Manager*
Class Number: 1021315
Pay Grade: 15

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Service Desk Supervisor	Class Number:	1053152
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to supervise and coordinate activities of service desk/help desk personnel.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for supervising and coordinating activities of service desk/help desk personnel. This class works under direction from the Infrastructure and Operations Administrator. The employee in this class is expected to exercise discretion in applying general goal or policy statements and resolving organizational and service delivery problems.

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 service desk/help desk employees; establishes schedules; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; provides support and direction for administrative issues and IT initiatives; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops and coordinates staff trainings.
- 35% +/- 10%
- Monitors ticketing system and follows up with assigned personnel to ensure timely resolution to problems; addresses and troubleshoots issues related to all desktop technologies; creates user accounts and manages access control based on departmental policies; creates project plans encompassing project tasks and deliverables.
- 20% +/- 10%
- Gathers and analyses metrics to benchmark the service desk workload and performance; enforces quality service guidelines for dealing with customers, completing services, and overall customer satisfaction; provides expert insight into general support issues; analyzes and identifies trends in issue reporting; devises preventative solutions; suggests new policies, procedures, and process improvements.
- 10% +/- 5%
- Performs related administrative duties; attends meetings and trainings; responds to questions and complaints; responds to requests for information; composes correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with three (3) years of help desk experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including status reports, monthly reports, timesheets, email correspondence, quotes, service desk tickets, collective bargaining agreement, security agreements, Work Order Request, Buy In Spreadsheets, Network Relocation Forms, and Incident Reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, IT websites, software manuals, hardware manuals, HIPAA, and State Policy Manual.
- Ability to prepare computer generated reports including performance reviews, monthly reports, security agreements, departmental documentation, incident reports, Root Cause Analysis, CSR/TSSP Requests, project plans, 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 and to follow instructions.
- Ability to use and interpret information technology terminology and language.
- Ability to communicate effectively with supervisors, directors, vendors, internal customers, external customers, direct reports, other County employees, various other agencies, Network Engineers, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. This classification works under a framework of defined 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.

50% +/- 10%

- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

30% +/- 10%

- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical 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.

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, other County employees 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Assessment Specialist	Class Number:	1056232
FLSA:	Exempt	Pay Grade:	9
Dept:	Senior & Adult Services		

Classification Function

The purpose of this classification is to provide master's degree level medical social work and mental health assessments to Medicare/Medicaid clients and advocate for clients' medical coverage.

Distinguishing Characteristics

This is a professional-level classification that works under direction from the Senior Social Services Supervisor and is responsible for providing medical social work and mental health assessments to elderly clients. 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. This class requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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%
- Provides master's degree level medical social work and mental health assessments to Medicare/Medicaid clients; conducts medical social work assessments; conducts goal setting and treatment planning with clients; coordinates and mobilizes community resources to maximize client health, adjustment and independent living; motivates clients to discover adaptive strategies and to comply with treatment regimens; facilitates and increases communication between collateral support systems; maintains positive rapport with clients; follows up on client referrals; references medical and psychological diagnostic and assessment manuals to formulate behavioral impressions, sound clinical planning, and interventions; adheres to Medicare/Medicaid protocol.
- 25% +/- 10%
- Advocates with Medicaid, My Care Ohio, and HMO(s) for clients' medical coverage, securing medical supplies and equipment and housing needs; coordinates communication between consumers and Medicaid to ensure agreement regarding redetermination status; coordinates communication between consumers and various agencies in order to secure required documents for redetermination; assists clients and significant others with organizing and providing required documents to Medicaid; corresponds with Western Reserve Area on Aging (WRAAA) regarding updates to clients' Medicaid status; corresponds with WRAAA, medical supply companies, and HMO(s) regarding consumers' medical equipment requirements; educates clients and their significant others about the procurement of medical supplies through Medicaid and My Care Ohio.

25% +/- 10%

- Maintains case records, data and supportive materials; prepares and compiles social histories, summaries, and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, state, and community agencies.

15% +/- 10%

- Educates clients and professionals about supportive community resources; identifies community agencies and contacts; coordinates communication between consumer and agencies to identify suitable support programs; shares expertise with other staff regarding knowledge of community resources.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work or counseling with three (3) years of counseling 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

- Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 referral forms, Medicaid application/redetermination, MyCare Ohio, home energy assistance program documents, Annual WRAAA Audit documents, health maintenance organization bill summaries, psychological assessment reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, psychological assessment manuals, Medicare/Medicaid guidelines, Personnel Policies and Procedures Manual, and the Ohio Revised Code.

Senior Assessment Specialist

- Ability to prepare assessments, treatment plans, case management plans, progress and status reports, correspondence, Medicaid Application/Redetermination, Home Energy Assistance Plans Applications, Durable Power of Attorney/Living Will, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and basic legal terminology and language.
- Ability to communicate with clients, families, attorneys, administrators, outside treatment centers, physicians, other social service agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and clients' residences.

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

Class Title:	Advocacy Coordinator	Class Number:	1013511
FLSA:	Exempt	Pay Grade:	10
Dept:	Division of Senior and Adult Services		

Classification Function

The purpose of this classification is to coordinate the Division of Senior and Adult Services' (DSAS) advocacy activities and Advocacy Committee, including activities related to the DSAS Advisory Board.

Distinguishing Characteristics

This is a professional level classification with responsibility for coordinating the Division of Senior and Adult Services' advocacy activities and Advocacy Committee as well as the DSAS Advisory Board. This position works under the general supervision of the Program Administrator. This classification works within a framework of established policies, procedures, and regulations. The incumbent is expected to work independently and ensure that all 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.

- 45% +/- 10%
- Coordinates advocacy activities of the Division of Senior and Adult Services (DSAS); convenes and staffs the Advocacy Committee, Governance Committee, and Community-Based Services Committee; develops annual advocacy priorities; develops project plans and project implementation timelines; works with Advocacy Committee to develop advocacy strategies and monitors progress; leads advocacy presentations on public policy issues at conferences, community public policy groups, and agency staff meetings; works with management, Board Chairs, and Committee Chairs to develop strategies to further senior agenda; develops and maintains relationships with elected officials, public policy groups, and advocacy groups to achieve advocacy priorities.
- 25% +/- 10%
- Coordinates the DSAS Advisory Board; serves as DSAS Administrator liaison to Advisory Board; serves as point of contact with County Executive's office; convenes Advisory Board meetings; prepares meeting agendas for Advisory Board meetings; develops orientation materials, manuals, and protocols for new Board members; evaluates potential members for recommendation to Advisory Board; assists with coordination of Cuyahoga County Senior Services network; creates and reviews Advisory Board's Code of Regulations.
- 15% +/- 10%
- Monitors relevant legislation and analyzes impact; examines legislation affecting seniors at local, state, and federal levels and determines course of action to ensure best outcomes for senior population; researches, analyzes, and monitors impact of policy issues affecting seniors and reports results to senior management, Advisory Board, Community partners, and elected officials.

15% +/- 10%

- Provides support to Office on Aging Program Administrator with marketing and project and event planning and implementation; assists with creating agency marketing materials; assists with development of Elder Abuse Awareness Month activities and program content; increases awareness and action for the protection of seniors with disabilities; assists with development, implementation, and evaluation of Senior Center Innovation forums and grants.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, public policy, political science, or related degree and five (5) years of experience in public social service program administration, public policy analysis, legislative policy advocacy, 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, 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 agendas, meeting minutes, legislation, news service, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Personnel Policies and Procedures Manual, DSAS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare meeting agendas, project plans, monthly reports, advocacy alerts, position papers, 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.

Advocacy Coordinator

- Ability to communicate with supervisors, directors, other county employees, Advisory Board members, Advocacy Committee members, and members of other agencies and committees.

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.

UYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Analytics and Project Management Specialist	Class Number:	1053731
FLSA:	Exempt	Pay Grade:	12
Dept:	Human Resources		

Classification Function

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

Distinguishing Characteristics

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

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.

- 25% +/- 10%
- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.
- 25% +/- 10%
- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.
- 25% +/- 10%
- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field.
- 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 and 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 metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Business Analytics and Project Management Specialist

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Child Health Specialist	Class Number:	1056261
FLSA:	Non-Exempt	Pay Grade:	9
Dept:	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.

Child Health Specialist

- 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.

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

Class Title:	Employee Services Specialist	Class Number:	1011311
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide a variety of data entry and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This is an entry level classification responsible for working with Human Resources staff to provide a variety of data entry and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. The employee works 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%
- Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed with 100% accuracy and in compliance with established guidelines and procedures; revises incomplete or incorrect information; researches to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.
- 25% +/- 10%
- Creates and modifies reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.
- 10% +/- 5%
- Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.
- 5% +/- 2%
- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; may provide training to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.
- 5% +/- 2%
- Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator, administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors Audit and security logs; develops solutions to collect, analyze, and report

Employee Services Specialist

project-specific data using a wide range of technologies including but not limited to SQL, MS Access, MS Office, etc.; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas and implements; assists in writing and maintaining policies, procedures, etc.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of ERP or database management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No certificates or licenses 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.

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 PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and record retention guidelines.
- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Analyst	Class Number:	1022131
FLSA:	Exempt	Pay Grade:	8
Dept:	All Departments		

Classification Function

The purpose of this classification is to develop, coordinate, and monitor contract activities for a department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for developing, modifying, and monitoring contract processing procedures and activities. The incumbent works under the general direction of an administrative supervisor. 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.

50% +/- 10%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services; advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.

20% +/- 10%

- Plans and conducts monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; develops new operations, policies, and procedures to improve processes.

Contract Analyst

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; develops and updates department procedure manual, procedure timelines, and filing system; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other county agencies and/or departments for funding confirmation and legal advice.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field.
- 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 contracts, contract amendments, contract status reports, certificates of liability insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, departmental policies and procedures/standard operating procedures, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, 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.

Contract Analyst

- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, goods and service providers, members of external agencies, and other County employees.

Environmental Adaptability

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fraud Auditor	Class Number:	1022111
FLSA:	Exempt	Pay Grade:	9
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to research, analyze, and audit potential fraud, county employee misconduct, or dereliction of duty within County Human Services Departments in compliance with local, state, and federal regulations and guidelines.

Distinguishing Characteristics

This is a journey-level classification that is responsible for researching and auditing potential fraud, employee misconduct, or dereliction of duty. 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 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.

- 75% +/- 10%
- Conducts internal audits and investigations to identify potential fraud and/or possible employee misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts interviews of witnesses, complainants, and subjects; compiles evidence and reports to support investigative findings; analyzes records and documentation, summarizes findings, and makes presentations; makes recommendations for discipline based on conduct and county guidelines; attends and testifies at Human Resource hearings and court proceedings; provides assistance to local, state, and federal law enforcement agencies; provides investigative support during Grand Jury, pretrial, trial, and sentencing proceedings.
- 10% +/- 5%
- Researches, analyzes and evaluates existing operations, systems, policies, and procedures to identify operational deficiencies; makes recommendations to improve operations; researches current best practices and changes in policies and procedures; develops new operations, policies, and procedures for county programs.
- 15% +/- 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; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree and three (3) years of experience in auditing, investigations, public assistance eligibility determination, or related field; 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.

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 complaints, referrals, case history transactions, worker history transactions, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly and annual case summaries, monthly and yearly case charts, case exhibits, prosecutions memorandums, policy proposal memorandums, court case charts, restitution tracking chart, case support documents, memorandums, 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 use and interpret human resource, legal, and medical insurance terminology and language.
- Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external agencies, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Graphic Design Specialist	Class Number:	1053431
FLSA:	Exempt	Pay Grade:	9
Dept:	Communications		

Classification Function

The purpose of this classification is to design, create, and produce marketing and public relations materials for the Communications Department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for designing, creating, and producing marketing and public relations materials for the Communications Department. 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%
- Plans and produces marketing and public relations material for the County; designs and produces marketing and public relations materials including digital news magazine, slideshows, interactive digital signs, brochures, event flyers, posters, signs, digital signs, banners, display boards, mailers, inserts, annual reports, newsletters, presentations, infographics, booklets, pamphlets, and resource guides; develops informational and educational advertisements, campaigns, and materials for presentation to employees and the general public; determines size and arrangement of illustrative material and copy; selects text size and font; designs infographics and layouts for reports and articles; develops graphics and layouts for signs and marketing displays; creates designs, concepts, and sample layouts; draws and prints charts, graphs, illustrations, and other artwork using computer software; proofreads and reviews products to produce high-quality, accurate work; confers with managers, directors, and staff to discuss content, layout, and design; assists managers, directors, and staff with development of collateral marketing material, marketing communication strategies, and special projects; presents finalized ideas, concepts, and projects to managers and directors; coordinates with County print shop and sign shop staff to produce printed materials and signs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; gives presentations as needed; researches and keeps up-to-date with new design concepts, software, and emerging technologies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in graphic design, marketing, or related field with three (3) years of graphic design 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 utilize a variety of graphic design software including ADOBE Creative Suite, Four Winds Interactive Digital Signage, Photoshop, and other graphic design software.

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 spreadsheets, data, annual reports, expense reports, statistical reports, committee reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and Cuyahoga County Branding Guidelines.
- Ability to prepare slideshows, digital signs, brochures, booklets, posters, event flyers, banners, signs, invitations, display boards, portfolios, infographics, annual reports, presentations, 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 use and interpret marketing and graphic design terminology and language.
- Ability to communicate with supervisor, co-workers, directors, and other County Employees.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	State Hearings Manager	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise staff and manage the state hearing process for Cuyahoga County Health and Human Service agencies.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising staff and managing the state hearing process for Cuyahoga County Health and Human Service agencies. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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%
- Manages the state hearing process for Cuyahoga County Health and Human Service agencies; takes state hearing requests; performs conciliation between the agency and clients; reviews budget with clients; determines agency representative for each hearing; enters hearing information in state tracking system; generates and maintains hearing activity reports; develops different options for new or revised operations, systems, policies and/or procedures; reviews work flow to state hearing officers and agency staff to ensure representation at all state hearings; determines status of case work to be completed for Bureau of State Hearings; analyzes state hearing trends.
- 30% +/- 10%
- Conducts formal and informal state hearing training; responds to inquiries regarding the hearing process.
- 20% +/- 10%
- Supervises and directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests and prepares related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares, reviews, and maintains various reports, records, and other documents; responds to emails and phone calls; attends various State and County trainings and mandated State of Ohio meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in business administration, social science, humanities, or related field with three (3) years of administrative appeals/hearings procedures experience or related 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.

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 state hearing requests, appeal summaries, county review requests, administrative appeal decisions, state hearing dockets, case inventory contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Union Contract, Prevention Retention and Contingency Manual, State Hearing Manual, Cuyahoga Job and Family Services Policy Manual, Ohio Administrative Code, and Ohio Revised Code.

State Hearings Manager

- Ability to prepare appeals reports, pending compliance reports, docket reports, disposition reports, state hearing activity reports, employee evaluations, correspondence 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 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, supervisors, attorneys, other County employees, outside boards, commissions and agencies, and other governments.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Talent Advisor	Class Number:	1055261
FLSA:	Exempt	Pay Grade:	9
Dept:	Development		

Classification Function

The purpose of this classification is to identify and facilitate employers and Cuyahoga County residents through the County's workforce programs; including training plans and career steps for various occupations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for identifying prospective employers, assessing employers' operations, explaining County programs and assessing employers' talent needs. 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.

- 45% +/- 10%
- Initiates contact and develops relationships with employers; consults with employers regarding talent needs and talent supply both remotely and on-site; assess employer's operations and determines if County programs are viable for employer; presents County program(s) to prospective clients and other talent audiences.
- 35% +/- 10%
- Creates individualized training plans to enhance skills and competencies related to a job or occupation; coaches approved employees through the training process in order to encourage persistence including connecting employees to various post-placement services; provides additional career coaching beyond training completion; assesses employees to identify skill development opportunities; tracks and reports employee and employer progress through appropriate training programs, including possible interaction with training providers; identifies testing sources to ensure accomplished skills.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Business Administration, Psychology, or related degree and two (2) years of experience in human resources 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.

Proposed DATE

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.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 basic job descriptions, charts, basic assessment score reports, curriculum summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare training outlines, training schedules, correspondence, applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and business operations terminology and language.
- Ability to communicate with coworkers, management, employers, employees, prospective employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Housing Manager	Class Number:	1021315
		Pay Grade:	15

Departments:	Development only
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Classification Function

The purpose of this classification is to manage the daily activities of County's Housing Program and supervise building rehabilitation and development staff.

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.

- Manages the daily activities of the County's Housing Program (e.g.- meets with director to coordinate and develop policies; develops housing programs which expand home-ownership opportunities, housing rehabilitation loans, weatherization program and other housing related initiatives).
- Supervises building rehabilitation and development staff (e.g.- assigns work and reviews completed work; provides job training and instruction; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; recommends promotion; approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding housing issues; addresses audiences on fair housing issues; moderates discussions pertaining to fair housing; serves as panelist to discuss fair housing issues, represents fair housing and related interests at meetings).
- Performs administrative duties (e.g.- maintains records of various housing activities; prepares correspondence to communities, housing groups and other organizations; prepares and/or provides input on various reports).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business or public administration with three years of urban development/housing 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 typewriter, adding machine, calculator and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including housing program policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, RFP's, requests for grant applications, newspaper copies and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 housing and legal terminology and language.
- Ability to communicate with director, supervisors, employees, source persons, clients, HUD personnel, Ohio Civil Rights Commission personnel, housing groups, landlords, tenants, municipalities elected, public officials, 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.




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: June 23, 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 21, 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			
Classification Title	Classification Number	Pay Grade & FLSA	Department
Advocacy Coordinator	1013511	10/Exempt	Division of Senior and Adult Services
Business Analytics and Project Management Specialist	1053731	12/Exempt	Human Resources
Child Health Specialist	1056261	9/Exempt	Children and Family Services
Contract Analyst	1022131	8/Exempt	All Departments
Employee Services Specialist	5/Non-Exempt	6/Non-Exempt	Human Resources
Fraud Auditor	8/Exempt	8/Non-Exempt	Health and Human Services

Graphic Design Specialist	15/Exempt	15/Exempt (No Change)	Communications
State Hearing Manager	13/Exempt	13/Exempt	Health and Human Services
Talent Advisor	4/Non-Exempt	3/Non-Exempt	Development

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Help Desk Technician Supervisor 1053152	11/Exempt	10B/Non- Exempt	Human Services
Permit Clerk 1011131	3/Non-Exempt	3/Non- Exempt (No Change)	Public Works
Senior Assessment Specialist 1056232	9/Exempt	9/Exempt (No Change)	Senior and Adult Services

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Housing Manager	1021315	15/Exempt	Development

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053152	Help Desk Technician Supervisor	Human Services	Exempt	11
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053152	IT Service Desk Supervisor	Information Technology	Non-Exempt	10B

Requested By: Personnel Review Commission

Rationale: The IT Department requested the Help Desk Technician Supervisor specification be revised to better suit the department's needs. Classification last revised in 2009. 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. Pay grade changed from PG 11 on schedule A to PG 10 on schedule B and moved to Information Technology.

No. of Employees Affected: 1

Dept.(s) Affected: Information Technology

Fiscal Impact:
 PG 11 \$52,332.80 - \$73,320.00
 PG 10B \$53,310.40 - \$74,651.20
 Incumbents Salary: \$52,332.80
 Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, HR	2/9/2017	Email	Responding to Revision Request form
Jason Snowbrick, IT	2/14/2017	Email	Forwarding past communications about the original request submitted 2015
Jason Snowbrick, IT	2/14/2017	Email	Forwarding 2015 draft that was sent to IT from the PRC
Jason Snowbrick, IT	3/29/2017	Email	Reminder to review the draft
Melissa Foldesi, HR Kelli Neale, HR	3/29/2017	Email	Requesting draft sent to HR instead of PRC
Jason Snowbrick, IT Michael Young, IT	4/12/2017	Email	Sent over 2 nd draft from the new CPQ information submitted 4/11/2017
Jason Snowbrick, IT Michael Young, IT	4/12/2017	Email	Asked CPQ questions
Jason Snowbrick, IT	4/24/2017	Email	Sent over 3 rd draft from the new CPQ information submitted 4/21/2017
Jason Snowbrick, IT	4/27/2017	Email	Confirming draft was complete and could move forward
Jason Snowbrick, IT Michael Young, IT	5/3/2017	Email	Providing status update and timeline
Jim Battigaglia, Archer Consultant	5/10/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Service Desk Supervisor	Class Number:	1053152
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to supervise and coordinate activities of service desk/help desk personnel.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for supervising and coordinating activities of service desk/help desk personnel. This class works under direction from the Infrastructure and Operations Administrator. The employee in this class is expected to exercise discretion in applying general goal or policy statements and resolving organizational and service delivery problems.

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 service desk/help desk employees; establishes schedules; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; provides support and direction for administrative issues and IT initiatives; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops and coordinates staff trainings.

- 35% +/- 10%
- Monitors ticketing system and follows up with assigned personnel to ensure timely resolution to problems; addresses and troubleshoots issues related to all desktop technologies; creates user accounts and manages access control based on departmental policies; creates project plans encompassing project tasks and deliverables.

- 20% +/- 10%
- Gathers and analyses metrics to benchmark the service desk workload and performance; enforces quality service guidelines for dealing with customers, completing services, and overall customer satisfaction; provides expert insight into general support issues; analyzes and identifies trends in issue reporting; devises preventative solutions; suggests new policies, procedures, and process improvements.

- 10% +/- 5%
- Performs related administrative duties; attends meetings and trainings; responds to questions and complaints; responds to requests for information; composes correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with three (3) years of help desk experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including status reports, monthly reports, timesheets, email correspondence, quotes, service desk tickets, collective bargaining agreement, security agreements, Work Order Request, Buy In Spreadsheets, Network Relocation Forms, and Incident Reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, IT websites, software manuals, hardware manuals, HIPAA, and State Policy Manual.
- Ability to prepare computer generated reports including performance reviews, monthly reports, security agreements, departmental documentation, incident reports, Root Cause Analysis, CSR/TSSP Requests, project plans, 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 and to follow instructions.
- Ability to use and interpret information technology terminology and language.
- Ability to communicate effectively with supervisors, directors, vendors, internal customers, external customers, direct reports, other County employees, various other agencies, Network Engineers, 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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011131	Permit Clerk	Public Works	Non-Exempt	3
PROPOSED/REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011131	Permit Clerk	Public Works	Non-Exempt	3

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1999. 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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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation	3/24/17 3/27/2017	Email Email	Copied on Communications

Manager			
Kelli Neale, HR	3/24/17 3/27/2017	Email Email	Copied on Communications
Radine Brown, HR	3/24/17 3/27/2017	Email Email	Copied on Communications
Gina Ware, Permit Coordinator	2/1/2017 3/24/2017 3/27/2017	Email Email Email	Manager Questions Final Draft Review Clarification
Michael Dever, Director	12/24/2017 3/27/2017	Email Email	Final Draft Review Clarification
Jim Battigaglia, Archer Consultant	4/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. This classification works under a framework of defined 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.

50% +/- 10%

- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

30% +/- 10%

- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical 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.

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, other County employees 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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056232	Senior Assessment Specialist	Justice Affairs & Senior and Adult Services	Exempt	9
PROPOSED/REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056232	Senior Assessment Specialist	Senior and Adult Services	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2005. 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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No. of Employees Affected:	1
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Dept.(s) Affected:	Senior and Adult Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation	3/27/2017	Email	Copied on Communications

Manager			
Kelli Neale, HR	3/27/2017	Email	Copied on Communications
Michael Brown, HR	3/27/2017	Email	Copied on Communications
Cynthia Mason, Senior Social Services Supervisor	5/25/2016 6/15/2016 3/27/2017	Email Email Email	Manager Questions Reminder Final Draft Review
Patricia Miller, Senior Assessment Specialist	9/7/2016	Email	Clarification
Dr. Richard Jones, Director	3/27/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	4/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Assessment Specialist	Class Number:	1056232
FLSA:	Exempt	Pay Grade:	9
Dept:	Senior & Adult Services		

Classification Function

The purpose of this classification is to provide master's degree level medical social work and mental health assessments to Medicare/Medicaid clients and advocate for clients' medical coverage.

Distinguishing Characteristics

This is a professional-level classification that works under direction from the Senior Social Services Supervisor and is responsible for providing medical social work and mental health assessments to elderly clients. 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. This class requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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%
- Provides master's degree level medical social work and mental health assessments to Medicare/Medicaid clients; conducts medical social work assessments; conducts goal setting and treatment planning with clients; coordinates and mobilizes community resources to maximize client health, adjustment and independent living; motivates clients to discover adaptive strategies and to comply with treatment regimens; facilitates and increases communication between collateral support systems; maintains positive rapport with clients; follows up on client referrals; references medical and psychological diagnostic and assessment manuals to formulate behavioral impressions, sound clinical planning, and interventions; adheres to Medicare/Medicaid protocol.
- 25% +/- 10%
- Advocates with Medicaid, My Care Ohio, and HMO(s) for clients' medical coverage, securing medical supplies and equipment and housing needs; coordinates communication between consumers and Medicaid to ensure agreement regarding redetermination status; coordinates communication between consumers and various agencies in order to secure required documents for redetermination; assists clients and significant others with organizing and providing required documents to Medicaid; corresponds with Western Reserve Area on Aging (WRAAA) regarding updates to clients' Medicaid status; corresponds with WRAAA, medical supply companies, and HMO(s) regarding consumers' medical equipment requirements; educates clients and their significant others about the procurement of medical supplies through Medicaid and My Care Ohio.

25% +/- 10%

- Maintains case records, data and supportive materials; prepares and compiles social histories, summaries, and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, state, and community agencies.

15% +/- 10%

- Educates clients and professionals about supportive community resources; identifies community agencies and contacts; coordinates communication between consumer and agencies to identify suitable support programs; shares expertise with other staff regarding knowledge of community resources.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work or counseling with three (3) years of counseling 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

- Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 referral forms, Medicaid application/redetermination, MyCare Ohio, home energy assistance program documents, Annual WRAAA Audit documents, health maintenance organization bill summaries, psychological assessment reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, psychological assessment manuals, Medicare/Medicaid guidelines, Personnel Policies and Procedures Manual, and the Ohio Revised Code.

Senior Assessment Specialist

- Ability to prepare assessments, treatment plans, case management plans, progress and status reports, correspondence, Medicaid Application/Redetermination, Home Energy Assistance Plans Applications, Durable Power of Attorney/Living Will, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and basic legal terminology and language.
- Ability to communicate with clients, families, attorneys, administrators, outside treatment centers, physicians, other social service agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and clients' residences.

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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013511	Advocacy Coordinator	Division of Senior and Adult Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. This position is currently classified as a Program Officer 3. Pay grade decreased by one level from PG 11 to PG 10.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Division of Senior and Adult Services
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Fiscal Impact:	PG 11 \$52,332.80 - \$73,320.00 PG 10 \$49,483.20 - \$69,264.00 Incumbent Salary: - \$59,820.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	2/24/2017	Email	Copied on Communications
	3/13/2017	Email	
Kelli Neale, HR	2/24/2017	Email	Copied on Communications
	3/13/2017	Email	
Michael Brown, HR	2/24/2017	Email	Copied on Communications
	3/13/2017	Email	

Dr. Richard Jones, Director	2/24/2017 3/13/2017	Email Email	Final Draft Review Reminder
Denise Rucker- Burton, SPA2 (Supervisor)	9/07/2016 10/03/2016 10/21/2016 10/26/2016 12/13/2016 2/24/2017 3/13/2017 3/21/2017	Email Email Email Phone Email Email Email Email	Manager Questions Reminder Reminder Clarification Update on Progress Final Draft Review Reminder Reminder
Jim Battigaglia, Archer Consultant	4/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Advocacy Coordinator	Class Number:	1013511
FLSA:	Exempt	Pay Grade:	10
Dept:	Division of Senior and Adult Services		

Classification Function

The purpose of this classification is to coordinate the Division of Senior and Adult Services' (DSAS) advocacy activities and Advocacy Committee, including activities related to the DSAS Advisory Board.

Distinguishing Characteristics

This is a professional level classification with responsibility for coordinating the Division of Senior and Adult Services' advocacy activities and Advocacy Committee as well as the DSAS Advisory Board. This position works under the general supervision of the Program Administrator. This classification works within a framework of established policies, procedures, and regulations. The incumbent is expected to work independently and ensure that all 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.

- 45% +/- 10%
- Coordinates advocacy activities of the Division of Senior and Adult Services (DSAS); convenes and staffs the Advocacy Committee, Governance Committee, and Community-Based Services Committee; develops annual advocacy priorities; develops project plans and project implementation timelines; works with Advocacy Committee to develop advocacy strategies and monitors progress; leads advocacy presentations on public policy issues at conferences, community public policy groups, and agency staff meetings; works with management, Board Chairs, and Committee Chairs to develop strategies to further senior agenda; develops and maintains relationships with elected officials, public policy groups, and advocacy groups to achieve advocacy priorities.
- 25% +/- 10%
- Coordinates the DSAS Advisory Board; serves as DSAS Administrator liaison to Advisory Board; serves as point of contact with County Executive's office; convenes Advisory Board meetings; prepares meeting agendas for Advisory Board meetings; develops orientation materials, manuals, and protocols for new Board members; evaluates potential members for recommendation to Advisory Board; assists with coordination of Cuyahoga County Senior Services network; creates and reviews Advisory Board's Code of Regulations.
- 15% +/- 10%
- Monitors relevant legislation and analyzes impact; examines legislation affecting seniors at local, state, and federal levels and determines course of action to ensure best outcomes for senior population; researches, analyzes, and monitors impact of policy issues affecting seniors and reports results to senior management, Advisory Board, Community partners, and elected officials.

15% +/- 10%

- Provides support to Office on Aging Program Administrator with marketing and project and event planning and implementation; assists with creating agency marketing materials; assists with development of Elder Abuse Awareness Month activities and program content; increases awareness and action for the protection of seniors with disabilities; assists with development, implementation, and evaluation of Senior Center Innovation forums and grants.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, public policy, political science, or related degree and five (5) years of experience in public social service program administration, public policy analysis, legislative policy advocacy, 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, 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 agendas, meeting minutes, legislation, news service, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Personnel Policies and Procedures Manual, DSAS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare meeting agendas, project plans, monthly reports, advocacy alerts, position papers, 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.

Advocacy Coordinator

- Ability to communicate with supervisors, directors, other county employees, Advisory Board members, Advocacy Committee members, and members of other agencies and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053731	Business Analytics and Project Management Specialist	Human Resources	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	The Human Resources Department requested a new classification be written based on departmental need for a leadership role for HR project planning and implementation. This is a new classification that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 12 \$55,265.60 – \$77,376.00 Step Placement TBD by HR
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	01/10/17	Email	Received Request
	01/25/17	Email	Clarification
	3/24/2017	Email	Final Draft Review
	4/10/2017	Email	Reminder
Douglas Dykes, Chief Talent Officer	3/24/2017	Email	Final Draft Review
	4/10/2017	Email	Reminder
Jim Battigaglia, Archer Consultant	4/11/2017	Email	Pay Grade Evaluation

UYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Analytics and Project Management Specialist	Class Number:	1053731
FLSA:	Exempt	Pay Grade:	12
Dept:	Human Resources		

Classification Function

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

Distinguishing Characteristics

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

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.

- 25% +/- 10%
- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.
- 25% +/- 10%
- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.
- 25% +/- 10%
- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field.
- 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 and 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 metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Business Analytics and Project Management Specialist

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056261	Child Health Specialist	Children and Family Services	Non-Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. This position is currently classified as a Program Officer 3. Pay grade decreased by two levels from PG 11 to PG 9.
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No. of Employees Affected:	2
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 11 \$52,332.80 - \$73,320.00 PG 9 \$46,571.20 - \$65,166.40 Incumbents salaries: Both \$58,344.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	2/2/2017	Email	Copied on Communications
Kelli Neale, HR	2/2/2017	Email	Copied on Communications
Michael Brown, HR	2/2/2017	Email	Copied on Communications

Jacqueline McCray, Deputy Administrator	2/2/2017	Email	Final Draft Review
Karen Stormann, SPA5	5/1/2017 5/9/2017	Email Phone Call	Updates Pay Grade Discussion
Nicole Scalish, SPA2 (Supervisor)	9/30/2016 11/9/2016 2/2/2017 5/1/2017 5/9/2017	Email Email Email Email Phone Call	Manager Questions Clarification Final Draft Review Updates Pay Grade Discussion
Jim Battigaglia, Archer Consultant	3/22/2017 4/11/2017 5/9/2017	Email Email Phone Call	Pay Grade Evaluation Clarification Pay Grade Discussion

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Child Health Specialist	Class Number:	1056261
FLSA:	Non-Exempt	Pay Grade:	9
Dept:	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.

Child Health Specialist

- 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.

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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022131	Contract Analyst	All Departments	Exempt	8

Requested By: Personnel Review Commission

Rationale: This is a new classification that reflects the essential functions and minimum qualifications of the position. This position is currently classified as a Program Officer 3. Pay grade decreased by three levels from PG 11 to PG 8.

No. of Employees Affected: 3

Dept.(s) Affected: All Departments

Fiscal Impact:
 PG 11 \$52,332.80 - \$73,320.00
 PG 8 \$43,659.20 - \$61,110.40
 Incumbents Salaries: \$52,332.80 (2)
 \$53,872.00
 Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	3/24/2017	Email Email	Copied on Communications
Kelli Neale, HR	3/24/2017	Email	Copied on Communications
Michael Brown, HR	3/24/2017	Email	Copied on Communications

Thomas Pristow, Director	3/24/2017	Email	Final Draft Review
Robert Math, SPA5 (Supervisor)	2/23/2017 2/25/2017 3/22/2017 3/24/2017 4/06/2017	Email Email Email Email Email	Manager Questions Clarification Reminder Final Draft Review Clarification
Jim Battigaglia, Archer Consultant	04/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Analyst	Class Number:	1022131
FLSA:	Exempt	Pay Grade:	8
Dept:	All Departments		

Classification Function

The purpose of this classification is to develop, coordinate, and monitor contract activities for a department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for developing, modifying, and monitoring contract processing procedures and activities. The incumbent works under the general direction of an administrative supervisor. 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.

- 50% +/- 10%
- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services; advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.
- 20% +/- 10%
- Plans and conducts monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.
- 10% +/- 5%
- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; develops new operations, policies, and procedures to improve processes.

Contract Analyst

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; develops and updates department procedure manual, procedure timelines, and filing system; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other county agencies and/or departments for funding confirmation and legal advice.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field.
- 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 contracts, contract amendments, contract status reports, certificates of liability insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, departmental policies and procedures/standard operating procedures, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, 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.

Contract Analyst

- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, goods and service providers, members of external agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on occasional 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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011311	Employee Services Specialist	Human Resources	Non-Exempt	4

Requested By:	Personnel Review Commission
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Rationale:	Human Resources Department requested a new classification to be written based on departmental needs. This is a new classification that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 4 \$ 32,052.80 - \$ 44,907.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Melissa Foldesi, HR	3/21/2017	Email	Asking initial CPQ questions
Mellissa Foldesi, HR	3/22/2017	Email	Sent over initial draft
Mellissa Foldesi, HR	4/4/2017	Email	Reminder to send draft revisions
Mellissa Foldesi, HR	4/19/2017	Email	Thanking Melissa for the revisions
Jim Battigaglia, Archer Consultant	5/10/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Services Specialist	Class Number:	1011311
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide a variety of data entry and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This is an entry level classification responsible for working with Human Resources staff to provide a variety of data entry and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. The employee works 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%
- Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed with 100% accuracy and in compliance with established guidelines and procedures; revises incomplete or incorrect information; researches to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.

- 25% +/- 10%
- Creates and modifies reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.

- 10% +/- 5%
- Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

- 5% +/- 2%
- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; may provide training to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.

- 5% +/- 2%
- Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator, administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors Audit and security logs; develops solutions to collect, analyze, and report

Employee Services Specialist

project-specific data using a wide range of technologies including but not limited to SQL, MS Access, MS Office, etc.; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas and implements; assists in writing and maintaining policies, procedures, etc.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of ERP or database management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No certificates or licenses 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.

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 PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and record retention guidelines.
- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, 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.

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022111	Fraud Auditor	Health and Human Services	Exempt	9

Requested By: Personnel Review Commission

Rationale: This is a new classification that reflects the essential functions and minimum qualifications of the position. This position is currently classified as a Program Officer 3. Pay grade decreased by two levels from PG 11 to PG 9.

No. of Employees Affected: 2

Dept.(s) Affected: Health and Human Services

Fiscal Impact:
 PG 11 \$52,332.80 - \$73,320.00
 PG 9 \$46,571.20 - \$65,166.40
 Incumbents salaries: 52,332.80 (2)
 Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	3/24/2017	Email Email	Copied on Communications
Kelli Neale, HR	3/24/2017	Email	Copied on Communications
Michael Brown, HR	3/24/2017	Email	Copied on Communications

David Merriman, Director	3/24/2017	Email	Final Draft Review
Robert Mcevoy, Investigations Manager (Supervisor)	11/22/2016 12/07/2016 12/13/2016 3/24/2016	Email Email Email Email	Manager Questions Clarification Clarification Final Draft Review
Jim Battigaglia, Archer Consultant	04/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fraud Auditor	Class Number:	1022111
FLSA:	Exempt	Pay Grade:	9
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to research, analyze, and audit potential fraud, county employee misconduct, or dereliction of duty within County Human Services Departments in compliance with local, state, and federal regulations and guidelines.

Distinguishing Characteristics

This is a journey-level classification that is responsible for researching and auditing potential fraud, employee misconduct, or dereliction of duty. 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 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.

- 75% +/- 10%
- Conducts internal audits and investigations to identify potential fraud and/or possible employee misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts interviews of witnesses, complainants, and subjects; compiles evidence and reports to support investigative findings; analyzes records and documentation, summarizes findings, and makes presentations; makes recommendations for discipline based on conduct and county guidelines; attends and testifies at Human Resource hearings and court proceedings; provides assistance to local, state, and federal law enforcement agencies; provides investigative support during Grand Jury, pretrial, trial, and sentencing proceedings.
- 10% +/- 5%
- Researches, analyzes and evaluates existing operations, systems, policies, and procedures to identify operational deficiencies; makes recommendations to improve operations; researches current best practices and changes in policies and procedures; develops new operations, policies, and procedures for county programs.
- 15% +/- 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; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree and three (3) years of experience in auditing, investigations, public assistance eligibility determination, 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 complaints, referrals, case history transactions, worker history transactions, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly and annual case summaries, monthly and yearly case charts, case exhibits, prosecutions memorandums, policy proposal memorandums, court case charts, restitution tracking chart, case support documents, memorandums, 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 use and interpret human resource, legal, and medical insurance terminology and language.
- Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external agencies, 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.

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053431	Graphic Design Specialist	Communications	Exempt	9

Requested By: Personnel Review Commission

Rationale: The Communications Department requested that the Senior Public Information Officer Classification Specification be revised to more accurately reflect the essential job functions and minimum qualifications of the position. This is a new position. The position is currently classified as a Senior Public Information Officer. Pay grade decreased by two levels from PG 11 to PG 9.

No. of Employees Affected: 1

Dept.(s) Affected: Communications

Fiscal Impact:
 PG 11 \$52,332.80 - \$73,320.00
 PG 9 \$46,571.20 - \$65,166.40
 Incumbents salary: \$52,332.80
 Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	12/13/2016 3/24/2017	Email Email	Request to Revise Copied on Communications
Kelli Neale, HR	2/21/2017 3/14/2017 3/24/2017	Email Email Email	Info to Revise Request Received Copied on

			Communications
Radine Brown, HR	3/24/2017	Email	Copied on Communications
Aida Idiaquez, Senior Administrative Officer	8/17/2016 9/7/2016 10/8/2016 12/13/2016 2/17/2017	Email Email Email Email Email	Manager Questions Reminder Reminder Request to Revise Reminder
David Merriman, Director	12/13/2016 2/17/2017	Email Email	Request to Revise Reminder
Eliza Wing, Chief Communications Officer	3/24//17 2/21/2017	Email Email	Final Draft Review Reminder
Mary Louise Madigan, Director	3/24//17 2/21/2017	Email Email	Final Draft Review Reminder
Carmen Barreiro, Senior Public Information Officer	12/2/2016 12/7/2016	Email Phone	Clarification Clarification
Jim Battigaglia, Archer Consultant	4/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Graphic Design Specialist	Class Number:	1053431
FLSA:	Exempt	Pay Grade:	9
Dept:	Communications		

Classification Function

The purpose of this classification is to design, create, and produce marketing and public relations materials for the Communications Department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for designing, creating, and producing marketing and public relations materials for the Communications Department. 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%
- Plans and produces marketing and public relations material for the County; designs and produces marketing and public relations materials including digital news magazine, slideshows, interactive digital signs, brochures, event flyers, posters, signs, digital signs, banners, display boards, mailers, inserts, annual reports, newsletters, presentations, infographics, booklets, pamphlets, and resource guides; develops informational and educational advertisements, campaigns, and materials for presentation to employees and the general public; determines size and arrangement of illustrative material and copy; selects text size and font; designs infographics and layouts for reports and articles; develops graphics and layouts for signs and marketing displays; creates designs, concepts, and sample layouts; draws and prints charts, graphs, illustrations, and other artwork using computer software; proofreads and reviews products to produce high-quality, accurate work; confers with managers, directors, and staff to discuss content, layout, and design; assists managers, directors, and staff with development of collateral marketing material, marketing communication strategies, and special projects; presents finalized ideas, concepts, and projects to managers and directors; coordinates with County print shop and sign shop staff to produce printed materials and signs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; gives presentations as needed; researches and keeps up-to-date with new design concepts, software, and emerging technologies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in graphic design, marketing, or related field with three (3) years of graphic design 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 utilize a variety of graphic design software including ADOBE Creative Suite, Four Winds Interactive Digital Signage, Photoshop, and other graphic design software.

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 spreadsheets, data, annual reports, expense reports, statistical reports, committee reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and Cuyahoga County Branding Guidelines.
- Ability to prepare slideshows, digital signs, brochures, booklets, posters, event flyers, banners, signs, invitations, display boards, portfolios, infographics, annual reports, presentations, 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 use and interpret marketing and graphic design terminology and language.
- Ability to communicate with supervisor, co-workers, directors, and other County Employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056531	State Hearings Manager	Health and Human Services	Exempt	11

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. This position is currently classified as a Program Officer 4. Pay grade decreased by two levels from PG 13 to PG 11.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 13 \$58,177.60 - \$81,432.00 PG 11 \$52,332.80 - \$73,320.00 Incumbents salary: \$58,177.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	3/27/2017	Email	Copied on Communications
Kelli Neale, HR	3/27/2017	Email	Copied on Communications
Michael Brown, HR	3/27/2017	Email	Copied on Communications

Thomas Pristow, Director	3/27/2017	Email	Final Draft Review
Arnell Hurt, SPA5 (Supervisor)	8/05/2016 8/18/2016 3/27/2017	Email Email Email	Manager Questions Reminder Final Draft Review
Jim Battigaglia, Archer Consultant	4/11/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	State Hearings Manager	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise staff and manage the state hearing process for Cuyahoga County Health and Human Service agencies.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising staff and managing the state hearing process for Cuyahoga County Health and Human Service agencies. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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%
- Manages the state hearing process for Cuyahoga County Health and Human Service agencies; takes state hearing requests; performs conciliation between the agency and clients; reviews budget with clients; determines agency representative for each hearing; enters hearing information in state tracking system; generates and maintains hearing activity reports; develops different options for new or revised operations, systems, policies and/or procedures; reviews work flow to state hearing officers and agency staff to ensure representation at all state hearings; determines status of case work to be completed for Bureau of State Hearings; analyzes state hearing trends.
- 30% +/- 10%
- Conducts formal and informal state hearing training; responds to inquiries regarding the hearing process.
- 20% +/- 10%
- Supervises and directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests and prepares related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares, reviews, and maintains various reports, records, and other documents; responds to emails and phone calls; attends various State and County trainings and mandated State of Ohio meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in business administration, social science, humanities, or related field with three (3) years of administrative appeals/hearings procedures experience or related 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.

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 state hearing requests, appeal summaries, county review requests, administrative appeal decisions, state hearing dockets, case inventory contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Union Contract, Prevention Retention and Contingency Manual, State Hearing Manual, Cuyahoga Job and Family Services Policy Manual, Ohio Administrative Code, and Ohio Revised Code.

State Hearings Manager

- Ability to prepare appeals reports, pending compliance reports, docket reports, disposition reports, state hearing activity reports, employee evaluations, correspondence 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 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, supervisors, attorneys, other County employees, outside boards, commissions and agencies, and other governments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055261	Talent Advisor	Development	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	Development Department requested a new classification to be written based on departmental needs. This is a new classification that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 9 \$46,571.20 - \$65,166.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
David Feinerman	3/21/2017	Email	Ask CPQ questions
Abbie Caudill, David Feinerman, and Zac Green	3/22/2017	Email	Ask follow-up CPQ questions
Abbie Caudill, David Feinerman, and Zac Green	3/22/2017	Email	Answer questions about the Spec and process
David Feinerman	4/27/2017	Email	Setting up a time to discuss pay grade evaluation

David Feinerman	5/01/2017	Email	Setting up a time to discuss pay grade evaluation
David Feinerman	5/10/2017	Email	Setting up a time to discuss pay grade evaluation
David Feinerman	5/23/2017	Email	Setting up a time to discuss pay grade evaluation
David Feinerman	5/25/2017	Email	Setting up a time to discuss pay grade evaluation
David Feinerman	5/26/2017	Email	Setting up a time to discuss pay grade evaluation
Jim Battigaglia	6/1/2017	phone	Discuss pay grade evaluation
Kelli Neale	6/2/2017	phone	Discuss pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Talent Advisor	Class Number:	1055261
FLSA:	Exempt	Pay Grade:	9
Dept:	Development		

Classification Function

The purpose of this classification is to identify and facilitate employers and Cuyahoga County residents through the County's workforce programs; including training plans and career steps for various occupations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for identifying prospective employers, assessing employers' operations, explaining County programs and assessing employers' talent needs. 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.

- 45% +/- 10%
- Initiates contact and develops relationships with employers; consults with employers regarding talent needs and talent supply both remotely and on-site; assess employer's operations and determines if County programs are viable for employer; presents County program(s) to prospective clients and other talent audiences.
- 35% +/- 10%
- Creates individualized training plans to enhance skills and competencies related to a job or occupation; coaches approved employees through the training process in order to encourage persistence including connecting employees to various post-placement services; provides additional career coaching beyond training completion; assesses employees to identify skill development opportunities; tracks and reports employee and employer progress through appropriate training programs, including possible interaction with training providers; identifies testing sources to ensure accomplished skills.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Business Administration, Psychology, or related degree and two (2) years of experience in human resources 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.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 basic job descriptions, charts, basic assessment score reports, curriculum summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare training outlines, training schedules, correspondence, applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and business operations terminology and language.
- Ability to communicate with coworkers, management, employers, employees, prospective employees, 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021315	Housing Manager	Development	Exempt	15

Requested By: Personnel Review Commission

Rationale: Department of Development no longer needs the job duties performed by this specification or the duties have been redistributed to other classifications in the department.

No. of Employees Affected: None

Dept.(s) Affected: Development

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Ted Carter, Chief Economic Development Officer

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Housing Manager	Class Number:	1021315
		Pay Grade:	15

Departments:	Development only
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Classification Function

The purpose of this classification is to manage the daily activities of County's Housing Program and supervise building rehabilitation and development staff.

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.

- Manages the daily activities of the County's Housing Program (e.g.- meets with director to coordinate and develop policies; develops housing programs which expand home-ownership opportunities, housing rehabilitation loans, weatherization program and other housing related initiatives).
- Supervises building rehabilitation and development staff (e.g.- assigns work and reviews completed work; provides job training and instruction; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; recommends promotion; approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding housing issues; addresses audiences on fair housing issues; moderates discussions pertaining to fair housing; serves as panelist to discuss fair housing issues, represents fair housing and related interests at meetings).
- Performs administrative duties (e.g.- maintains records of various housing activities; prepares correspondence to communities, housing groups and other organizations; prepares and/or provides input on various reports).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business or public administration with three years of urban development/housing 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 typewriter, adding machine, calculator and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including housing program policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, RFP's, requests for grant applications, newspaper copies and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 housing and legal terminology and language.
- Ability to communicate with director, supervisors, employees, source persons, clients, HUD personnel, Ohio Civil Rights Commission personnel, housing groups, landlords, tenants, municipalities elected, public officials, 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rational</u>
<u>NEW</u>					
Advocacy Coordinator	1013511	10/Exempt	N/A	Division of Senior and Adult Services	This is a new classification that reflects the essential functions and minimum qualifications of incumbents in positions currently classified as a Program Officer 3 (PG 11).
Business Analytics and Project Management Specialist	1053731	12/Exempt	N/A	Human Resources	The Human Resources Department requested a new classification be written based on departmental need for a leadership role for HR project planning and implementation. This is a new classification that reflects the essential functions and minimum qualifications of the position.
Child Health Specialist	1056261	9/Exempt	N/A	Children and Family Services	This is a new classification that reflects the essential functions and minimum qualifications of incumbents in positions currently classified as a Program Officer 3 (PG 11).
Contract Analyst	1022131	8/Exempt	N/A	All Departments	This is a new classification that reflects the essential functions and minimum qualifications of incumbents in positions currently classified as a Program Officer 3 (PG 11).
Employee Services Specialist	1011311	4/Non-Exempt	N/A	Human Resources	Human Resources Department requested a new classification to be written based on departmental needs. This is a new classification that reflects the essential functions and minimum qualifications of the position.
Fraud Auditor	1022111	9/Exempt	N/A	Health and Human Services	This is a new classification that reflects the essential functions and minimum qualifications of incumbents in positions currently classified as a Program Officer 3 (PG 11).
Graphic Design Specialist	1053431	9/Exempt	N/A	Communications	The Communications Department requested a new classification be written to reflect the essential functions and minimum qualifications of incumbents in positions currently classified as a Senior Information Officer (PG 11).
State Hearing Manager	1056531	11/Exempt	N/A	Health and Human Services	This is a new classification that reflects the essential functions and minimum qualifications of incumbents in positions currently classified as a Program Officer 4 (PG 13).
Talent Advisor	1055261	9/Exempt	N/A	Development	Development Department requested a new classification be written based on departmental needs. This is a new classification that reflects the essential functions and minimum qualifications of the position.

<u>REVISED</u>					
Help Desk Technician Supervisor	1053152	11/Exempt	10B/Non-Exempt	Human Services	The IT Department requested the Help Desk Technician Supervisor specification be revised to better suit the department's needs. Classification last revised in 2009. 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. Pay grade changed from PG 11 on schedule A to PG 10 on schedule B and moved to Information Technology.
Permit Clerk	1011131	3/Non-Exempt	3/Non- Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 1999. 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.
Senior Assessment Specialist	1056232	9/Exempt	9/Exempt (No Change)	Senior and Adult Services	PRC routine maintenance. Classification last revised in 2005. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
<u>DELETE</u>					
Housing Manager	1021315	15/Exempt	N/A	Development	Department of Development no longer needs the job duties performed by this specification or the duties have been redistributed to other classifications in the department.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0124

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	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.
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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	BA1707672
CC768010 – Real Estate Portfolio Review	
Other Expenses	\$ (500.00)

To reduce appropriations in the Real Estate Portfolio Review Project in preparation for closure. This project was set up in 2012 in which 95.37% of the original appropriations has been expended for the project. There is a cash balance of \$110,491.16 which will be transferred to other projects. After the reduction, this project will be closed.

B. 40A069 – Capital Projects	BA1707664
CC768408 – J.C. 4 th Floor Windows	
Personal Services	\$ (24,569.60)
Other Expenses	\$ (42,000.00)
Capital Outlay	\$ (498,240.00)

To reduce appropriations in the JC 4th Floor Windows project in preparation for closure. This project was set up in 2014 in which less than 1 % of the original appropriations has been expended for the project. This was part of a larger project which appropriations were reduced as well at the Justice Center (BA1707629 on 6/13/17 agenda), and was put on hold pending the future of the building. There is a negative cash balance of \$430.40. Cash will be transferred to this project from other projects that are being closed that have a positive cash balance. After the reduction, this project will be closed.

C. 40A069 – Capital Projects	BA1707670
CC769224 – Bedford Jail Renovation	
Personal Services	\$ 280,000.00
Capital Outlay	\$ 100,000.00

To set up a new project for improvements at the Bedford Jail Renovation as agreed per Resolution R2017-0112. This project is on the updated 2016 Capital Plan that is being presented to Council.

D. 24A430 – Executive Office of HHS	BA1715109
HS157289 – Executive Office of H&HS	
Personal Services	\$ 454,000.00
Other Expenses	\$ 1,346,000.00

Appropriation increase requested to move funds that were placed in the incorrect index for Youth Opportunities Unlimited contracts. Also, included is an adjustment to realign the salaries based on 2017 projections for the year. Please see corresponding decrease BA1715110.

E. 24A510 – Work & Training	BA1715110
WT137109 – Admin Services – General Manager	
Other Expenses	\$ (1,800,000.00)

Appropriation reduction to support a corresponding increase (BA1715109) to move appropriation to the proper index code to cover the Youth Opportunities Unlimited contracts.

F. 24A510 – Work & Training **BA1715111**
WT137315 – Work First Services
Other Expenses \$ 1,252,728.00

Requesting an appropriation increase for the FFY17 Ohio Youth Works subgrant award which was received on April 4, 2017. The Ohio Youth Works award is used to fund the youth, 14-15 years of age, summer employment program. This award is funded by the Ohio Department of Job and Family Services, effective May 2017 through September 2017.

G. 21A493 – Youth Svcs Subsidy - FDCC **BA1717026**
JC759308 – Program Admin – FY18/19-000
Personal Services \$ 149,586.73

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Program Administration Grant. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

H. 21A493 – Youth Svcs Subsidy - FDCC **BA1717027**
JC759316 – Probation – FY18/19-101
Personal Services \$ 353,191.34

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Cuyahoga County School-based Probation. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

I. 21A493 – Youth Svcs Subsidy - FDCC **BA1717028**
JC759324 – Sex Offender – FY18/19-106
Other Expenses \$ 2,000.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Sex Offender Treatment Services. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

J. 21A493 – Youth Svcs Subsidy - FDCC **BA1717029**
JC759332 – Substance Abuse – FY18/19-107
Other Expenses \$ 4,000.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Substance Abuse and Dual Diagnosis Treatment Services. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

K. 21A493 – Youth Svcs Subsidy - FDCC **BA1717030**
 JC759340 – Family Pres./Homebased FY18/19-110
 Other Expenses \$ 125,000.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Functional Family Therapy. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

L. 21A493 – Youth Svcs Subsidy - FDCC **BA1717031**
 JC759357 – Mental Health FY18/19-111
 Personal Services \$ 613,723.44

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Juvenile Court Multi-Systemic Therapy. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

M. 21A493 – Youth Svcs Subsidy - FDCC **BA1717032**
 JC759357 – Mental Health FY18/19-111
 Other Expenses \$ 44,800.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Juvenile Court Multi-Systemic Therapy. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

N. 21A493 – Youth Svcs Subsidy - FDCC **BA1717033**
 JC759423 – Anger Mgt. (Youth Int) - FY18/19-115
 Other Expenses \$ 1,000.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Aggression Replacement Training. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

O. 21A493 – Youth Svcs Subsidy - FDCC **BA17170334**
 JC759365 – Monit./Surv. FY18/19-201
 Personal Services \$ 559,579.19

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Home Detention. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

P. 21A493 – Youth Svcs Subsidy - FDCC **BA1717035**
 JC759373 – Shelter Care FY18/19-202
 Personal Services \$ 79,220.92

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Cuyahoga County Shelter Care. Funding

comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

Q. 21A493 – Youth Svcs Subsidy - FDCC **BA1717036**
JC759381 – Clinical Assessment FY18/19-217
Other Expenses \$ 2,500.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Substance Abuse Dual Diagnosis and Sex Offender Assessments. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

R. 21A493 – Youth Svcs Subsidy - FDCC **BA1717037**
JC759415 – JDAI FY18/19-302
Other Expenses \$ 63,814.64

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Staff Training through a collaboration with the Annie Casey Foundation’s Juvenile Detention Alternative Initiatives (JDAI). Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

S. 21A493 – Youth Svcs Subsidy - FDCC **BA1717038**
JC759399 – Targeted RECLAIM Res Serv. - FY18/19-105T
Other Expenses \$ 938,600.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Targeted Residential Services. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

T. 21A493 – Youth Svcs Subsidy - FDCC **BA1717039**
JC759407 – Targeted RECLAIM CBTC - FY18/19-303T
Personal Services \$ 133,848.00

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Community Based Treatment Center. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

U. 21A493 – Youth Svcs Subsidy - FDCC **BA1717040**
JC759407 – Targeted RECLAIM CBTC - FY18/19-303T
Other Expenses \$ 1,285,516.80

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Community Based Treatment Center. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

V. 21A493 – Youth Svcs Subsidy - FDCC			BA1717041
JC759431 – Mental Health 111T FY18/19			
Other Expenses	\$	400,000.00	

Appropriation request for RECLAIM (Reasoned and Equitable Community and Local Alternatives to the Incarceration of Minors) Ohio, Mental Health Targeted Services. Funding comes from the Ohio Department of Youth Services and the funding period is July 2017 – June 2018. No local match is required.

W. 22A105 – HUD Section 108			BA1713683
DV711606 – HUD Section 108			
Other Expenses	\$	559,571.65	

Department of Development is requesting an appropriation increase for \$559,571.65. This is to provide appropriation in the Department of Development HUD Section 108 for providing debt service payments on bond accounts. Cash has been transferred in to support this transaction on June 28, 2017 (JE1701082-02). Funding is provided through the Department of Housing and Urban Development.

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>
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A. FROM: 40A069 – Capital Projects			BA1707663
CC767814 – 2010 ODOT Rehab Taxiway A6D & Apron K			
Capital Outlays	\$	37,860.20	
TO: 40A069 – Capital Projects			
CC767814 – 2010 ODOT Rehab Taxiway A6D & Apron K			
Other Expenses	\$	37,860.20	

Transfer appropriation within the 2010 ODOT Rehab Taxiway A6D and Apron K project in preparation for closure. This project was set up in 2010 and the last transaction in February 2011 with 84.28% of the project expended. There is a cash balance of \$37,860.20 which will be transferred to other projects.

B. FROM: 40A069 – Capital Projects			BA1707668
CC767145 – Women’s Shelter – Payne Ave			
Capital Outlays	\$	197,714.25	
TO: 40A069 – Capital Projects			
CC767145 – Women’s Shelter – Payne Ave			
Other Expenses	\$	197,714.25	

Transfers appropriation within the Women’s Shelter (Payne Ave) Project in preparation for project closure. This project was set up in 2006 and the last transaction was in July 2007 with 56.06% of the project expended. There is a cash balance of \$197,714.25 which will be transferred to other projects.

C.	FROM: 40A069 – Capital Projects		BA1707669
	CC768713 – Data Center Move Project		
	Capital Outlays	\$	532,320.04
	TO: 40A069 – Capital Projects		
	CC768713 – Data Center Move Project		
	Other Expenses	\$	532,320.04

Transfer appropriation within the Data Center Move Project in preparation for project closure. This project was set up in 2015 and the last transaction was in August 2016 with 60.05% of the project expended. There is a cash balance of \$541,700.81 which will be transferred to other projects.

D.	FROM: 21A157 – Cuyahoga CASA Program		BA1717023
	JC756304 – Cuyahoga CASA Program		
	Personal Services	\$	300.00
	TO: 21A157 – Cuyahoga CASA Program		
	JC756304 – Cuyahoga CASA Program		
	Other Expenses	\$	300.00

To allow for print shop chargebacks to post from the NSF report. Funding is being shifted from unused salary line item categories to cover the print shop chargebacks. Funding was originally awarded to the Court for the Cuyahoga CASA project from Ohio CASA organization.

E.	FROM: 01A001 – General Fund		BA1717024
	JC375055 – Juv Crt – Child Support		
	Other Expenses	\$	600.00
	TO: 01A001 – General fund		
	JC375055 – Juv Crt – Child Support		
	Capital Outlays	\$	600.00

To allow for equipment charge to post from the NSF report. Funding is being shifted from office supplies appropriations to cover the equipment purchase. Funding from the General Fund and is partially reimbursed through the Title IV-D contract through the State of Ohio.

F.	FROM: 01A001 – General Fund		BA1717042
	JC370056 – Juv Crt – Detention Home		
	Other Expenses	\$	1,400.00
	TO: 01A001 – General fund		
	JC370056 – Juv Crt – Detention Home		
	Capital Outlays	\$	1,400.00

Transfer of funds for the purchase of 30 correctional mattresses for the detention center.

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

Journal CC027
July 11, 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: July 3, 2017
 RE: Fiscal Agenda – 7-11-17 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 **July 11, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

This agenda includes requests to continue the close-out of old capital projects, a summary of which will be included in OBM’s Midyear Review. Additionally included is a request to appropriate Juvenile Court’s current RECLAIM, Targeted RECLAIM, and Youth Services allocations. Additional detail on the Court’s RECLAIM allocation is forthcoming.

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
Development	\$559,571.65	Grant – No General/HHS Levy Fund Impact
HHS/Job & Family Services	\$1,252,728.00	Special Revenue – No General/HHS Levy Fund Impact
Juvenile Court	\$4,756,381.06	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	(\$185,310.60)	Special Revenue – General Fund Impact
TOTAL	\$6,383,370.11	

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
Juvenile Court	\$2,000.00	General Fund
Juvenile Court	\$300.00	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$767,894.49	Special Revenue – General Fund Impact
TOTAL	\$770,194.49	

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0125

<p>Sponsored by: County Executive Budish/Departments of Law and Public Safety and Justice Services/Office of Emergency Management</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Ohio Patrolmen’s Benevolent Association representing approximately 15 employees in the classifications of Call-taker and Emergency Dispatcher in the Department of Public Safety and Justice Services/ Office of Emergency Management/ Cuyahoga Emergency Communications System Section for the period 4/1/2016 - 3/31/2019; 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 Department of Law on behalf of the County of Cuyahoga (hereinafter collectively referred to as “the County”), has been engaged in collective bargaining negotiations with Ohio Patrolmen’s Benevolent Association, CECOMS – Cellular 911 Unit (hereinafter collectively referred to as “OPBA”), in an effort to negotiate a successor collective bargaining agreement (“CBA”) covering approximately 15 employees in the classifications of Call-taker and Emergency Dispatcher in the Cuyahoga County Department of Public Safety and Justice Services/Office of Emergency Management/Cuyahoga Emergency Communications System Section for the period 4/1/2016 – 3/31/2019; and

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached tentative agreement on a single successor collective bargaining agreement; and

WHEREAS, the members of the bargaining unit met and voted to ratify the proposed collective bargaining agreement in full; 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 or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

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

WHEREAS, the Department of Law, the County Executive and the Department of Public Safety and Justice Services are recommending that Council approve the proposed CBA for the period 4/1/2016 – 3/31/2019; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Department of Public Safety and Justice Services.

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

SECTION 1. The Cuyahoga County Council hereby approves the CBA between Cuyahoga County and Ohio Patrolmen’s Benevolent Association, CECOMS – Cellular 911 Unit representing approximately 15 employees in the classifications of Call-taker and Emergency Dispatcher in the Department of Public Safety and Justice Services/Office of Emergency Management/Cuyahoga Emergency Communications System Section for the period 4/1/2016 – 3/31/2019, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and Ohio Patrolmen’s Benevolent Association, CECOMS – Cellular 911 Unit shall be budgeted and appropriated.

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 CC027
July 11, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0126

<p>Sponsored by: County Executive Budish/Departments of Law and Health and Human Services/ Division of Children and Family Services</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 22 employees in 2 classifications in the Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2017 - 12/31/2017; 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 Department of Law on behalf of the County of Cuyahoga (hereinafter collectively referred to as "County"), has been engaged in collective bargaining negotiations with the Laborers' International Union of North America, Local 860 (hereinafter referred to as "LIUNA, Local 860"), in an effort to negotiate a collective bargaining agreement ("CBA") covering approximately 22 employees in 2 classifications in the Department of Health and Human Services/Division of Children and Family Services; and

WHEREAS, the parties have met in an effort to negotiate new terms and have reached a tentative agreement on a single collective bargaining agreement; and

WHEREAS, the members of the bargaining unit met and voted to ratify the proposed collective bargaining agreement in full; 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 or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, the Department of Law, the County Executive and the Department of Health and Human Services/Division of Children and Family Services are recommending that Council approve the proposed CBA for the period 1/1/2017 – 12/31/2017; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Department of Health and Human Services/ Division of Children and Family Services.

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

SECTION 1. The Cuyahoga County Council hereby approves the CBA between Cuyahoga County and LIUNA, Local 860, representing approximately 22 employees in 2 classifications in the Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2017 – 12/31/2017, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and LIUNA, Local 860, shall be budgeted and appropriated.

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 CC027
July 11, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0127

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of the Board of Directors was created pursuant to the provisions of ORC Chapter 4582.03; and

WHEREAS, the Port of Cleveland fosters job creation and economic vitality in Cleveland and Cuyahoga County; and

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors has nine (9) members appointed by both the City of Cleveland and Cuyahoga County and members shall serve a four (4) year term; and

WHEREAS, the individuals appointed shall serve a term commencing immediately upon signature of this Resolution; and

WHEREAS, the Cuyahoga County Charter Section 6.04 entitled, Special Boards and Commissions states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, County Executive Armond Budish has nominated the following individuals for reappointment to serve on the Cleveland-Cuyahoga Port Authority Board of Directors:

- a) Chris Ronayne for a term ending 10/31/2019;
- b) Jan L. Roller, Esq. for a term ending 9/30/2020; 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 APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to serve on the Cleveland-Cuyahoga Port Authority Board of Directors:

- a) Chris Ronayne for a term ending 10/31/2019; and
- b) Jan L. Roller, Esq. for a term ending 9/30/2020.

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

SECTION 3. It is found and determined that all formal actions of this Council 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 _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0128

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for the planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the County Executive has nominated the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- i) Appointments for the term 7/1/2017 - 6/30/2021:
 - a. Ken Silliman
 - b. Ernie Cade

- ii) Reappointments for an unexpired term ending 6/30/2020:
 - a. J. Robert Fowler
 - b. Steve Killpack
 - c. Mary Warr

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment and reappointment of the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- i) Appointments for the term 7/1/2017 - 6/30/2021:
 - a. Ken Silliman
 - b. Ernie Cade
- ii) Reappointments for an unexpired term ending 6/30/2020:
 - a. J. Robert Fowler
 - b. Steve Killpack
 - c. Mary Warr

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 eight (8) 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 _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0129

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment and reappointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent for industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three year terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, the County Executive has nominated the following individuals to serve on the CCCIC’s Board of Trustees:

- a. Kahlil Seren (County Class) for an unexpired term ending 10/15/2017;
- b. Dennis G. Kennedy (County Class) for an unexpired term ending 10/15/2017;

- c. Luis Cartegena (County Class) for an unexpired term ending 1/31/2018;
 - d. Joseph E. Farris (County Class) for an unexpired term ending 1/1/2018;
 - e. W. Christopher Murray, II (County Class) for an unexpired term ending 3/31/2020;
 - f. Radhika Reddy (Private Sector Class) for an unexpired term ending 1/1/2018;
 - g. Tania Menesse (Private Sector Class) for an unexpired term ending 1/1/2019;
 - h. Jeff Bechtel (Private Sector Class) for an unexpired term ending 1/1/2020;
 - i. Michael Obi (Private Sector Class) for an unexpired term ending 1/1/2019;
 - j. Richard Perry (Private Sector Class) for an unexpired term ending 1/1/2020;
 - k. Brian Hall (Private Sector Class) for an unexpired term ending 1/1/2019;
- and

WHEREAS, the County Executive has nominated the following individuals for reappointment to serve on the CCCIC's Board of Trustees:

- a. Kahlil Seren (County Class) for the term 10/16/2017 – 10/15/2020;
- b. Dennis G. Kennedy (County Class) for the term 10/16/2017 – 10/15/2020;
- c. Luis Cartegena (County Class) for the term 2/1/2018 – 1/31/2021;
- d. Joseph E. Farris (County Class) for the term 1/2/2018 – 1/1/2021;
- e. Radhika Reddy (Private Sector Class) for the term 1/2/2018 – 1/1/2021; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of the following individuals to serve on the CCCIC's Board of Trustees:

- a. Kahlil Seren (County Class) for an unexpired term ending 10/15/2017;
- b. Dennis G. Kennedy (County Class) for an unexpired term ending 10/15/2017;
- c. Luis Cartegena (County Class) for an unexpired term ending 1/31/2018;
- d. Joseph E. Farris (County Class) for an unexpired term ending 1/1/2018;
- e. W. Christopher Murray, II (County Class) for a term ending 3/31/2020;
- f. Radhika Reddy (Private Sector Class) for an unexpired term ending 1/1/2018;
- g. Tania Menesse (Private Sector Class) for an unexpired term ending 1/1/2019;
- h. Jeff Bechtel (Private Sector Class) for an unexpired term ending 1/1/2020;

- i. Michael Obi (Private Sector Class) for an unexpired term ending 1/1/2019;
- j. Richard Perry (Private Sector Class) for an unexpired term ending 1/1/2020; and
- k. Brian Hall (Private Sector Class) for an unexpired term ending 1/1/2019.

SECTION 2. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to serve on the CCCIC’s Board of Trustees:

- a. Kahlil Seren (County Class) for the term 10/16/2017 – 10/15/2020;
- b. Dennis G. Kennedy (County Class) for the term 10/16/2017 – 10/15/2020;
- c. Luis Cartegena (County Class) for the term 2/1/2018 – 1/31/2021;
- d. Joseph E. Farris (County Class) for the term 1/2/2018 – 1/1/2021; and
- e. Radhika Reddy (Private Sector Class) for the term 1/2/2018 – 1/1/2021.

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 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 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 _____
_____, 20__



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2019:

- **Tania Menesse**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Ms. Menesse is the Director of Economic Development for the City of Shaker Heights. Ms. Menesse has ten years of experience in sales, product development, project management and process re-engineering in the private sector. She led the development of Shaker Heights' economic development plan. Ms. Menesse is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,



Armond Budish
County Executive



June 26, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Community Improvement Corporation's Board of Directors until October 15, 2017, followed by a new term, from October 16, 2017 to October 15, 2020:

- **Kahlil Seren**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

A copy of Mr. Seren's biography is attached hereto. Mr. Seren is currently a Research & Policy Analyst for the Cuyahoga County Council, where, among other duties, he serves as a staff liaison with the Executive Staff, other County Departments, and public and private entities. Concurrent with his duties with Cuyahoga County, Mr. Seren serves as a city councilman for the City of Cleveland Heights. Mr. Seren is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

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



June 26, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Directors until October 15, 2017, followed by a new term, from October 16, 2017 to October 15, 2020:

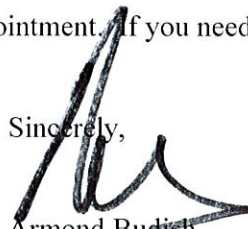
- **Dennis Kennedy**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

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, and willing, to serve Cuyahoga County residents as a Board Member of the CCCIC.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,



Armond Budish
County Executive



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2018, and to a renewed term from January 2, 2018 to January 1, 2021:

- **Radhika Reddy**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Ms. Reddy came to Cleveland from India in 1989 to attend graduate school at Case Western Reserve University and has been here ever since. Ms. Reddy is an entrepreneur who built a successful finance and business advisory firm, Ariel Ventures, and works with local economic development groups to promote Cleveland businesses to export products to India. In 2013, she was named one of the most interesting people in Cleveland by Cleveland Magazine. Ms. Reddy is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

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



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2020:

- **Richard Perry**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Mr. Perry is President and CEO of Pinkney-Perry Insurance Company, which began as a partnership in 1961 including Mr. Perry's father. Pinkney-Perry is the oldest and largest minority owned insurance agency in Ohio, and works with many of Northeast Ohio's public and private sector entities. Mr. Perry is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Armond Budish
County Executive



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2019:

- **Michael Obi**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Mr. Obi is the Chairman and CEO of Spectrum Global Solutions, Inc. which, among other ventures, owns and operates Little Caesars Pizza Stores in Northeast Ohio. He led the effort that established the Entrepreneurship Center at the Urban League of Greater Cleveland in 2004. The model has been replicated across 12 other major US cities, and Mr. Obi continues to oversee operations and strategies for the Center, which serves over 900 clients per year to launch, grow, and sustain businesses in Northeast Ohio. Mr. Obi is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Armond Budish
County Executive



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until March 31, 2020:

- **Chris Murray**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Currently, Mr. Murray is the Cuyahoga County Treasurer. Mr. Murray is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Armond Budish
County Executive



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2019:

- **Brian Hall**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Mr. Hall is part of the Greater Cleveland Partnership's senior leadership team. Mr. Hall is an entrepreneur with 30 years' experience leading companies in logistics, distribution, real estate, and food service. He is a member of the boards of the Rock and Roll Hall of Fame Museum, and University Hospitals. In addition, Mr. Hall founded the Tremont Advisory Group, which mentored 14 boys from elementary school through high school, and continues to mentor the participants today. Mr. Hall is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

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



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2018, and to a renewed term from January 2, 2018 to January 1, 2021:

- **Joe Farris**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Mr. Farris is an Investments and Cash Management Officer with Cuyahoga County. Mr. Farris has previous experience with the City of Cleveland and KeyBank's KeyBanc Capital Markets Group. Mr. Farris is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

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



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 31, 2018, and to a renewed term from February 1, 2018 to January 31, 2021:

- **Luis Cartagena**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Currently, Mr. Cartagena serves as Cuyahoga County's Inclusion Officer, focusing on providing diversity outreach to vendors, potential vendors, stakeholders, and the community. Previously, Mr. Cartagena served as Strategic Planning Business Advisor with the Minority Business Development Agency Business Center in Cleveland where he consulted with minority-owned business enterprises to create and retain capital and procurement opportunities. Mr. Cartagena is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Armond Budish
County Executive



June 29, 2017

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

Re: Cuyahoga County Community Improvement Corporation

Dear President Brady,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees until January 1, 2020:

- **Jeff Bechtel**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

Mr. Bechtel is the Chief Lending Officer of the Commercial Banking Group at Fifth Federal Lakewood. Mr. Bechtel is willing and able to serve Cuyahoga County residents as a Board Member of the CCCIC.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0130

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ39750 to Terik Roofing, Inc. in the amount not-to-exceed \$2,448,661.00 for the Cuyahoga County Historical Courthouse Roof Replacement and Stone Repair Project; 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 recommended an award on RQ39750 to Terik Roofing, Inc. in the amount not-to-exceed \$2,448,661.00 for the Cuyahoga County Historical Courthouse Roof Replacement and Stone Repair Project; and

WHEREAS, the primary purpose of this project is to complete the replacement of the roof and repair to stone structure per plans and specification on the Cuyahoga County Historical Courthouse, located in Council District 7; and

WHEREAS, the anticipated start date for this project is August 14, 2017 and scheduled to end June 30, 2018; and

WHEREAS, this project is funded by the 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 operations 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 RQ39750 to Terik Roofing, Inc. in the amount not-to-exceed \$2,448,661.00 for the Cuyahoga County Historical Courthouse Roof Replacement and Stone Repair Project.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award 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__

SUMMARY OF REQUESTED ACTION

Public Works, Contract Award/Execution, Courthouse Roof Replacement, Terik Roofing, Inc., RQ39750

A. Scope of Work Summary

1. Public Works is recommending an award on RQ39750 and requesting to enter into a contract with Terik Roofing, Inc. for the [Cuyahoga County Historical Courthouse Roof Replacement and Stone Repair](#) in the amount not-to-exceed \$2,448,661.00. The anticipated start-completion dates are August 14, 2017 – June 30, 2018.
 - a. The primary goal is to complete the project per plans and specifications.
 - b. The Courthouse is located in the City of Cleveland, Council District 7.
 - c. N/A

B. Procurement

1. Identify the original procurement method on the contract/purchase:
 - a. RFB.
2. For items procured through a competitive process, answer the following:
 - a. The RFB was closed on May 31, 2017.
 - b. There were ten (10) bids pulled from OPD, four (4) bids were submitted for review.
 - c. OPD assessed a 7% SBE Goal, 27% MBE Goal and 6% WBE Goal. Terik Roofing, Inc. was found to be compliant.

C. Contractor Information

1. Provide the names and corresponding business addresses for all vendors providing proposed goods or services, in the following format:

Terik Roofing, Inc., 72 Hanna Parkway, Akron, Ohio 44319.
Council District N/A.

2. The primary owner(s) is Terry Clark, President and Eric Gelal, Vice President.

D. Project Status

1. Plans and specifications are complete upon receipt of an executed contract the contractor will be given a notice to proceed with construction.

E. Funding

1. Was funding for the contract or purchase appropriated in the current budget? If not, what is the source of funding? Yes.
2. Capital Improvement Fund
3. Contractor will be paid base on worked completed in a time period.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0131

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board</p>	<p>A Resolution authorizing a contract with Court Community Service in the amount not-to-exceed \$555,000.00 for the Community Works Service Placement and Supervision Program for the period 1/1/2018 - 12/31/2020; 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.</p>
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WHEREAS, the County Executive on behalf of the Cuyahoga County Court of Common Pleas/Corrections Planning Board has recommended a contract with Court Community Service in the amount not-to-exceed \$555,000.00 for the Community Works Service Placement and Supervision Program for the period 1/1/2018 - 12/31/2020; and

WHEREAS, the primary goals of this project are: (1) to provide cost effective and centralized means of administering and developing community service placement activities to eligible offenders, and (2) to expose eligible offenders to positive work habits and positive role models while rendering restitution to the community; and

WHEREAS, this project is funded 100% by 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 contract with Court Community Service in the amount not-to-exceed \$555,000.00 for the Community Works Service Placement and Supervision Program for the period 1/1/2018 - 12/31/2020.

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

SECTION 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__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0132

Sponsored by: County Executive Budish/Medical Examiner	A Resolution making an award on RQ39002 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$1,710,000.00 for body transportation services for the period 8/1/2017 - 7/31/2020; 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/Medical Examiner's Office recommended an award on RQ39002 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$1,710,000.00 for body transportation services for the period 8/1/2017 – 7/31/2020; and

WHEREAS, the primary purpose of this project is for body transportation services for the Medical Examiner's Office; and

WHEREAS, this project is funded by 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 operations 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 RQ39002 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$1,710,000.00 for body transportation services for the period 8/1/2017 – 7/31/2020.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award 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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0077

<p>Sponsored by: County Executive Budish/Department of Law on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution <u>accepting/rejecting</u> the report containing findings and recommendations of Fact-finder Harry Graham regarding negotiations between Cuyahoga County Court of Common Pleas/Juvenile Division for collective bargaining agreements with Laborers' International Union of North America, Local 860, representing approximately 220 employees in various classifications at the Juvenile Court, Detention Center and Probation Department, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County Court of Common Pleas/Juvenile Division (“Court”) has been engaged in negotiations with Laborers’ International Union of North America, Local 860, for collective bargaining agreements (“CBAs”) that would cover approximately 220 employees in various classifications assigned to the Detention Center and to the Probation Department of the Court.; and

WHEREAS, the CBAs contain “Alternative Dispute Resolution” provisions that incorporate fact-finding, a procedure that is used to assist parties engaged in collective bargaining negotiations to resolve an impasse in negotiations; and

WHEREAS, the parties reached impasse in negotiations and submitted their unresolved issues to fact-finding pursuant to the CBA, and a fact-finding hearing was conducted before Mr. Harry Graham, who then submitted his report on April 21, 2017; and

WHEREAS, Pursuant to the Court’s CBAs which incorporate fact-finding, and O.R.C. 4117.14(C)(6)(a) not later than seven days after the findings and recommendations of a fact-finder 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 continue to engage in negotiations until either party submits a last best offer; and

Clerk of Council

Date

[Clerk's Note: Laborers' Local 860 and Juvenile Court agreed to waive the 7-day requirement for Council action; therefore, the legislation was read into the record and tabled on the floor; both parties agreed to move the item to the May 9, 2017 Council agenda for consideration: April 25, 2017]

Legislation Amended on the Floor:

Journal _____
_____, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0110

<p>Sponsored by: County Executive Budish/Fiscal Officer/County Treasurer</p>	<p>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.</p>
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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: June 13, 2017
Committee(s) Assigned: Finance & Budgeting

Legislation Tabled on the Floor: June 27, 2017

Journal CC027
July 11, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0118

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 5709.85 calls for the creation of the Tax Incentive Review 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 Tax Incentive Review Council for the term ending 12/31/2018:

- a) Appointment:
 - 1) John P. Dobeck, Cuyahoga County Fiscal Office

- b) Reappointments:
 - 1) Lisa Rocco, Cuyahoga County Fiscal Office;
 - 2) Marionette Richardson-Scott, Cuyahoga County Planning Commission;
 - 3) Joseph E. Farris, Cuyahoga County Treasurer's Office; 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, boards and agencies.

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

SECTION 1. That the County Council hereby confirms the County Executive's appointment and reappointment of the following individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term ending 12/31/2018:

- a) Appointment:
 - 1) John P. Dobeck, Cuyahoga County Fiscal Office

- b) Reappointments:
 - 1) Lisa Rocco, Cuyahoga County Fiscal Office;
 - 2) Marionette Richardson-Scott, Cuyahoga County Planning Commission; and
 - 3) Joseph E. Farris, Cuyahoga County Treasurer's Office.

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

SECTION 3. It is found and determined that all formal actions of this Council 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: June 27, 2017

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

Legislation Amended in Committee: July 6, 2017

Journal CC027

July 11, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0119

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of The Honorable Michael Procuk to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2017 - 3/24/2020, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and,

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

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

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and,

WHEREAS, the County Executive has nominated The Honorable Michael Procuk to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2017 - 3/24/2020; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of The Honorable Michael Procuik to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2017 - 3/24/2020.

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: June 27, 2017

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

Journal _____
_____, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0120

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2018; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual County Tax Budget, including the Cuyahoga County Library Tax Budget, for the year 2018; and,

WHEREAS, the County Operating Tax Budget for 2018 is \$866,671,719.00, and the County Library Tax Budget for 2018 is \$62,712,000.00; and,

WHEREAS, after due consideration of the Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Tax Budget, including the Cuyahoga County Library Tax Budget, for the year 2018.

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

SECTION 1. The year 2018 Annual Tax Budget for the County of Cuyahoga, including Cuyahoga County Library Tax Budget, as prepared in accordance with O.R.C. 5705.28, is hereby approved.

SECTION 2. 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.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: June 27, 2017

Committee(s) Assigned: Finance & Budgeting

Legislation Substituted in Committee: July 6, 2017

Journal CC027

July 11, 2017



ARMOND BUDISH
Cuyahoga County Executive

TO: County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Cuyahoga County Fiscal Officer; Jeanne Schmotzer, Clerk of Council
Date: 23 June 2017
RE: 2018 Tax Budget

Pursuant to Ohio Revised Code §5705.28, Council is required to adopt the annual Tax Budget by July 15th. The intent of the Tax Budget is estimate revenue generated by property tax levies for the coming year and to demonstrate, by way of the estimates, the need to continue to levy the taxes. **A total of 1.45 mills will be levied by the County in voted and unvoted millage in 2018 totaling \$372.7 million.**

This proposed 2018 Tax Budget reflects an allocation of the 1.45 inside millage: 0.50 mills to the General Operating Fund and 0.95 mills to the Debt Service Fund. The estimated \$13.5 million generated by Property Taxes in the General Operating Fund is an increase of \$1.5 million over what was estimated for 2018 at 1st Quarter.

2018 Tax Year

County Tax Levy (mills)	Property Tax Revenue Estimate	Total Revenue Estimate	Total Expenditure Estimate
General Operating (0.50)	\$13,454,145	\$343,737,641	\$399,093,210
Health & Human Services (8.7)	\$230,708,106	\$230,708,106	\$247,256,932
Board of Developmental Disabilities (3.9)	\$103,000,000	\$174,746,887	\$193,718,593
General Obligation Debt Service (0.95)	\$25,562,875	\$25,562,875	\$26,602,984
TOTAL	\$372,725,126	\$774,755,509	\$866,671,719

The figures above exclude Real Estate Assessment funding received for the purposes outlined in §5703-22-55 of the Ohio Administrative Code.

Attached please find the following:

- Table detailing the County's property tax levies
- Table detailing the County's unvoted General Obligation debt
- 2018 Statement of Fund Activity

Should you have any questions, please do not hesitate to contact me at x8191 or mkeenan@cuyahogacounty.us.

Thank you in advance for your consideration.

Property Taxes Levied – 2018

Levy	Millage	Type	Authorized	Begins	Length	Amt. Generated
Unvoted						
General Operating	0.5					\$13,454,145
GO Debt Service	0.95					\$26,602,984
Voted						
Health & Human Services	4.8	Ren.	05/2016	01/2017	8 yrs.	\$127,708,106
Health & Human Services	3.9	Repl.	11/2013	01/2014	5 yrs.	\$103,000,000
Developmental Disabilities	3.9	Repl.	11/2005	01/2016	Cont.	\$103,000,000
Total – Unvoted & Voted						
	14.05					\$372,725,126

2018 General Obligation Debt

Issue	Orig. Amt.	Issue Date	Maturity Date	Amt. Outstanding	Principal	Interest	Total Debt Service	Non-County Revenue	Amt. Req'd in 2018
Rock and Roll Hall of Fame	\$12,000,000	5/1993	2018	\$845,000	\$845,000	\$23,871	\$868,871.	\$868,871	\$0
2005 GO Refunding	\$73,970,000	4/2005	2020	\$21,450,000	\$6,765,000	\$1,072,500	7,837,500	\$0	\$7,837,500
2009 Capital Improvement	\$163,825,000	12/2009	2034	\$96,460,000	\$5,230,000	\$5,565,285	\$10,795,285	\$1,893,588	\$8,901,697
2012 LTGO Capital Improvement	\$111,305,000	12/2012	2037	\$88,730,000	\$6,635,000	\$3,625,863	\$10,260,863	\$397,075	\$9,863,788
	\$349,100,000			\$206,640,000	\$18,630,000	\$10,263,647	\$28,893,647	\$2,290,663	\$26,602,984

2017-2018 Budget Forecast Analysis

Statement of Fund Activity

PR08

<i>Projected Fund Activity</i>	Beginning Fund Balance	Estimated Fund Revenue	Available Resources	Projected Expenditures	Ending Fund Balance	<i>Balance to Expenditures %</i>
General Fund / HHS Levy						
01A001 - General Fund Operating	98,973,976	376,276,336	475,250,312	371,178,695	97,111,015	26.2%
01A004 - .25% Sales Tax Fund	25,825,664	60,564,172	86,389,836	55,379,894	30,972,068	55.9%
29A - Health and Human Services Levy 3.9 Mill	38,824,760	240,508,260	279,333,020	234,290,244	45,042,776	19.2%
Total General Fund / HHS Levy	\$163,624,400	677,348,768	840,973,168	660,848,833	173,125,858	26.2%
Special Revenue Funds						
20A378 - Inspector General Vendor Fees	253,746	40,200	293,946	20,738	273,208	1317.4%
20A058 - Common Pleas Special Project II	2,698,768	834,043	3,532,811	361,790	3,135,807	866.7%
20A240 - HHS Cuy Co Adult Reentry Court	222,223	74,180	296,403	0	296,403	0.0%
20A059 - Veterans Services Fund	155,322	461,117	616,439	528,447	87,992	16.7%
20A060 - Common Pleas Indigent Drivers Alcohol	4,809	699	5,508	0	5,508	0.0%
20A061 - JC-Indigent Driver Alcohol Monitoring	731	16	747	0	747	0.0%
20A064 - Cuyahoga County Educational Asst. P	524,725	1,000,000	1,524,725	1,000,001	474,195	47.4%
20A076 - Cuy Co Reg Forensic Science Lab SR	328,675	4,305,728	4,634,403	4,594,478	0	0.0%
20A099 - TASC Medicaid Funds (CO)	1,283,611	230,000	1,513,611	19,233	1,493,598	7765.8%
20A120 - Community Based Corrections Facility	0	4,906,124	4,906,124	4,906,124	0	0.0%
20A192 - Treatment Alternatives Street Crime	94,064	298,499	392,563	298,499	94,064	31.5%
20A195 - Self Insurance - Regionalization	3,053,919	15,154,845	18,208,764	13,909,442	4,299,322	30.9%
20A196 - Self-Insurance Developmntl. Disabilitie	0	15,622,811	15,622,811	15,622,811	0	0.0%
20A264 - County Law Library Resource Board	590,061	510,153	1,100,214	443,605	554,964	125.1%
20A288 - Social Impact Financing Fund	3,000,000	1,000,000	4,000,000	1,000,000	0	0.0%
20A301 - Real Estate Assessment	20,970,275	15,433,551	36,403,826	16,947,104	17,505,567	103.3%
20A302 - Dog & Kennel	184,555	2,121,363	2,305,918	2,101,050	(39,934)	-1.9%
20A303 - Children Services Fund	8,871,135	50,456,831	59,327,966	59,327,966	(6)	-0.0%
20A268 - Treatment Services Medicaid Funds	0	0	0	0	0	0.0%
20A307 - County Planning Commission	190,009	1,626,216	1,816,225	1,689,660	118,972	7.0%
20A308 - CPC - Cuyahoga Valley Initiative	159,266	0	159,266	159,266	0	0.0%
20A312 - Coroner's Lab	877,029	795,000	1,672,029	1,022,777	649,252	63.5%
20A319 - Juv Court Indigent Drivers Alcohol Tre	17,902	3,088	20,990	0	20,990	0.0%
20A322 - Delinquent R E Tax Assmt	1,844,355	2,600,688	4,445,043	1,667,635	2,581,774	154.8%
20A325 - Tax Prepayment Special Interest	2,106,659	130,063	2,236,722	418,649	843,198	201.4%
20A330 - Domestic Violence	123,605	253,519	377,124	244,118	133,006	54.5%
20A331 - Indigent Guardianship	26,123	164,580	190,703	197,076	(6,373)	-3.2%
20A333 - Juv Court-Forfeited Property ORC 292	17,669	0	17,669	0	17,669	0.0%
20A334 - Juv Crt - Adr Alternative Dispute Res	905,678	177,517	1,083,195	34,520	1,048,675	3037.9%
20A337 - Domestic Relations-Legal Research	65,206	19,500	84,706	3,882	80,824	2082.0%
20A340 - Tax Certificate Administration	654,794	317,000	971,794	314,182	650,612	207.1%
20A377 - Probation Supervision Fees	2,078,894	453,269	2,532,163	350,580	2,146,169	612.2%
20A390 - Emergency Management	494,849	826,914	1,321,763	1,319,763	0	0.0%
20A400 - TASC Medicaid Funds	(0)	0	(0)	0	(0)	0.0%
20A495 - Human Services Other Program	154,878	1,662,029	1,816,907	1,662,029	135,130	8.1%
20A550 - County Wellness Fund	74,989	0	74,989	55,500	19,489	35.1%
20A580 - Prosecutor's DTAC HHF Project	(305,049)	2,400,000	2,094,951	2,056,569	38,382	1.9%
20A585 - Legal Computerization	487,883	69,819	557,702	146,403	411,299	280.9%
20A586 - Legal Research and Computerization	318,500	63,360	381,860	0	356,210	0.0%
20A590 - Juvenile Court Incentives & Reward	4,090	0	4,090	4,090	0	0.0%
20A600 - Cuyahoga Support Enforcement Agen	1,099,304	38,049,713	39,149,017	40,897,018	(3,775,065)	-9.2%
20A601 - Computerized Legal Research	155,417	20,971	176,388	24,412	151,976	622.5%
20A602 - Probate Court Clerk -Computer Fund	4,162,889	345,056	4,507,945	492,759	3,989,386	809.6%
20A603 - Probate Court Special Projects	1,200,035	166,476	1,366,511	15,170	1,351,341	8908.0%

2017-2018 Budget Forecast Analysis

Statement of Fund Activity

PR08

<i>Projected Fund Activity</i>	Beginning Fund Balance	Estimated Fund Revenue	Available Resources	Projected Expenditures	Ending Fund Balance	<i>Balance to Expenditures %</i>
Special Revenue Funds						
20A604 - Probate Court Dispute Resolution	602,508	110,100	712,608	43,002	669,606	1557.2%
20A606 - Fatherhood Initiative	40,103	1,134,397	1,174,500	1,134,397	(432,758)	-38.1%
20A610 - Probate Court-Conduct Of Business Fi	70,639	4,324	74,963	321	74,642	23252.8%
20A615 - Office Of Homeless Services	0	0	0	0	0	0.0%
20A625 - Solid Waste District-Admin	2,503,622	1,807,564	4,311,186	1,414,134	2,895,886	204.8%
20A630 - Home Detention Fees	31,995	55,684	87,679	42,503	30,546	71.9%
20A635 - Title IV-E Juvenile Court	5,782,572	2,316,166	8,098,738	2,511,890	5,586,848	222.4%
20A658 - Certificate Of Title Admin Fund	7,698,174	5,151,634	12,849,808	5,678,614	7,137,305	125.7%
20A695 - Clerk Of Courts Computerization	1,341,186	502,292	1,843,478	1,470,000	223,478	15.2%
20A720 - Urinalysis Testing	531,723	90,000	621,723	84,157	531,541	631.6%
20A800 - Subsidy-Operation & Maint. of Deten	161,716	5,652	167,368	36,108	131,260	363.5%
20A803 - Treatment Services HHS	0	0	0	0	0	0.0%
20A804 - Public Defender - Cleveland Municipa	255,467	1,922,185	2,177,652	2,026,959	150,693	7.4%
20A267 - Public Defender HHS	0	153,690	153,690	153,690	0	0.0%
20A805 - Court of Appeals - Special Projects	61,383	12,836	74,219	0	74,219	0.0%
20A806 - Carrying Concealed Weapons Applica	83,158	190,368	273,526	187,342	86,184	46.0%
20A807 - Early Childhood - IIC	1,246,898	147,552	1,394,450	776,428	618,022	79.6%
20A809 - Witness Victim	450,826	1,476,054	1,926,880	1,926,880	0	0.0%
20A810 - Criminal Justice Intervention HHS	250,000	0	250,000	0	250,000	0.0%
20A811 - JC Detention & Probation Services	(830,544)	21,587,663	20,757,119	20,757,119	0	0.0%
20A812 - Common Pleas Special Project 1	121,512	708,180	829,692	830,072	(380)	-0.0%
20A814 - Wireless 9-1-1 Government Assistanc	5,974,259	2,915,156	8,889,415	3,621,995	5,267,420	145.4%
20A815 - Solid Waste Convenience Center	469,053	255,640	724,693	461,708	262,985	57.0%
20A816 - Solid Waste Plan Update	293,293	183,601	476,894	163,710	313,184	191.3%
20A817 - Solid Waste Grants	34,174	124,748	158,922	153,618	5,304	3.5%
20A819 - Geographic Information System	(335,773)	1,045,333	709,560	709,702	(55,039)	-7.8%
20A820 - Delinquent RE Tax Assmt-Prosecutor	2,573,777	3,840,105	6,413,882	2,806,302	3,607,580	128.6%
20A821 - State Criminal Alien Asst. Program (St	17,764	21,400	39,164	74,275	(35,111)	-47.3%
20A822 - Custody Mediation	134,014	723,100	857,114	857,114	0	0.0%
20A824 - Family Justice Center	210,879	175,000	385,879	361,765	24,114	6.7%
20A830 - Mental Health Services HHS	593,969	2,365,007	2,958,976	2,365,007	593,969	25.1%
20A893 - Naming Rights for the Convention Cei	402,700	421,070	823,770	210,535	613,235	291.3%
20A900 - Euclid Jail	(495,873)	200,000	(295,873)	0	(295,873)	0.0%
20AA01 - Health Care Access Programming	3,749	0	3,749	0	3,749	0.0%
20AA03 - County Land Reutilization Revenue Fi	546,792	7,000,000	7,546,792	7,000,000	546,792	7.8%
20AA05 - Law Enforcement Continuing Profesic	0	880	880	0	880	0.0%
20D - Brownfield Revolving Loan Fund	5,001,270	456,735	5,458,005	832,622	4,625,383	555.5%
20D447 - Cuyahoga Job Creation Fund	14,860,497	11,629,566	26,490,063	9,410,049	17,080,014	181.5%
20D448 - Casino Tax Revenue Fund	12,561,096	7,411,864	19,972,960	14,798,966	5,173,994	35.0%
20D449 - Property Demolition Fund	27,173,059	0	27,173,059	17,641,045	9,532,014	54.0%
20D450 - 2015 Excise Tax	30,805,134	0	30,805,134	0	30,805,134	0.0%
20N306 - Soil & Water Conservation	276,443	1,028,751	1,305,194	970,230	334,901	34.5%
20R320 - County Board Of Developmental Disa	100,002,450	167,448,893	267,451,343	179,295,448	81,330,279	45.4%
24A301 - Children & Family Services	6,229,780	67,152,042	73,381,822	73,381,822	(52,351)	-0.1%
24A430 - Office of Health and Human Services	3,144,658	13,540,392	16,685,050	14,833,718	1,427,750	9.6%
24A435 - Cuyahoga Tapestry System of Care	(62,780)	2,784,777	2,721,997	2,721,997	(0)	-0.0%
24A510 - Cuyahoga Job & Family Services	8,327,562	79,398,835	87,726,397	81,608,573	(2,696,069)	-3.3%
24A530 - Children With Medical Handicap	2,107,408	1,376,570	3,483,978	1,376,570	2,107,408	153.1%
24A601 - Senior and Adult Services	359,388	18,412,408	18,771,796	18,712,408	(205,836)	-1.1%
24A635 - Early Childhood - IIC Public Asst.	10,505,620	12,680,620	23,186,240	14,370,270	5,196,036	36.2%
24A640 - FCFC Public Assistance	788,676	3,821,662	4,610,338	4,521,662	(1,659,072)	-36.7%

Projected ending balances are net of carryover encumbrances and other reserves on available resources.

2017-2018 Budget Forecast Analysis

Statement of Fund Activity

PR08

<i>Projected Fund Activity</i>	Beginning Fund Balance	Estimated Fund Revenue	Available Resources	Projected Expenditures	Ending Fund Balance	<i>Balance to Expenditures %</i>
Special Revenue Funds						
24A641 - Homeless Services	490,833	5,911,991	6,402,824	6,311,991	90,833	1.4%
24A878 - HHS Office of Reentry	(1,606)	2,092,442	2,090,836	2,092,442	(768,851)	-36.7%
26A601 - General Gas & License Fees	16,704,411	16,431,451	33,135,862	23,787,139	8,914,423	37.5%
26A650 - \$5.00 Road Capital Improvements	13,518,259	1,847,125	15,365,384	8,113,985	4,717,506	58.1%
26A651 - \$7.50 Road and Bridge Registration T	18,272,905	12,495,883	30,768,788	18,513,825	4,233,443	22.9%
28W036 - WIA - Workforce Development	(0)	0	(0)	0	(0)	0.0%
28W037 - Workforce Other Programs	1	0	1	0	1	0.0%
28W038 - WF Innovation & Opportunities Act	(455,953)	12,421,720	11,965,767	13,129,917	(3,766,550)	-28.7%
Total Special Revenue Funds	\$360,586,417	657,586,047	,018,172,464	738,141,372	234,445,021	31.8%
Debt Service Funds						
30A900 - Debt Service Fund GO	(234,547)	30,533,807	30,299,260	29,247,019	1,052,241	3.6%
30A905 - Gateway Arena	0	777,058	777,058	777,058	0	0.0%
30A910 - Brownfield Debt Service	0	237,064	237,064	237,064	0	0.0%
30A912 - Shaker Square Debt Service	134,059	0	134,059	40,000	94,059	235.1%
30A913 - Commercial Redevelopment Debt Ser	0	889,879	889,879	889,879	0	0.0%
30A914 - Debt Service - Rock & Roll Hall of Fam	8,632,759	0	8,632,759	870,343	7,762,416	891.9%
30A915 - Medical Mart Series 2010 Debt Servic	12,277	26,724,130	26,736,406	26,736,406	0	0.0%
30A916 - Series 2013 Economic Development R	836,281	0	836,281	694,111	142,170	20.5%
30A919 - Debt Service County Hotel	3,677,205	16,631,139	20,308,344	20,308,344	0	0.0%
30A920 - DS-Western Reserve Series 2014B	0	784,480	784,480	784,480	0	0.0%
30A921 - DS-Med Mart Refunding Series 2014C	0	682,500	682,500	682,500	0	0.0%
30A922 - 2015 Excise Tax Debt Service	8,449,858	6,976,283	15,426,141	6,976,283	8,449,858	121.1%
Total Debt Service Funds	\$21,507,891	84,236,339	105,744,230	88,243,487	17,500,743	19.8%
Enterprise Funds						
50A410 - Cuyahoga Regional Information Syste	947,201	1,065,642	2,012,843	1,198,499	814,344	67.9%
50A412 - County Information Network	274,807	0	274,807	0	274,807	0.0%
51A404 - County Parking Garage	5,226,374	2,464,984	7,691,358	4,640,102	3,019,624	65.1%
52A100 - County Airport	916,533	1,499,628	2,416,161	1,499,628	906,901	60.5%
54A100 - Sanitary Engineer	(5,242,582)	25,571,086	20,328,504	16,680,048	536,615	3.2%
54A500 - Sanitary Engineer Sewer District Fund	40,701,922	24,445,218	65,147,140	25,460,570	39,686,570	155.9%
54A901 - Sanitary Engineer/Note Retirement	(855,882)	323,050	(532,832)	323,050	(855,882)	-264.9%
Total Enterprise Funds	\$41,968,374	55,369,608	97,337,982	49,801,897	44,382,980	89.1%
Internal Service Funds						
61A607 - Centralized Custodial Services	(407,289)	44,614,747	44,207,458	44,222,078	(1,640,853)	-3.7%
61A608 - Sheriff Building Security Services	(3,065,132)	13,598,064	10,532,932	10,520,880	(4,480)	-0.0%
62A603 - County Garage	373,364	1,102,086	1,475,450	1,303,990	(159,954)	-12.3%
63A100 - Information Services Center	(202,690)	1,882,999	1,680,309	1,882,995	(202,686)	-10.8%
63A300 - County GIS Management	(0)	0	(0)	0	(0)	0.0%
64A601 - County Supplies	16,115	349,715	365,830	329,695	(309,087)	-93.7%
64A606 - Fast Copier	(2,740)	2,771,893	2,769,153	2,522,060	(69,354)	-2.7%
65A604 - Communications/Postage	382,273	1,580,188	1,962,461	1,347,303	590,325	43.8%
67A - Workers Compensation Administration	1,381,548	63,353	1,444,901	2,857,912	(1,447,060)	-50.6%
67A200 - Workers Compensation Claims	25,593,783	0	25,593,783	3,246,197	22,347,586	688.4%
68A100 - Hospitalization-Self Insurance Fund	1,886,570	91,631,079	93,517,649	88,089,172	5,428,477	6.2%
68A200 - Hospitalization - Regular Insurance	921,869	4,400,578	5,322,447	4,400,578	921,869	20.9%

2017-2018 Budget Forecast Analysis

Statement of Fund Activity

PR08

<i>Projected Fund Activity</i>	Beginning Fund Balance	Estimated Fund Revenue	Available Resources	Projected Expenditures	Ending Fund Balance	<i>Balance to Expenditures %</i>
Internal Service Funds						
68A300 - Hospitalization-Employee Defferrals	0	3,087,484	3,087,484	3,087,484	0	0.0%
Total Internal Service Funds	\$26,877,671	165,082,186	191,959,857	163,810,344	25,454,783	15.5%

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0121

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Councilmember Brown</p>	<p>A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$1,500,000.00 to Rinicella 4, LLC for the benefit of the Darko Project, located at 26401 Richmond Road in the City of Bedford 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 \$1,500,000.00 to Rinicella 4, LLC for the benefit of the Darko Project, located at 26401 Richmond Road in the City of Bedford Heights; and

WHEREAS, the primary goal of this project is to assist with the purchase of property located at 26401 Richmond Road in the City of Bedford Heights in order for Darko to expand its production and design processes; and

WHEREAS, upon completion, this project is anticipated to retain sixty (60) existing jobs and create five (5) new jobs within three (3) years; and

WHEREAS, the total cost of this project is \$5,800,000.00 of which the County will loan \$1,500,000.00 with a term of fifteen (15) years at an interest rate of two percent (2%); and

WHEREAS, on June 14, 2017, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund this project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Western Reserve Fund; and

WHEREAS, this project is located in County Council District 9; and

WHEREAS, the project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of

a Workforce Development Agreement; submission of annual job creation/retention reporting; and payment of prevailing wages for that portion of the project funded by the County loan authorized herein; 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 \$1,500,000.00 to Rinicella 4, LLC for the benefit of the Darko Project, located at 26401 Richmond Road in the City of Bedford Heights.

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. This Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's Journal.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 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: June 27, 2017

Committee(s) Assigned: Economic Development & Planning

Additional Sponsorship Requested on the Floor: June 27, 2017

Journal CC027

July 11, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0122

Sponsored by: County Executive Budish/Medical Examiner	A Resolution authorizing an amendment to a revenue generating agreement with City of Cleveland for Crime Lab testing services for the period 11/1/2014 - 12/31/2025 to change the scope of services, effective 1/1/2017, and for additional revenue in the amount of \$900,000.00; 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/Medical Examiner recommends an amendment to a revenue generating agreement with City of Cleveland for Crime Lab testing services for the period 11/1/2014 - 12/31/2025 to change the scope of services, effective 1/1/2017, and for additional revenue in the amount of \$900,000.00; and

WHEREAS, the primary goal of the original agreement with the City of Cleveland was to provide scientific testing services to be utilized by law enforcement; and

WHEREAS, the primary goal of this amendment is to add firearms testing to the scope of services, effective 1/1/2017; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by the 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 amendment to a revenue generating agreement with City of Cleveland for Crime Lab testing services for the period 11/1/2014 - 12/31/2025 to change the scope of services, effective 1/1/2017, and for additional revenue in the amount of \$900,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0106

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>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.</p>
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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: June 13, 2017
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: June 27, 2017

Journal CC027
July 11, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0109

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Councilmembers Schron and Jones</p>	<p>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 49th 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 49th 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 49th Street, Cuyahoga Heights, County Council District 8; and

WHEREAS, upon completion, this project is anticipated to retain 385 existing jobs and create 25 new jobs within 3 years; and

WHEREAS, the total cost of this project is \$150,200,000.00 of which the County will loan \$2,000,000.00 with a term of ten (10) years at an interest rate of one percent (1%); and

WHEREAS, on May 10, 2017, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund this project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Western Reserve Fund; and

WHEREAS, the project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of

a Workforce Development Agreement; submission of annual job creation/retention reporting; and payment of prevailing wages for that portion of the project funded by the County loan authorized herein; 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 49th Street in the Village of Cuyahoga Heights.

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. This Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's Journal.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 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: June 13, 2017

Committee(s) Assigned: Economic Development & Planning

Legislation Substituted in Committee: June 19, 2017

Additional Sponsorship Requested: June 19, 2017

Committee Report/Second Reading: June 27, 2017

Journal CC027

July 11, 2017