



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 12, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) August 8, 2017 Regular Meeting (See Page 13)
- 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 ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2017-0150: A Resolution appointing Ashley R. Johnson as Assistant Deputy Clerk of Council to serve the Council of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective. (See Page 25)

Sponsor: Council President Brady/Chief of Staff and Clerk of Council

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

- 1) R2017-0151: 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 27)

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

- 2) R2017-0152: A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2017; authorizing payments to various providers, in the total amount of \$461,117.00, for said services and programs for the period ending 12/31/2017; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective: (See Page 165)

- i) Cuyahoga Community College, Veterans Services and Program Office for scholarships for veterans residing in Cuyahoga County in the amount of \$46,112.00.
- ii) Towards Employment Career Pathway Services for job readiness training, job search and placement, coaching and support for professional development of low-income veterans in the amount of \$30,000.00.
- iii) The Cuyahoga County Office of Homeless Services for the Supportive Services for Veterans Families Program and for move-in kits for veterans entering permanent supportive housing in Cuyahoga County in the amount of \$85,005.00.
- iv) The Legal Aid Society of Cleveland for the Legal Services for U.S. Veterans Program in the amount of \$85,000.00.

- v) United Way 2-1-1 for the Help2Veterans Program in the amount of \$70,000.00.
- vi) Joseph's Home for wraparound services and transition to permanent housing for medically fragile, homeless veterans in Cuyahoga County in the amount of \$40,000.00.
- vii) Cuyahoga County Public Library for the GetWorkerFIT Program in the amount of \$50,000.00.
- viii) The Cuyahoga County Land Reutilization Corporation to rehabilitate houses and provide financial counseling for veterans in the amount of \$50,000.00.
- ix) The Chagrin Falls Historical Society for the restoration of the Chagrin Falls Civil War Memorial in the amount of \$5,000.00.

Sponsors: Councilmembers Brady, Schron and Miller

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2017-0153: 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; amending Resolution Nos. R2017-0002 dated 1/10/2017, R2017-0047 dated 3/14/2017, R2017-0057 dated 3/28/2017, R2017-0098 dated 6/13/2017, and R2017-0124 dated 7/11/2017 to reconcile appropriations for 2017; and declaring the necessity that this Resolution become immediately effective. (See Page 169)

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

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

- 1) R2017-0154: A Resolution confirming the County Executive's appointment of Michael P. Foley to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/16/2017 - 10/15/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 200)

Sponsor: County Executive Budish

- 2) R2017-0155: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 205)

i) Appointments:

- a) Shelia Wright for an unexpired term ending 6/30/2019
- b) Grace Gallucci for an unexpired term ending 6/30/2020
- c) David Feinerman for an unexpired term ending 6/30/2020
- d) C. Jay Matthews for an unexpired term ending 6/30/2020

ii) Reappointment:

- a) Kim Shelnick for the term 7/1/2017 - 6/30/2020

Sponsor: County Executive Budish

- 3) R2017-0156: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 218)

i) Appointments for an unexpired term ending 12/31/2018:

- a) Valeria A. Harper

b) Crystal L. Bryant

ii) Reappointment for the term 1/1/2018 - 12/31/2020:

a) Alfonso P. Sanchez

Sponsor: County Executive Budish

- 4) R2017-0157: A Resolution declaring that public convenience and welfare requires roadway and traffic signal improvements along Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and City of Warrensville Heights; total estimated project cost \$1,552,479.65; 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 municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 228)

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

- 5) R2017-0158: A Resolution making an award on RQ40256 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$3,164,600.00 for the 2017 Sewer Repair Program in various County Sewer Districts for the period 11/1/2017 - 10/31/2019; 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 233)

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

- 6) R2017-0159: A Resolution authorizing a First Amendment to a Memorandum of Agreement with Village of Woodmere for Construction, Operation and Maintenance of Sanitary Sewerage Systems, located in County Sewer District No. 21; 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 239)

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

- 7) R2017-0160: A Resolution authorizing an amendment to Agreement No. AG1700012-01 with Northeast Ohio Regional Sewer District for disposal of wastewater sewer grit for the period 6/1/2016 - 5/31/2018 for additional funds in the amount not-to-exceed \$800,000.00; 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 242)

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

- 8) R2017-0161: A Resolution making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for the SBA-Municipal-County Small Business Financing Initiative Pilot #2 Program for the period 10/1/2017 - 9/30/2019; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 245)

- i) City of Cleveland Heights
- ii) City of Fairview Park
- iii) City of Lakewood
- iv) City of Maple Heights

Sponsor: County Executive Budish/Department of Development

- 9) R2017-0162: A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$2,500,000.00 to Link59 Leverage Lender, LLC for the benefit of the Phoenix Building Project, located at the intersection of East 61st Street and Euclid Avenue, Cleveland; 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 249)

Sponsor: County Executive Budish/Department of Development

- 10) R2017-0163: A Resolution authorizing amendments to contracts with various providers for various services in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2017 to extend the time period to 6/30/2018 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 259)
- i) No. CE1600240-01 with Mature Services, Inc. in the amount not-to-exceed \$250,000.00 for mature job seeker services and implementation of the ENCORE Program.
 - ii) No. CE1600241-01 with Towards Employment, Inc. in the amount not-to-exceed \$100,000.00 for job seeker services for applicants with felony backgrounds.
 - iii) No. CE1600242-01 with United Labor Agency, Inc. in the amount not-to-exceed \$3,620,368.00 for operation of the Workforce Service Center, job seekers and employer services, and management of the On-the-Job Training Program.

Sponsors: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board

- 11) R2017-0164: A Resolution authorizing an amendment to Agreement No. AG1400121-01 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services originating in the City of Cleveland for the period 10/20/2014 - 10/19/2017 to extend the time period to 10/19/2019 and for additional funds in the amount not-to-exceed \$1,200,000.00; 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 263)

Sponsor: County Executive Budish/Department of Public Safety and Justice Services/Cuyahoga Emergency Communications System

- 12) R2017-0165: A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00; 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 267)

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

- 13) R2017-0166: A Resolution making awards on RQ38919 to various providers, in the total amount not-to-exceed \$9,565,377.00, for expansion of Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2017 - 7/31/2020; waiving the requirement in County Code Section 501.15(A)(2) with respect to Cleveland Municipal School District and Euclid City School District; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 271)

- i) Menorah Park Center for Senior Living Bet Moschav Zekenim Hadati
- ii) Advanced Solutions for Education, Inc. dba Horizon Child Development Center – Cleveland
- iii) HLC Euclid, LLC dba Horizon Learning Centers – Euclid
- iv) Horizon Education Centers – Market Square Horizon Education Center
- v) Horizon Education Centers – Old Brooklyn
- vi) Robbie Lawrence-Willis – Little Achiever’s Learning Center
- vii) Murtis Taylor Human Services System – Glenville/KRT
- viii) Murtis Taylor Human Services System – Mt. Pleasant Child Enrichment Center

- ix) Salvation Army of Greater Cleveland
- x) St. Peter's Child Care Center Inc.
- xi) Catholic Charities Corporation – Early Childhood Center at Arbor Park
- xii) Catholic Charities Corporation – Early Learning Program St. Ignatius
- xiii) Catholic Charities Corporation – Rainbow Terrace Head Start
- xiv) The Centers for Families and Children
- xv) Kids and Such, Inc. dba Creative Kids
- xvi) Council for Economic Opportunities in Greater Cleveland – William Patrick Day Early Learning Center
- xvii) Council for Economic Opportunities in Greater Cleveland – Willard head Start Center
- xviii) Council for Economic Opportunities in Greater Cleveland – Puritas Head Start Center
- xix) Council for Economic Opportunities in Greater Cleveland – Green Road Early Learning Center
- xx) Council for Economic Opportunities in Greater Cleveland – George Forbes Early Learning Center
- xxi) Council for Economic Opportunities in Greater Cleveland – Carl B. Stokes Head Start Center
- xxii) Bedford City School District
- xxiii) Berea City School District
- xxiv) Cleveland Heights – University Heights City School District – Noble Elementary School
- xxv) Cleveland Heights – University Heights City School District – Gearity Elementary School
- xxvi) Cleveland Heights – University Heights City School District – Oxford Elementary School
- xxvii) Euclid City School District
- xxviii) Garfield Heights City Schools
- xxix) Lakewood City Schools
- xxx) Maple Heights City School District
- xxxi) Warrensville Heights City School District
- xxxii) Cleveland Municipal School District – Clark Elementary School
- xxxiii) Cleveland Municipal School District – Garfield Elementary School
- xxxiv) Cleveland Municipal School District – Sunbeam Elementary School
- xxxv) Cleveland Municipal School District – Willow Elementary School

xxxvi) Cleveland Municipal School District – William Cullen Bryant Elementary School

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

c) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2017-0147: A Resolution authorizing an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge No. 09.68 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View to change the scope of services to include adjacent Bridge Nos. 09.03 and 09.35, effective 5/31/2017, and for additional funds in the amount not-to-exceed \$927,228.00; 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 281)

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

Committee Assignment and Chair: Committee of the Whole – Brady

d) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2017-0148: A Resolution authorizing a state contract with Dell Marketing L.P. for a Microsoft Enterprise Agreement for various licensing and support services in the amount not-to-exceed \$2,749,993.98 for the period 7/1/2017 - 6/30/2020; 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. [Pending Committee Recommendation] (See Page 285)

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting –
Miller

**e) CONSIDERATION OF ORDINANCES FOR FIRST READING AND REFERRAL
TO COMMITTEE**

- 1) O2017-0003: An Ordinance enacting Chapter 720 of the Cuyahoga County Code authorizing Cuyahoga County to levy County Motor Vehicle License Taxes upon the operation of motor vehicles on public roads and highways pursuant to Chapter 4504 of the Ohio Revised Code. (See Page 287)

Sponsor: County Executive Budish/Department of Public Works

- 2) O2017-0004: An Ordinance amending Section 501.15 of the Cuyahoga County Code to modify the requirements of contractors, and declaring the necessity that this Ordinance become immediately effective. (See Page 293)

Sponsor: County Executive Budish/Fiscal Officer

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

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

- a) R2017-0146: A Resolution authorizing a First Amendment to a revenue generating Lease Agreement with City of Cleveland for County-owned property to be used for parking, located on Lakeside Avenue, Cleveland, for the period 2/1/1994 - 1/31/2019 to extend the time period to 1/31/2044, to amend the legal description of the leased property to include portions of Permanent Parcel Nos. 101-08-004 and 101-08-009 and for additional revenue in the approximate amount of \$2,028,325.00; 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/Department of Public Works

15. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE
(2018/2019 Budget Overview):

TUESDAY, SEPTEMBER 26, 2017
1:00 PM / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, SEPTEMBER 26, 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 COUNCIL REGULAR MEETING
TUESDAY, AUGUST 8, 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 3:03 p.m.

2. ROLL CALL

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

A motion was made by Mr. Schron, seconded by Ms. Conwell and approved by unanimous vote to excuse Mr. Tuma from the meeting.

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

There were no public comments given related to the agenda.

6. APPROVAL OF MINUTES

- a) July 25, 2017 Regular Meeting

A motion was made by Mr. Hairston, seconded by Mr. Miller and approved by unanimous vote to approve the minutes of the July 25, 2017 Regular meeting.

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 a “Chair of Honor” was placed at the Justice Center as a tribute to America’s prisoners of war and those missing in action, reinforcing the belief that even though they are not here, there will always be a place for them. The Chair of Honor Project was developed by Rolling Thunder.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2017-0141: A Resolution adopting the 2018-2022 Cuyahoga County Department of Health and Human Services Strategic Plan in accordance with Section 202.10 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell and Miller and County Executive Budish/Department of Health and Human Services

Council President Brady referred Resolution No. R2017-0141 to the Health, Human Services & Aging Committee.

- b) 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. R2017-0133.

- 1) R2017-0133: A Resolution approving the appointment of various individuals to serve on the Cuyahoga County Soldiers’ and Sailors’ Monument Commission Board of Trustees for an

unexpired term ending 11/5/2020, and declaring the necessity that this Resolution become immediately effective:

- i) Robert P. Madison
- ii) Hilary S. Taylor

Sponsor: Council President Brady

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

Ms. Brown introduced a proposed substitute on the floor to Resolution No. R2017-0133. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2017-0133 was considered and adopted by unanimous vote, as substituted.

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. R2017-0142, R2017-0143, R2017-0144 and R2017-0145.

- 1) R2017-0142: 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; amending Resolution No. R2017-0098 dated 6/13/2017 to reconcile appropriations for 2017; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2017-0142. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0142 was considered and adopted by unanimous vote, as substituted.

- 2) R2017-0143: A Resolution authorizing a Non-Federal Reimbursable Agreement with Department of Transportation, Federal Aviation Administration in the amount not-to-exceed \$950,000.00 for preliminary engineering for relocation of FAA owned facilities and provision of materials, equipment and construction oversight during Phases Three and Four construction at the Cuyahoga County Airport for the period 8/15/2017 - 8/14/2022; 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/Department of Public Works

On a motion by Mr. Miller with a second by Ms. Simon, Resolution No. R2017-0143 was considered and adopted by unanimous vote.

- 3) R2017-0144: A Resolution fixing the 2018 water, storm and sanitary sewer maintenance and/or sewerage treatment rates for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Michael Dever, Director of the Department of Public Works, addressed Council regarding Resolution No. R2017-0144. Discussion ensued.

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

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2017-0144 was considered and adopted by unanimous vote.

- 4) R2017-0145: A Resolution approving and confirming the 2018 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Dever addressed Council regarding Resolution No. R2017-0145. Discussion ensued.

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

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2017-0145 was considered and adopted by unanimous vote.

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

- 1) R2017-0146: A Resolution authorizing a First Amendment to a revenue generating Lease Agreement with City of Cleveland for County-owned property to be used for parking, located on Lakeside Avenue, Cleveland, for the period 2/1/1994 - 1/31/2019 to extend the time period to 1/31/2044, to amend the legal description of the leased property to include portions of Permanent Parcel Nos. 101-08-004 and 101-08-009 and for additional revenue in the approximate amount of \$2,028,325.00; 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/Department of Public Works

Council President Brady referred Resolution No. R2017-0146 to the Committee of the Whole.

- 2) R2017-0147: A Resolution authorizing an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant

Valley Road Bridge No. 09.68 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View to change the scope of services to include adjacent Bridge Nos. 09.03 and 09.35, effective 5/31/2017, and for additional funds in the amount not-to-exceed \$927,228.00; 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/Department of Public Works/Division of County Engineer

Council President Brady referred Resolution No. R2017-0147 to the Committee of the Whole.

- 3) R2017-0148: A Resolution authorizing a state contract with Dell Marketing L.P. for a Microsoft Enterprise Agreement for various licensing and support services in the amount not-to-exceed \$2,749,993.98 for the period 7/1/2017 - 6/30/2020; 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.

Sponsor: County Executive Budish/Department of Information Technology

Council President Brady referred Resolution No. R2017-0148 to the Finance & Budgeting Committee.

- 4) R2017-0149: A Resolution authorizing a contract with OhioGuidestone in the amount not-to-exceed \$1,153,828.00 for community-based treatment center management services for the period 7/1/2017 - 6/30/2018; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2017-0149 to the Public Safety & Justice Affairs Committee.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2017-0108, R2017-0135, R2017-0136, R2017-0137, R2017-0138, R2017-0139 and R2017-0140.

- 1) R2017-0108: A Resolution adopting the 2017 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.

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

Committee Assignment and Chair: Economic Development & Planning – Schron

Mr. Miller introduced a proposed amendment to Resolution No. R2017-0108 to add Appendix B: Year 1 Goals for the Cuyahoga County Five Year Economic Development Plan. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Schron and approved by unanimous vote to accept the proposed amendment.

On a motion by Mr. Schron with a second by Mr. Hairston, Resolution No. R2017-0108 was considered and adopted by unanimous vote, as amended.

- 2) R2017-0135: A Resolution confirming the County Executive's appointment of Diane M. Downing to serve on the Cuyahoga County Charter Review Commission for the term 9/1/2017 - 8/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Council Operations & Intergovernmental Relations – Jones

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2017-0135 was considered and adopted by unanimous vote.

3) R2017-0136: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2020, and declaring the necessity that this Resolution become immediately effective:

i) Appointment:

a) Kenneth Miller

ii) Reappointment:

a) Gwendolyn Garth

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2017-0136 was considered and adopted by unanimous vote.

4) R2017-0137: A Resolution confirming the County Executive's reappointment of Nick Nardi to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 2/29/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2017-0137 was considered and adopted by unanimous vote.

5) R2017-0138: A Resolution authorizing a Purchase and Sale Agreement with Bricklayer Union Local #5 in the amount not-to-exceed \$325,000.00 for property located at 4205 Chester Avenue, Cleveland, Permanent Parcel Nos. 104-31-011 and 104-31-014; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0138 was considered and adopted by unanimous vote.

- 6) R2017-0139: A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to 515 Euclid Avenue, LLC for the benefit of The Beacon Project, located at 515 Euclid Avenue, Cleveland; 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.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2017-0139 was considered and adopted by unanimous vote.

- 7) R2017-0140: A Resolution authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) City of Highland Heights
- ii) Cuyahoga County District Board of Health
- iii) Cuyahoga County Convention Facilities Development Corporation
- iv) Cuyahoga County Land Reutilization Corporation
- v) Regional Income Tax Agency
- vi) Southeastern Emergency Communications Center
- vii) Village of Highland Hills
- viii) Village of Mayfield

ix) Village of Walton Hills

Sponsor: County Executive Budish/Department of Human Resources

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

On a motion by Ms. Brown with a second by Mr. Hairston, Resolution No. R2017-0140 was considered and adopted by unanimous vote.

d) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 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:

- 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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2017-0127 was considered and adopted by unanimous vote.

- 2) 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:

- i) Appointments and Reappointments for various unexpired terms:
 - a) Kahlil Seren (County Class) appointment for an unexpired term ending 10/15/2017.
 - b) Dennis G. Kennedy (County Class) appointment for an unexpired term ending 10/15/2017.

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

ii) Reappointments for various terms:

- 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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2017-0129 was considered and adopted by unanimous vote.

- 3) 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.

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

On a motion by Mr. Hairston with a second by Mr. Miller, Resolution No. R2017-0131 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, September 11, 2017 at 1:00 p.m.

12. MISCELLANEOUS BUSINESS

Mr. Miller reported that the Office of Budget and Management will soon be submitting the 2nd quarter budget report to Council.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Rico Dancy addressed Council regarding his concerns related to issues for hearing impaired persons.

Ms. Loh addressed Council regarding her concerns related to the grievance procedure for residents of the Norma Herr Women's Center.

Mr. Christopher Knestrick, the new Director of Operations for the Northeast Ohio Coalition for the Homeless, introduced himself to Councilmembers and invited them to contact him should they have any questions and/or concerns.

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 3:42 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0150

Sponsored by: Council President Brady/Chief of Staff and Clerk of Council	A Resolution appointing Ashley R. Johnson as Assistant Deputy Clerk of Council to serve the Council of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article III, Section 3.09(1) of the Charter of Cuyahoga County, the Council is granted the power to appoint and provide for the compensation and duties of the Clerk of Council and of such other assistants for the Council as a whole as the Council determines to be necessary for the efficient performance of its duties; and,

WHEREAS, the Council of Cuyahoga County has determined that it is necessary to hire a qualified candidate into the position of Assistant Deputy Clerk of Council; and,

WHEREAS, Ashley R. Johnson has been identified as a qualified candidate for the position based on her education, employment history and other qualifications; 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 that the functions of Council can continue, and to provide for the usual, daily operation of Council.

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

SECTION 1. That Ashley R. Johnson is hereby appointed as Assistant Deputy Clerk of Council and shall be compensated at the annual salary of \$52,270.40, effective October 2, 2017. The Assistant Deputy Clerk of Council shall be eligible to receive the same medical, leave and other benefits that are provided to full-time non-bargaining employees of the County Executive.

SECTION 2. It is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and that the functions of Council can continue, and to provide for the usual, daily operation of Council. Provided that this Resolution receives the affirmative vote of at least eight (8) members of Council, this Resolution shall take effect and be in force immediately upon its adoption by the Council.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC027
September 12, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0151

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 August 23, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through R) 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: *Classification and Compensation Specialist*
Class Number: 1082111
Pay Grade: 13
*Revised specification to better reflect the essential job duties; changed name from to better reflect essential job functions. Pay grade increased by one level from PG 12 to PG 13.
- Exhibit B: Class Title: *Employment & Family Service Supervisor*
Class Number: 1014111
Pay Grade: 11
*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: *Employment Testing Specialist*
Class Number: 1081111
Pay Grade: 13
* Revised specification to update the information to better reflect the essential job duties. The pay grade was increased from PG 12 to PG 13.
- Exhibit D: Class Title: *Neighborhood Center Manager*
Class Number: 1014113
Pay Grade: 15
*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.
- Exhibit E: Class Title: *Senior Employment & Family Service Supervisor*
Class Number: 1014112
Pay Grade: 13
* 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 F: Class Title: *Senior Employment Testing Specialist*
Class Number: 1081112

Pay Grade: 14

* Revised the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 13 to a PG 14.

Exhibit G: Class Title: *Senior Information Systems Administrator*
Class Number: 1053134
Pay Grade: 16B
* 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 H: Class Title: *Data Analyst*
Class Number: 1053161
Pay Grade: 9B

Exhibit I: Class Title: *Early Child Care Program Specialist*
Class Number: 1014301
Pay Grade: 7

Exhibit J: Class Title: *Early Childhood Resource and Training Coordinator*
Class Number: 1056342
Pay Grade: 12

Exhibit K: Class Title: *Early Childhood Mental Health Therapist*
Class Number: 1056341
Pay Grade: 9

Exhibit L: Class Title: *Employment Testing Proctor*
Class Number: 1052251
Pay Grade: 3

Exhibit M: Class Title: *ERP Enterprise Asset Management Systems Lead*
Class Number: 1083112
Pay Grade: 16B

Exhibit N: Class Title: *ERP Financial Systems Lead*
Class Number: 1084112
Pay Grade: 16B

Exhibit O: Class Title: *ERP HRIS Systems Lead*
Class Number: 1085112

Pay Grade: 16B

Exhibit P: Class Title: *ERP Procurement Systems Lead*
Class Number: 1086112
Pay Grade: 16B

Exhibit Q: Class Title: *Family and Children First Council Service Coordinator*
Class Number: 1056321
Pay Grade: 13

Exhibit R: Class Title: *Senior Emergency Management Specialist*
Class Number: 1062422
Pay Grade: 10

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Classification and Compensation Specialist	Class Number:	1082111
FLSA:	Exempt	Pay Grade:	13
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems as well as performing consultant duties for various regionalized projects.

Distinguishing Characteristics

This is a professional level classification with responsibility for developing and maintaining classification specifications for all classified positions at the County. The incumbent is expected to use judgement and ensure that work 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.

60% +/- 10%

- Develops and edits classification specifications for all classified positions at the County as well as consulting projects with PRC clients; analyzes job duties based on CPQ's, outside research, job descriptions, job shadowing, and job analysis meetings with subject-matter experts (SMEs); leads job analysis meetings; recommends job analysis procedures; analyzes percentages of time; works with management to determine and validate accurate minimum qualifications and licensures; evaluates the minimum qualifications based on the classification series; reviews, analyzes, and compares existing specifications and class series to verify all specifications are still necessary; identifies classifications without incumbents; works with departments and HR to determine if classifications need modifications or deletion; supports division goals including 4 year maintenance cycle; assists in creating and maintaining job families; assists in preparing supporting documentation for Council and the PRC; maintains records related to maintenance of the Class Plan; works with IT to ensure changes to the Class Plan are reflected accurately on the PRC web site; creates documents to track Class Plan maintenance; serves as the point of contact for incumbents, managers, and directors for classification projects; may recommend the creation of new classifications based on analysis of CPQ's; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); meets with department management to review reorganization plans; drafts language that complies with FLSA, ADA and related professional and legal standard; reviews and analyzes job evaluations for specifications in County Plan; prepares for routine maintenance of specifications by gathering and preparing all relevant information necessary; develops and presents training (including in-person and virtual training) for managers and directors on class plan maintenance process; recommends specifications for next round of maintenance; researches for classification incumbents, managers, directors and other points of contacts by accessing County HRIS; collaborates with HR and IT to collect and verify information; answers incumbents, supervisor, and management questions.

25% +/- 10%

- Recommends process improvements; assists in the development of classification specification process, documents, and templates; researches best practices; attends professional training conferences and other professional development meetings; develops practices and procedures that meet professional

standards; identifies process improvements and recommends solutions; develops and administers questionnaires and surveys; analyzes data and creates charts, graphs, and presentations for management.

15% +/- 10%

- Serves as consultant for PRC regionalization projects for regional partners; drafts specifications; assists in the development of compensation systems, plans, policies, and practices; assists in development of process to achieve internal and external equity for regional partners; assists in the development, dissemination, gathering, and analysis of salary survey data; assists in the development of point-factor system; assists in determining compensable factors and performing regression analysis; assists in conducting surveys and researching trends.

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology or related field; or any equivalent combination of training and experience.

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

Additional Requirements

No special professional 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, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including classification specifications, Comprehensive Position Questionnaire (CPQ), articles, salary schedules, revision requests, job descriptions, and compensation policies.
- Ability to comprehend a variety of reference books and manuals including PRC Policies and Procedures Manual, County HR Policies and Procedures Manual, Ohio Revised Code, EEOC guidelines, FLSA, and ADA Standards.

- Ability to prepare classification specifications, trainings, salary schedules, correspondence, classification comparisons, tracking sheets, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to use and interpret legal, human resources, and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.
- Ability to communicate with department directors, managers, supervisors, subject matter experts, all levels of HR personnel, external clients, consultant, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment, and incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment & Family Service Supervisor	Class Number:	1014111
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Performs eligibility determination related responsibilities; oversees completion of employment assessments, determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.
- 30% +/- 10%
- Supervises EFS Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to increase effectiveness and quality of unit work performance; communicates guidelines, policies, and procedures to employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and delivers presentations regarding social programs to staff and community groups; responds to clients' complaints and questions; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination 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 a personal 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 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 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 routine reports, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, union contracts, and state and federal regulations.

Employment & Family Service Supervisor

- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and medical insurance terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and 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:	Employment Testing Specialist	Class Number:	1081111
FLSA:	Exempt	Pay Grade:	13
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification that is responsible for developing valid and reliable section tests for employment positions. This position works under direction of a manger and lead worker. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Develops employment tests for positions requiring testing; identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures and previously-used testing methods; constructs valid and reliable test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials.
- 20% +/- 10%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); links KSAs to major work behaviors; synthesizes data and develops position descriptions.
- 15% +/- 10%
- Establishes qualified pool of candidates for testing; reviews classification specifications to determine minimum requirements; identifies relevant/equivalent qualifications; reviews applications against evaluation criteria; evaluates requests for reconsideration; documents evaluation decisions.
- 10% +/- 5%
- Performs scoring, statistical analysis, and reporting of test results; develops scoring protocols and methodologies; conducts cut score studies; performs statistical analysis at the test and item level; creates eligibility lists and other reporting documents; interprets statistical output to identify appropriate revisions; documents validity evidence in support of the test.
- 10% +/- 5%
- Coordinates test administrations; schedules test administrations; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops and uses standard administration manuals; monitors administrations; serves on interview panels; troubleshoots problems; coordinates administrative staff.

5% +/- 2%

- Recommends revisions to testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; identifies problems and inefficiencies; assists in developing and implementing solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No special professional 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 personal computer, video camera, audio recorder, telephone, calculator, overhead projector, photocopier, optical mark recognition scoring machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.

Proposed Date:

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, administrations, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Neighborhood Center Manager	Class Number:	1014113
FLSA:	Exempt	Pay Grade:	15
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage the daily operations and staff of a full service neighborhood family service center that administers social and financial assistance programs.

Distinguishing Characteristics

This is a managerial-level classification that works under the direction of the CJFS Deputy Administrator and is responsible for leading staff and managing the daily operations of a full-service neighborhood family service center that administers social and financial assistance programs. The incumbent engages lower level staff in creating a learning environment and ensures that services are accessible to customers. The employee ensures activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Manages the daily operations of a full service neighborhood family service center; ensures daily operations, case management, and service delivery processes are in compliance with County, state, and federal government; manages multiple service delivery programs by developing and implementing both agency and departmental policies and procedures, recommending enhancements, and monitoring compliance; analyzes issues affecting the Center and formulates solutions; manages activities related to proper implementation of state and federal programs; provides interpretation, clarification of applicable regulations, policies, and procedures; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.
- 25% +/- 10%
- Supervises lower level supervisors, office managers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; engages staff in the development of unit work plans and achieving work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 15% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and engages staff in developing and making recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; establishes and communicates guidelines, policies, and procedures to employees.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; prepares and reviews documents related to payroll, timesheets, and requests for leave and overtime; acts as a liaison with various agencies, legislative representatives, community advocates, and legal entities; responds to clients' complaints and questions; researches, compiles, and prepares reports, manuals, correspondence, or other information required by management or governmental agencies; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, business administration, or a related field, and five (5) years of related experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Neighborhood Center Manager

- Ability to comprehend a variety of informational documents including routine reports, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, program reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual, agency policies and procedures manual, union contracts, and state and federal regulations.
- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, correspondence, travel logs, training materials, departmental needs assessment reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical insurance and basic legal, terminology and language.
- Ability to communicate effectively with managers, co-workers, employees, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, 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 Employment & Family Service Supervisor	Class Number:	1014112
FLSA:	Exempt	Pay Grade:	13
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level supervisors, office managers, and other assigned staff and assist with the management of the daily operations of a full-service neighborhood family service center.

Distinguishing Characteristics

This is a second-line supervisory-level classification that works under the direction of a Neighborhood Center Manager and assists with the management of the daily operations of a full-service neighborhood family service center that administers social and financial assistance programs. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class is distinguished from the Employment and Family Service Supervisor in that the latter is a first line supervisor and takes direction from this class.

Essential Job Functions

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

- 40% +/- 10%
- Supervises lower level supervisors, office managers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 30% +/- 10%
- Assists with the management of the daily operations of a full service neighborhood family service center; ensures daily operations, case management and service delivery processes are in compliance with County, state, and federal government; manages multiple service delivery programs by implementing policies, recommending enhancements, and monitoring compliance; provides an operational linkage between upper management and direct service staff; oversees management of front door operations for Jobs and Family Services and co-located agencies; manages activities related to proper implementation of state and federal programs; provides interpretation and clarification of applicable regulations, policies, and procedures; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.
- 15% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; establishes and communicates guidelines, policies, and procedures to employees.

Proposed DATE

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, timesheets, and requests for leave and overtime; receives and responds to requests for information from various agencies; responds to clients' complaints and questions; researches, compiles, and prepares reports, manuals, correspondence, or other information required by management or governmental agencies; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or related field, and five (5) years of case management, human service program delivery, or related experience including two (2) years of supervisory 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Senior Employment & Family Service Supervisor

- Ability to comprehend a variety of informational documents including routine reports, quality reports, contracts, proposals, hearing appeals, timesheets, correspondence, caseload summaries, data management system reports, program reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, union contracts, and state and federal regulations.
- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical insurance and basic legal terminology and language.
- Ability to communicate effectively with managers, co-workers, employees, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, 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 Employment Testing Specialist	Class Number:	1081112
FLSA:	Exempt	Pay Grade:	14
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable selection tests throughout Cuyahoga County.

Distinguishing Characteristics

This is a professional level classification, working under direction of a manager. The employee in this class serves as a lead worker over Employment Testing Specialists and is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

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%

- Serves as the Employment Testing Specialist team lead; initially reviews and approves test plans submitted by team members; provides quality control of test content; identifies and recommends targeted training needs of team members; drafts and administers training material; fills in for the Manager of Employment Testing in the Manager's absence.

25% +/- 10%

- Develops employment tests for positions requiring testing; identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures and previously-used testing methods; constructs valid and reliable test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials.

20% +/- 10%

- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); links KSAs to major work behaviors; synthesizes data and develops position descriptions.

5% +/- 2%

- Serves as a liaison between the Personnel Review Commission and department directors/hiring managers; meets with directors/hiring managers to determine their testing needs; gives advice on testing options; provides status updates and test results.

5% +/- 2%

- Establishes qualified pool of candidates for testing; reviews classification specifications to determine minimum requirements; identifies relevant/equivalent qualifications; reviews applications against evaluation criteria; evaluates requests for reconsideration; document evaluation decisions.

5% +/- 2%

- Performs evaluation, scoring, statistical analysis, and reporting of test results; develops scoring protocols and methodologies; conducts cut score and weighting studies; performs statistical analysis at the test and item level; creates eligibility lists and other reporting documents; interprets statistical output to identify appropriate revisions; documents and reports validity evidence in support of the test.

5% +/- 2%

- Coordinates test administrations; schedules test administrations; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops and uses standard administration manuals; monitors administrations; serves on interview panels; troubleshoots problems; coordinates administrative staff.

5% +/- 2%

- Reviews and revises testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; identifies problems and inefficiencies; conducts research; develops and implements solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree in Industrial/Organizational Psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of training and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No special professional 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 personal computer, video camera, audio recorder, telephone, calculator, overhead projector, photocopier, optical mark recognition scoring machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of information documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Information Systems Administrator	Class Number:	1053134
FLSA:	TBD	Pay Grade:	TBD
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the Information Technology functions for a division of a large County department and to supervise lower level supervisors and other assigned staff.

Distinguishing Characteristics

This is a management level classification that is responsible for planning, directing, and managing the IT functions for a division of a large County department and supervising lower level supervisors and other assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Plans, directs, and manages Information Technology (IT) functions including database administration, application development, project management, network support, network operations of multiple local area networks (LAN), telecommunications support, hardware and software maintenance and procurement, computer operations and production control, and user support functions for a County division; plans, directs, and manages the information technology supporting one or more major information systems; manages application portfolios and directs development efforts; oversees evaluation, development, installation, and maintenance of all software implementations; identifies opportunities for streamlining business processes, duplication elimination, and increasing efficiencies; ensures quality delivery of all IT services to the division.
- 20% +/- 10%
- Assists management with development of policies, procedures, goals, and strategic planning for division; drives strategic planning efforts for the Information Technology team; coordinates with management to establish goals and activities and ensure goals are consistent with department mission; ensure alignment of IT resources with the business needs of the division; sets project schedules and identifies target dates for project milestones; defines project requirements and specifications; coordinates IT initiatives from the Cuyahoga County Department of Information Technology, vendors, and other government agencies.
- 15% +/- 10%
- Supervises lower level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Senior Information Systems Administrator

15% +/- 10%

- Evaluates and administers IT related contracts and expenditures; prepares and submits budget recommendations for the division; participates in the administration of the IT budget and monitors budgetary expenditures; provides justification for hardware, software, and other IT expenditures; proposes, evaluates, and approves procurement of IT assets; maintains inventory control of IT assets; ensures cost effective investment in information technology systems; evaluates contractor performance.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to email and phone calls; attends various trainings, workshops, and meetings; keeps up-to-date regarding professional knowledge, new business trends, and changes in applicable laws; provides service at various County locations; serves as IT point of contact for vendors, suppliers, and business partners; serves as technical point of contact with vendors and other government agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information systems, or related field with five (5) years of computer information systems, network administration, information technology management, or related experience, including three (3) years of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and computer technology including computers, printers, servers, and network infrastructure.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including budget and financial reports, program performance reports, hardware, software, and system specifications, work order requests, help desk tickets, status reports, requisitions, quotes, requests for proposals, proposals, system specifications, timesheets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software and hardware manuals, network documentation, technical publications, whitepapers, Ohio Revised Code, and Personnel Policies and Procedures Manual.
- Ability to prepare specifications, status reports, project plans, performance evaluations, disciplinary reports, procedural manuals, department reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise directors and administrators, to supervise and discipline, 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 management, co-workers, consultants, vendors, State agencies, 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:	Data Analyst	Class Number:	1053161
FLSA:	Non-Exempt	Pay Grade:	9B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations.

Distinguishing Characteristics

This is an entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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%
- Utilizes business intelligence software to develop reports, charts, dashboards, and visualizations to support business decisions; prepares data reports and visualizations for management; prepares technical documentation including instruction and procedure manuals.
- 30% +/- 10%
- Assists with the design of relational databases and data systems; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets.
- 15% +/- 10%
- Works with Information Technology (IT), management, and/or analytics teams to support organizational goals and identify opportunities for process improvement.
- 10% +/- 5%
- Works with IT, management, and third-party providers to define requirements for centralized data stores, data mapping, reporting, data warehouse, database design, and data systems design.
- 15% +/- 5%
- 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; conducts training for County employees on analytics related to software systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics experience; or any equivalent combination of training and experience.

Data Analyst

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 utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and technical instruction manuals.
- Ability to prepare status reports, data reports, user instruction and procedure manuals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, co-workers, 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:	Early Child Care Program Specialist	Class Number:	1014301
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. 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.

55% +/- 10%

- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.

20% +/- 10%

- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.

25% +/- 10%

- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care 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 billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, 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.
- Ability to communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and 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:	Early Childhood Resource and Training Coordinator	Class Number:	1056342
FLSA:	Exempt	Pay Grade:	12
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to serve as a resource to child welfare staff, biological families, and foster parents in child welfare cases involving a child between the ages of 0-6.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for serving as a resource to child welfare staff, biological families, kinship caregivers, and foster parents in child welfare cases and ensuring consideration of the child's specific developmental and emotional needs during placement, visitation, and service delivery. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

45% +/- 10%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for young children; collaborates with the ECMH System Coordinator, child-serving system partners, and other staff to ensure appropriate services are secured for children and their families; serves on committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

25% +/- 10%

- Provides trainings for staff, caregivers, and other providers on attachment, trauma, and the specialized and developmental needs of young children and families involved with the child welfare system; identifies areas of need and develops new trainings to promote awareness and change in practice and policy that reflects research and best practice for young children; maintains knowledge of current research, best practices, and available community resources and services.

10% +/- 5%

- Supervises Early Child and Mental Health (ECMH) Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Proposed DATE

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports; provides expert witness testimony in court when requested; provides in-home counseling services to children and their caregivers on an as-needed basis.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must obtain ABC Parent Coach Certification at first opportunity training is offered after date of hire and maintain certification.
- Must become an Ohio Child Welfare Training Program trainer at first opportunity after date of hire.

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 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 the discipline or discharge of other 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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, expense reports, correspondence, purchase orders, performance evaluations, training materials, 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, ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, subordinates, coworkers, child clients, caregivers, parents, stakeholders, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, animals, violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Mental Health Therapist	Class Number:	1056341
FLSA:	Exempt	Pay Grade:	9
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to provide a full range of Early Childhood Mental Health Services to children (age 0-6) at risk for social, emotional, or behavioral difficulties and their caregivers in the child's home.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing a full range of direct services to children and their families including assessment, treatment planning, individual child therapy, parent coaching and feedback, ongoing case management, crisis intervention, consultation, and advocacy. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

- 45% +/- 10%
- Implements psychosocial interventions including the Attachment and Bio-behavioral Catch-Up (ABC) Intervention with children between the ages of 0-6 and their current caregivers via in-home counseling services; conducts pre- and post-play assessments; administers childhood screening and assessment tool; reviews previous session content and video clips in preparation to determine focus for upcoming sessions; prepares supplies and materials needed for session activities; links families with additional resources and referrals as needed; attends juvenile court hearings for children on caseload as requested in order to support families and provide an update on service participation; obtains video clips to show caregivers in sessions and creates video montages using video editing software to provide to caregivers at program completion.
- 15% +/- 10%
- Tracks data and prepares reports on activities and outcomes; completes, prints, and files progress notes; provides weekly, monthly, and quarterly reports on active clients, referrals, and closed or incomplete cases; upload pre- and post-play assessments for review and coding; records screening and assessment scores online; tracks data in spreadsheets.

Early Childhood Mental Health Therapist

10% +/- 5%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; communicates and coordinates with DCFS staff and biological parents to obtain consent forms for children's participation in the ABC program; tracks and shares progress in ABC services and overall case plan goals with DCFS staff regarding needs and concerns of children (0 to 6 years) involved with the agency; communicates with the ECMH System Coordinator to ensure appropriate services are secured for children and their families; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

5% +/- 2%

- Completes duties related to process improvement and supervision; attends supervision sessions with supervisor; codes five minute clips of individual sessions to prepare for coding supervision; attends clinical supervision and a coding supervision via a web based program to complete ABC Infant and Toddler certification; uploads session videos to web based file to prepare for clinical supervision.

25% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; initiates contact after referrals, confirms appointments, and reschedules appointments as needed; completes monthly expense reports; travels to sessions and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must obtain ABC Parent Coach Certification at first opportunity training is offered after date of hire and maintain certification.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, video camera, 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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, expense reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, animals, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Proctor	Class Number:	#####
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined 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.

- 60% +/- 10%
- Conducts test administration; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; maintains confidentiality and security of all testing materials, test logs, and other test documents.
- 40% +/- 10%
- Performs related administrative duties; prints testing materials and compiles test packets; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one year of clerical experience including at least six months of customer service experience; or any equivalent combination of training and experience.
- Valid Ohio driver's 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, and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes, and/or guidelines; and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with supervisor, coworkers, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

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:	ERP Enterprise Asset Management Systems Lead	Class Number:	1083112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.
- 25% +/- 10%
- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.

ERP Enterprise Asset Management Systems Lead

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

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:	ERP Financial Systems Lead	Class Number:	1084112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Financial System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Financial Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Procurement and Diversity, Human Resources, Public Works Departments, and other department's end users; drives the ERP support, system enhancements, upgrades, and modifications; identifies, creates, and analyzes financial system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Fiscal Department and end user community; adheres to management of ERP governance process for the financial modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Fiscal Department business areas (including: budget, grants, general accounting, and treasury) and the IT Department.
- 25% +/- 10%
- Leads the Financial ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP Financial modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the fiscal teams, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Financial testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

Proposed Date:

15% +/- 10%

- Connects Financial ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with Fiscal Department and IT inclusive of account and financial requirement and reporting standards, end to end fiscal processing, integration with financial institutions and other modules such as procurement; maintains an in-depth knowledge of financial core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Fiscal Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Fiscal Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, accounting, business administration, information technology, or related field with five (5) years of application configuration, analytics and/or support experience related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

ERP Financial Systems Lead

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

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:	ERP HRIS Systems Lead	Class Number:	1085112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.
- 25% +/- 10%
- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

Proposed Date:

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP HR modules.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.

ERP HRIS Systems Lead

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

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:	ERP Procurement Systems Lead	Class Number:	1086112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.

25% +/- 10%

- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an

Proposed Date:

ERP Procurement Systems Lead

in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.

ERP Procurement Systems Lead

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

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:	Family and Children First Council Service Coordinator	Class Number:	1056321
FLSA:	Exempt	Pay Grade:	13
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to oversee the County's Family and Children First Councils Service Coordination Mechanism and provide technical assistance to the Service Coordination Team (SCT) members as the team develops care plans to meet clients' needs.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing the Service Coordination process, the Service Coordination Team, and serving as administrator of the internal database system. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

40% +/- 10%

- Oversees Service Coordination Mechanism and provides technical assistance to the Service Coordination Team members; utilizes wraparound process to meet with families and develop care plans that meet the clients' specific needs; performs Strength Needs and Culture Assessment; prepares reporting for SCT activity and outcomes; reviews, receives, and processes Family Centered Services and Supports (FCSS) and Community Assistance applications; conducts training or identifies external trainers for SCT liaisons and community partners.

40% +/- 10%

- Serves as an administrator over internal database system; ensures system information is up-to-date in the database; gives system access to individuals with proper authority; assists in creating a case management system; analyzes the system challenges and proposes solutions.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends in various trainings and meetings; researches and analyzes program operations and trends.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in social work or related field with six years of social program administration experience including two years' experience in high fidelity wraparound meeting facilitation or another family team meeting equivalent; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Must be able to provide verification of training in high fidelity wraparound or another family team meeting facilitation equivalent.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 monthly reports, SCT Action Plans, SCT Release of Information, statistical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, FERPA, LISW code of ethics, Service Coordination Mechanism, FCSS Guidance Document, personnel policy manuals, administrative procedure manuals, and Ohio Revised Code.
- Ability to prepare SCT Release of Information, monthly, quarterly, semi-annual, and annual reports, statistical reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling terminology and language.
- Ability to communicate with managers, supervisors, clients, client's families, system partners, direct service providers, SCT liaisons, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	1062422
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 50% +/- 10%
- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; reviews and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans.
- 20% +/- 10%
- Executes public outreach; manages office website; manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheets; develops publications; researches trainings; develops and conducts trainings.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; coordinates with public officials; completes Incident Action Plans; serves as County representative during After Action processes lead by other jurisdictions to provide guidance and input from County perspective; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments; leads group discussions to identify and implement improvements to emergency plans and operations after County incidents, exercises or emergencies.
- 15% +/- 10%
- Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in workgroups and exercises; researches state and federal guidelines.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree Emergency Management, Public Administrations, or other public safety discipline with three (3) years of emergency management experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

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 publications, memorandums, email announcements, various outreach materials, reports, various emergency plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, federal and state laws, department guidelines, and Ohio Revised Code.
- Ability to prepare correspondence, publications, announcements, procedures, guidelines, damage assessments, presentations, planning documentations, various emergency plans, reports, excel spreadsheets, 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 emergency management terminology and language.

Senior Emergency Management Specialist

- Ability to communicate with supervisors, coworkers, partner agencies, advisory board, other Cuyahoga County personnel, and 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: August 24, 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 August 23, 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
Data Analyst	1053161	9B/ Non-Exempt	Information Technology
Early Child Care Program Specialist	1014301	7/Non-Exempt	Health and Human Services
Early Childhood Resource and Training Coordinator	1056342	12/Exempt	Children and Family Services
Early Childhood Mental Health Therapist	1056341	9/Exempt	Children and Family Services
Employment Testing Proctor	1052251	3/Non-Exempt	Personnel Review Commission
ERP Enterprise Asset Management Systems Lead	1083112	16B/Exempt	Information Technology

ERP Financial Systems Lead	1084112	16B/Exempt	Information Technology
ERP HRIS Systems Lead	1085112	16B/Exempt	Information Technology
ERP Procurement Systems Lead	1086112	16B/Exempt	Information Technology
Family and Children First Council Service Coordinator	1056321	13/Exempt	Health and Human Services
Senior Emergency Management Specialist	1062422	10/Exempt	Public Safety and Justice Services

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Classification and Compensation Specialist 1082111	12/Exempt	13/Exempt	Personnel Review Commission
Employment & Family Service Supervisor 1014111	11/Exempt	11/Exempt (No Change)	Health and Human Services
Employment Testing Specialist 1081111	12/Exempt	13/Exempt	Personnel Review Commission
Neighborhood Center Manager 1014113	15/Exempt	15/Exempt (No Change)	Health and Human Services
Senior Employment and Family Service Supervisor 1014112	13/Exempt	13/Exempt (No Change)	Health and Human Services
Senior Employment Testing Specialist 1081112	13/Exempt	14/Exempt	Personnel Review Commission
Senior Information Systems Administrator 1053134	16/Exempt	16B/Exempt	Information Technology

cc: F. Allen Boseman, Commissioner
Thomas Colaluca, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Douglas Dykes, Chief Talent Officer
Holly Woods, Dir. of HR Benefits and Compensation
Melissa Foldesi, Compensation Manager

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053161	Data Analyst	Information Technology	Non-Exempt	9B

Requested By:	Personnel Review Commission
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Rationale:	Information Technology 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.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 9 \$49,712.00 - \$69,596.80 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):	Date of Contact:	Type of Contact:	Reason:
James Hay, Deputy CIO	5/15/2017 5/17/2017 5/19/2017	Email	Ask CPQ questions Update on Process Review of Final Draft
Scott Rouke, Chief Transformation Information Officer	5/17/2017	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Paygrade Evaluation
Melissa Foldesi, Compensation	5/17/2017	Email	Copied on Communications

Manager			
Kelli Neale, HR	5/17/2017	Email	Copied on Communications
Radine Brown, HR	5/17/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	1053161
FLSA:	Non-Exempt	Pay Grade:	9B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations.

Distinguishing Characteristics

This is an entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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%
- Utilizes business intelligence software to develop reports, charts, dashboards, and visualizations to support business decisions; prepares data reports and visualizations for management; prepares technical documentation including instruction and procedure manuals.

- 30% +/- 10%
- Assists with the design of relational databases and data systems; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets.

- 15% +/- 10%
- Works with Information Technology (IT), management, and/or analytics teams to support organizational goals and identify opportunities for process improvement.

- 10% +/- 5%
- Works with IT, management, and third-party providers to define requirements for centralized data stores, data mapping, reporting, data warehouse, database design, and data systems design.

- 15% +/- 5%
- 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; conducts training for County employees on analytics related to software systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics experience; or any equivalent combination of training and experience.

Data Analyst

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 utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and technical instruction manuals.
- Ability to prepare status reports, data reports, user instruction and procedure manuals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, co-workers, 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
1014301	Early Child Care Program Specialist	Health and Human Services	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that accurately reflects the essential functions and minimum qualifications of an incumbent currently classified as a Program Officer 2 (PG 8) at the Dept. of Health and Human services.
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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 8 \$43,659.20 - \$61,110.40 PG 7 \$40,768.00 - \$57,096.00 Incumbent's Current Salary: \$46,198.80 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:
Anju Abdullah, PO2 (Incumbent)	1/23/2017	Email	Setting up Time to Call
	1/23/2017	Call	CPQ Questions
	4/24/2017	Email	Update on Process
	6/20/2017	Email	Update/Questions
	6/21/2017	Email	Answer Questions
Robert Staib, SPA 3 (Supervisor)	03/07/2017	Email	CPQ Questions
	4/11/2017	Email	Question Regarding Title
	5/17/2017	Email	Review of Final Draft

Thomas Pristow, Director	5/17/2017	Email	Review of Final Draft
Melissa Foldesi, Compensation Manager	5/17/2017	Email	Copied on Communications
Kelli Neale, HR	5/17/2017	Email	Copied on Communications
Michael Brown, HR	5/17/2017	Email	Copied on Communications
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Child Care Program Specialist	Class Number:	1014301
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. 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.

- 55% +/- 10%
- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.
- 20% +/- 10%
- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.
- 25% +/- 10%
- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Early Child Care Program Specialist

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 billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, 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.
- Ability to communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and 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
1056342	Early Child Resource and Training Coordinator	Children and Family Services	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	The Department of Children and Family Services requested a new classification be written based on departmental need for a therapist training coordinator to provide mental health services to children age 0-6. 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:	Children and Family Services
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Fiscal Impact:	PG 10 \$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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Nicole Scalish, Social Program Administrator 4	05/08/2017	Email	Questions about CPQ
	5/11/2017	Email	Set up Time to Call
	5/11/2017	Call	Questions/Clarification
	5/15/2017	Email	Final Draft Review
	06/12/2017	Email	Update
	6/19/2017	Email	Update
	07/03/2017	Email	Update
	7/11/2017	Email	Update for Pay Grade

Karen Stormann, Social Program Administrator 5	05/08/2017	Email	Questions about CPQ
	5/11/2017	Email	Set up Time to Call
	5/11/2017	Call	Questions/Clarification
	5/15/2017	Email	Final Draft Review
	07/11/2017	Email	Update for Pay Grade
Cynthia Weiskittel, Director	5/15/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	06/23/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Resource and Training Coordinator	Class Number:	1056342
FLSA:	Exempt	Pay Grade:	12
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to serve as a resource to child welfare staff, biological families, and foster parents in child welfare cases involving a child between the ages of 0-6.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for serving as a resource to child welfare staff, biological families, kinship caregivers, and foster parents in child welfare cases and ensuring consideration of the child's specific developmental and emotional needs during placement, visitation, and service delivery. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

45% +/- 10%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for young children; collaborates with the ECMH System Coordinator, child-serving system partners, and other staff to ensure appropriate services are secured for children and their families; serves on committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

25% +/- 10%

- Provides trainings for staff, caregivers, and other providers on attachment, trauma, and the specialized and developmental needs of young children and families involved with the child welfare system; identifies areas of need and develops new trainings to promote awareness and change in practice and policy that reflects research and best practice for young children; maintains knowledge of current research, best practices, and available community resources and services.

10% +/- 5%

- Supervises Early Child and Mental Health (ECMH) Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Proposed DATE

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports; provides expert witness testimony in court when requested; provides in-home counseling services to children and their caregivers on an as-needed basis.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must obtain ABC Parent Coach Certification at first opportunity training is offered after date of hire and maintain certification.
- Must become an Ohio Child Welfare Training Program trainer at first opportunity after date of hire.

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 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 the discipline or discharge of other 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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, expense reports, correspondence, purchase orders, performance evaluations, training materials, 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, ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, subordinates, coworkers, child clients, caregivers, parents, stakeholders, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, animals, violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056341	Early Childhood Mental Health Therapist	Children and Family Services	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	The Department of Children and Family Services requested a new classification be written based on departmental need for therapists to provide mental health services to children age 0-6. 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:	Children and Family Services
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Fiscal Impact:	PG 10 \$49,483.20 – \$69,264.00 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Nicole Scalish, Social Program Administrator 4	05/08/2017	Email	Questions about CPQ
	5/11/2017	Email	Set up Time to Call
	5/11/2017	Call	Questions/Clarification
	5/15/2017	Email	Final Draft Review
	06/12/2017	Email	Update
	6/19/2017	Email	Update
	07/03/2017	Email	Update
	7/11/2017	Email	Update for Pay Grade

Karen Stormann, Social Program Administrator 5	05/08/2017 5/11/2017 5/11/2017 5/15/2017 07/11/2017	Email Email Call Email Email	Questions about CPQ Set up Time to Call Questions/Clarification Final Draft Review Update for Pay Grade
Cynthia Weiskittel, Director	5/15/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	06/23/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Mental Health Therapist	Class Number:	1056341
FLSA:	Exempt	Pay Grade:	9
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to provide a full range of Early Childhood Mental Health Services to children (age 0-6) at risk for social, emotional, or behavioral difficulties and their caregivers in the child's home.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing a full range of direct services to children and their families including assessment, treatment planning, individual child therapy, parent coaching and feedback, ongoing case management, crisis intervention, consultation, and advocacy. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

45% +/- 10%

- Implements psychosocial interventions including the Attachment and Bio-behavioral Catch-Up (ABC) Intervention with children between the ages of 0-6 and their current caregivers via in-home counseling services; conducts pre- and post-play assessments; administers childhood screening and assessment tool; reviews previous session content and video clips in preparation to determine focus for upcoming sessions; prepares supplies and materials needed for session activities; links families with additional resources and referrals as needed; attends juvenile court hearings for children on caseload as requested in order to support families and provide an update on service participation; obtains video clips to show caregivers in sessions and creates video montages using video editing software to provide to caregivers at program completion.

15% +/- 10%

- Tracks data and prepares reports on activities and outcomes; completes, prints, and files progress notes; provides weekly, monthly, and quarterly reports on active clients, referrals, and closed or incomplete cases; upload pre- and post-play assessments for review and coding; records screening and assessment scores online; tracks data in spreadsheets.

Early Childhood Mental Health Therapist

10% +/- 5%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; communicates and coordinates with DCFS staff and biological parents to obtain consent forms for children's participation in the ABC program; tracks and shares progress in ABC services and overall case plan goals with DCFS staff regarding needs and concerns of children (0 to 6 years) involved with the agency; communicates with the ECMH System Coordinator to ensure appropriate services are secured for children and their families; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

5% +/- 2%

- Completes duties related to process improvement and supervision; attends supervision sessions with supervisor; codes five minute clips of individual sessions to prepare for coding supervision; attends clinical supervision and a coding supervision via a web based program to complete ABC Infant and Toddler certification; uploads session videos to web based file to prepare for clinical supervision.

25% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; initiates contact after referrals, confirms appointments, and reschedules appointments as needed; completes monthly expense reports; travels to sessions and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must obtain ABC Parent Coach Certification at first opportunity training is offered after date of hire and maintain certification.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, video camera, 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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, expense reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, animals, and violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052251	Employment Testing Proctor	Personnel Review Commission	Non-Exempt	3

Requested By:	Personnel Review Commission
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Rationale:	Personnel Review Commission 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.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	PG 3 \$29,182.40 - \$40,851.20 Step Placement TBD by PRC
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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>
George Vaughn, Manager of Employment Testing	6/12/2017	Email	Review and Edit of CPA Draft
Rebecca Kopcienski, Director PRC	6/12/2017	Email	Review and Edit of CPA Draft
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Paygrade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Proctor	Class Number:	#####
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined 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.

- 60% +/- 10%
- Conducts test administration; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; maintains confidentiality and security of all testing materials, test logs, and other test documents.

- 40% +/- 10%
- Performs related administrative duties; prints testing materials and compiles test packets; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one year of clerical experience including at least six months of customer service experience; or any equivalent combination of training and experience.
- Valid Ohio driver's 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, and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes, and/or guidelines; and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with supervisor, coworkers, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

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
1083112	ERP Enterprise Asset Management Systems Lead	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	Information Technology 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.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 16B \$75,108.80 – \$105,144.00 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):	Date of Contact:	Type of Contact:	Reason:
Kelli Neale, PO4 Cindy Nappi, Director of ERP Melissa Foldesi, Compensation Manager	3/30/2017	Email	CPQ and request received
Cindy Nappi, Director of ERP	4/3/2017	Email	Manager CPQ questions
Cindy Nappi, Director of ERP	4/6/2017	Email	Manager CPQ questions and draft

Cindy Nappi, Director of ERP	4/24/2017	Email	Reminder to answer questions from 4/3 and 4/6
Matthew Kelly, Talent Acquisition Manager Kelli Neale, PO4	4/25/2017	Email	Brand new CPQs received
Cindy Nappi, Director of ERP	4/27/2017	Email	Manager questions about the new specs
Cindy Nappi, Director of ERP	5/3/2017	Phone	Discuss minimum qualifications
Matthew Kelly, Talent Acquisition Manager	5/3/2017	Phone	Discuss the conversation that day with Cindy
Cindy Nappi, Director of ERP	5/5/2017	Email	Set-up meeting to discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Phone	Discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Email	Drafts sent for final review
Cindy Nappi, Director of ERP	5/19/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	5/30/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	6/9/2017	Email	Set-up meeting time to discuss the drafts
Cindy Nappi, Director of ERP	6/20/2017	Phone	Discuss final drafts
Jim Battigaglia, Consultant	6/23/2017	Email	Sent over CPQ and spec for pay grade review
Jim Battigaglia, Consultant	7/7/2017	Email	Received pay grade review

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Enterprise Asset Management Systems Lead	Class Number:	1083112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.
- 25% +/- 10%
- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.

ERP Enterprise Asset Management Systems Lead

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

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
1084112	ERP Financial Systems Lead	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	Information Technology 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.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 16B \$75,108.80 – \$105,144.00 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):	Date of Contact:	Type of Contact:	Reason:
Kelli Neale, PO4 Cindy Nappi, Director of ERP Melissa Foldesi, Compensation Manager	3/30/2017	Email	CPQ and request received
Cindy Nappi, Director of ERP	4/3/2017	Email	Manager CPQ questions
Cindy Nappi, Director of ERP	4/6/2017	Email	Manager CPQ questions and draft

Cindy Nappi, Director of ERP	4/24/2017	Email	Reminder to answer questions from 4/3 and 4/6
Matthew Kelly, Talent Acquisition Manager Kelli Neale, PO4	4/25/2017	Email	Brand new CPQs received
Cindy Nappi, Director of ERP	4/27/2017	Email	Manager questions about the new specs
Cindy Nappi, Director of ERP	5/3/2017	Phone	Discuss minimum qualifications
Matthew Kelly, Talent Acquisition Manager	5/3/2017	Phone	Discuss the conversation that day with Cindy
Cindy Nappi, Director of ERP	5/5/2017	Email	Set-up meeting to discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Phone	Discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Email	Drafts sent for final review
Cindy Nappi, Director of ERP	5/19/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	5/30/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	6/9/2017	Email	Set-up meeting time to discuss the drafts
Cindy Nappi, Director of ERP	6/20/2017	Phone	Discuss final drafts
Jim Battigaglia, Consultant	6/23/2017	Email	Sent over CPQ and spec for pay grade review
Jim Battigaglia, Consultant	7/7/2017	Email	Received pay grade review

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Financial Systems Lead	Class Number:	1084112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Financial System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Financial Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Procurement and Diversity, Human Resources, Public Works Departments, and other department's end users; drives the ERP support, system enhancements, upgrades, and modifications; identifies, creates, and analyzes financial system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Fiscal Department and end user community; adheres to management of ERP governance process for the financial modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Fiscal Department business areas (including: budget, grants, general accounting, and treasury) and the IT Department.
- 25% +/- 10%
- Leads the Financial ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP Financial modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the fiscal teams, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Financial testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

Proposed Date:

15% +/- 10%

- Connects Financial ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with Fiscal Department and IT inclusive of account and financial requirement and reporting standards, end to end fiscal processing, integration with financial institutions and other modules such as procurement; maintains an in-depth knowledge of financial core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Fiscal Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Fiscal Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, accounting, business administration, information technology, or related field with five (5) years of application configuration, analytics and/or support experience related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

ERP Financial Systems Lead

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

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
1085112	ERP HRIS Systems Lead	Information Technology	Exempt	16B

Requested By: Personnel Review Commission

Rationale: Information Technology 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.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: PG 16B \$75,108.80 – \$105,144.00
Step Placement TBD by Human Resources

Staffing Implications: Position to be filled once classification is active.

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, PO4 Cindy Nappi, Director of ERP Melissa Foldesi, Compensation Manager	3/30/2017	Email	CPQ and request received
Cindy Nappi, Director of ERP	4/3/2017	Email	Manager CPQ questions
Cindy Nappi, Director of ERP	4/6/2017	Email	Manager CPQ questions and draft

Cindy Nappi, Director of ERP	4/24/2017	Email	Reminder to answer questions from 4/3 and 4/6
Matthew Kelly, Talent Acquisition Manager Kelli Neale, PO4	4/25/2017	Email	Brand new CPQs received
Cindy Nappi, Director of ERP	4/27/2017	Email	Manager questions about the new specs
Cindy Nappi, Director of ERP	5/3/2017	Phone	Discuss minimum qualifications
Matthew Kelly, Talent Acquisition Manager	5/3/2017	Phone	Discuss the conversation that day with Cindy
Cindy Nappi, Director of ERP	5/5/2017	Email	Set-up meeting to discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Phone	Discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Email	Drafts sent for final review
Cindy Nappi, Director of ERP	5/19/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	5/30/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	6/9/2017	Email	Set-up meeting time to discuss the drafts
Cindy Nappi, Director of ERP	6/20/2017	Phone	Discuss final drafts
Jim Battigaglia, Consultant	6/23/2017	Email	Sent over CPQ and spec for pay grade review
Jim Battigaglia, Consultant	7/7/2017	Email	Received pay grade review

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP HRIS Systems Lead	Class Number:	1085112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.
- 25% +/- 10%
- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

Proposed Date:

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP HR modules.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.

ERP HRIS Systems Lead

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

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
1086112	ERP Procurement Systems Lead	Information Technology	Exempt	16B

Requested By: Personnel Review Commission

Rationale: Information Technology 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.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: PG 16B \$75,108.80 – \$105,144.00
Step Placement TBD by Human Resources

Staffing Implications: Position to be filled once classification is active.

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, PO4 Cindy Nappi, Director of ERP Melissa Foldesi, Compensation Manager	3/30/2017	Email	CPQ and request received
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Matthew Kelly, Talent Acquisition Manager	5/3/2017	Phone	Discuss the conversation that day with Cindy
Cindy Nappi, Director of ERP	5/5/2017	Email	Set-up meeting to discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Phone	Discuss minimum qualifications again
Cindy Nappi, Director of ERP	5/9/2017	Email	Drafts sent for final review
Cindy Nappi, Director of ERP	5/19/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	5/30/2017	Email	Reminder to review drafts sent for final review
Cindy Nappi, Director of ERP	6/9/2017	Email	Set-up meeting time to discuss the drafts
Cindy Nappi, Director of ERP	6/20/2017	Phone	Discuss final drafts
Jim Battigaglia, Consultant	6/23/2017	Email	Sent over CPQ and spec for pay grade review
Jim Battigaglia, Consultant	7/7/2017	Email	Received pay grade review

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Procurement Systems Lead	Class Number:	1086112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.
- 25% +/- 10%
- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an

Proposed Date:

ERP Procurement Systems Lead

in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.

ERP Procurement Systems Lead

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

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
1056321	Family and Children First Council Service Coordinator	Health and Human Services	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that accurately reflects the essential functions and minimum qualifications of a vacant position currently classified as a Program Officer 4 on the organizational structure of the department.
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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 Incumbents salaries: \$59,800.00 Step Placement TBD by Human Resources
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Staffing Implications:	Position will be posted and filled once classification is approved.
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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>
Robin Martin, Executive Officer	5/5/2017 5/10/2017	Email	Provided CPQ and class information
Robin Martin, Executive Officer	5/11/2017	Email	Manager questions
Robin Martin, Executive Officer	5/15/2017 6/1/2017	Email	Draft review and manager questions

Nicole Marzano, Talent Acquisition Specialist			
Robin Martin, Executive Officer Nicole Marzano, Talent Acquisition Specialist	6/1/2017 6/2/2017	Email	Minimum qualification questions
Robin Martin,	6/26/2017	Email	Follow-up and Update
Robin Martin,	6/26/2017	Email	Follow-up and Update
Archer Company	7/6/2017	Email	PG Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family and Children First Council Service Coordinator	Class Number:	1056321
FLSA:	Exempt	Pay Grade:	13
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to oversee the County's Family and Children First Councils Service Coordination Mechanism and provide technical assistance to the Service Coordination Team (SCT) members as the team develops care plans to meet clients' needs.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing the Service Coordination process, the Service Coordination Team, and serving as administrator of the internal database system. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

40% +/- 10%

- Oversees Service Coordination Mechanism and provides technical assistance to the Service Coordination Team members; utilizes wraparound process to meet with families and develop care plans that meet the clients' specific needs; performs Strength Needs and Culture Assessment; prepares reporting for SCT activity and outcomes; reviews, receives, and processes Family Centered Services and Supports (FCSS) and Community Assistance applications; conducts training or identifies external trainers for SCT liaisons and community partners.

40% +/- 10%

- Serves as an administrator over internal database system; ensures system information is up-to-date in the database; gives system access to individuals with proper authority; assists in creating a case management system; analyzes the system challenges and proposes solutions.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends in various trainings and meetings; researches and analyzes program operations and trends.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in social work or related field with six years of social program administration experience including two years' experience in high fidelity wraparound meeting facilitation or another family team meeting equivalent; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Must be able to provide verification of training in high fidelity wraparound or another family team meeting facilitation equivalent.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 monthly reports, SCT Action Plans, SCT Release of Information, statistical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, FERPA, LISW code of ethics, Service Coordination Mechanism, FCSS Guidance Document, personnel policy manuals, administrative procedure manuals, and Ohio Revised Code.
- Ability to prepare SCT Release of Information, monthly, quarterly, semi-annual, and annual reports, statistical reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling terminology and language.
- Ability to communicate with managers, supervisors, clients, client's families, system partners, direct service providers, SCT liaisons, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062422	Senior Emergency Management Specialist	Public Safety and Justice Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that accurately reflects the essential functions and minimum qualifications of incumbents currently classified as a Program Officer 3 (PG 11) at the Department of Public Safety and Justice Services.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 11 \$52,332.80 - \$73,320.00 PG 10 \$49,483.20 - \$69,264.00 Incumbents salaries: \$52,374.40 (both) 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:
Kelli Neale, HR	4/26/2017	Email	Class Plan Request
Mark Christie, Emergency Management Manager	4/27/2017	Email	Manager questions

Mary Beth Vaughn, Business Service Manager Brandy Carney, Director			
Mark Christie, Emergency Management Manager Mary Beth Vaughn, Business Service Manager Brandy Carney, Director Melinda Burt, Administrator	5/3/2017 5/10/2017	Email	Draft review
Mark Christie, Emergency Management Manager Mary Beth Vaughn, Business Service Manager Brandy Carney, Director Melinda Burt, Administrator	5/10/2017	Email	Answering manager questions
Jim Battigaglia, Consultant	5/17/2017	Email	Sent CPQ and specification for pay grade review
Mark Christie, Emergency Management Manager Mary Beth Vaughn, Business Service Manager Brandy Carney, Director Melinda Burt, Administrator	7/3/2017	Email	Status updates to management

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	1062422
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 50% +/- 10%
- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; reviews and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans.
- 20% +/- 10%
- Executes public outreach; manages office website; manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheets; develops publications; researches trainings; develops and conducts trainings.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; coordinates with public officials; completes Incident Action Plans; serves as County representative during After Action processes lead by other jurisdictions to provide guidance and input from County perspective; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments; leads group discussions to identify and implement improvements to emergency plans and operations after County incidents, exercises or emergencies.
- 15% +/- 10%
- Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in workgroups and exercises; researches state and federal guidelines.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree Emergency Management, Public Administrations, or other public safety discipline with three (3) years of emergency management experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

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 publications, memorandums, email announcements, various outreach materials, reports, various emergency plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, federal and state laws, department guidelines, and Ohio Revised Code.
- Ability to prepare correspondence, publications, announcements, procedures, guidelines, damage assessments, presentations, planning documentations, various emergency plans, reports, excel spreadsheets, 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 emergency management terminology and language.

Senior Emergency Management Specialist

- Ability to communicate with supervisors, coworkers, partner agencies, advisory board, other Cuyahoga County personnel, and 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
1082111	Classification and Compensation Specialist	Personnel Review Commission	Exempt	12

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1082111	Classification and Compensation Specialist	Personnel Review Commission	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	The Personnel Review Commission requested a revision of the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 12 to a PG 13.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	PG 12 \$55,265.60 – 77,376.00 PG 13 \$58,177.60 – 81,432.00 Step Placement TBD by PRC
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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:
Jim Battigaglia, Consultant	N/A		
	6/23/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Classification and Compensation Specialist	Class Number:	1082111
FLSA:	Exempt	Pay Grade:	13
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems as well as performing consultant duties for various regionalized projects.

Distinguishing Characteristics

This is a professional level classification with responsibility for developing and maintaining classification specifications for all classified positions at the County. The incumbent is expected to use judgement and ensure that work 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.

- 60% +/- 10%
- Develops and edits classification specifications for all classified positions at the County as well as consulting projects with PRC clients; analyzes job duties based on CPQ's, outside research, job descriptions, job shadowing, and job analysis meetings with subject-matter experts (SMEs); leads job analysis meetings; recommends job analysis procedures; analyzes percentages of time; works with management to determine and validate accurate minimum qualifications and licensures; evaluates the minimum qualifications based on the classification series; reviews, analyzes, and compares existing specifications and class series to verify all specifications are still necessary; identifies classifications without incumbents; works with departments and HR to determine if classifications need modifications or deletion; supports division goals including 4 year maintenance cycle; assists in creating and maintaining job families; assists in preparing supporting documentation for Council and the PRC; maintains records related to maintenance of the Class Plan; works with IT to ensure changes to the Class Plan are reflected accurately on the PRC web site; creates documents to track Class Plan maintenance; serves as the point of contact for incumbents, managers, and directors for classification projects; may recommend the creation of new classifications based on analysis of CPQ's; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); meets with department management to review reorganization plans; drafts language that complies with FLSA, ADA and related professional and legal standard; reviews and analyzes job evaluations for specifications in County Plan; prepares for routine maintenance of specifications by gathering and preparing all relevant information necessary; develops and presents training (including in-person and virtual training) for managers and directors on class plan maintenance process; recommends specifications for next round of maintenance; researches for classification incumbents, managers, directors and other points of contacts by accessing County HRIS; collaborates with HR and IT to collect and verify information; answers incumbents, supervisor, and management questions.
- 25% +/- 10%
- Recommends process improvements; assists in the development of classification specification process, documents, and templates; researches best practices; attends professional training conferences and other professional development meetings; develops practices and procedures that meet professional

standards; identifies process improvements and recommends solutions; develops and administers questionnaires and surveys; analyzes data and creates charts, graphs, and presentations for management.

15% +/- 10%

- Serves as consultant for PRC regionalization projects for regional partners; drafts specifications; assists in the development of compensation systems, plans, policies, and practices; assists in development of process to achieve internal and external equity for regional partners; assists in the development, dissemination, gathering, and analysis of salary survey data; assists in the development of point-factor system; assists in determining compensable factors and performing regression analysis; assists in conducting surveys and researching trends.

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology or related field; or any equivalent combination of training and experience.

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

Additional Requirements

No special professional 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, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including classification specifications, Comprehensive Position Questionnaire (CPQ), articles, salary schedules, revision requests, job descriptions, and compensation policies.
- Ability to comprehend a variety of reference books and manuals including PRC Policies and Procedures Manual, County HR Policies and Procedures Manual, Ohio Revised Code, EEOC guidelines, FLSA, and ADA Standards.

- Ability to prepare classification specifications, trainings, salary schedules, correspondence, classification comparisons, tracking sheets, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to use and interpret legal, human resources, and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.
- Ability to communicate with department directors, managers, supervisors, subject matter experts, all levels of HR personnel, external clients, consultant, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment, and incumbent will occasionally need to travel to other County offices and worksites.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
1014111	Employment & Family Service Supervisor	Health and Human Services	Exempt	11

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014111	Employment & Family Service Supervisor	Health and Human Services	Exempt	11

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:	55
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Dept.(s) Affected:	Health and Human 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jacquelon Ward, Executive Officer	03/22/2017 04/19/2017	Email Email	CPQ Questions Final Draft Review

Suzanne Paulk, PO3	03/22/2017	Email Email	CPQ Questions
Thomas Pristow, director	04/19/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	04/19/2017	Email	Copied on Communications
Kelli Neale, HR	04/19/2017	Email	Copied on Communications
Michael Brown, HR	04/19/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment & Family Service Supervisor	Class Number:	1014111
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Performs eligibility determination related responsibilities; oversees completion of employment assessments, determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.
- 30% +/- 10%
- Supervises EFS Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to increase effectiveness and quality of unit work performance; communicates guidelines, policies, and procedures to employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and delivers presentations regarding social programs to staff and community groups; responds to clients' complaints and questions; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination 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 a personal 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 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 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 routine reports, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, union contracts, and state and federal regulations.

Employment & Family Service Supervisor

- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and medical insurance terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1081111	Employment Testing Specialist	Personnel Review Commission	Exempt	12

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1081111	Employment Testing Specialist	Personnel Review Commission	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	The Personnel Review Commission requested a revision of the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 12 to a PG 13.
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No. of Employees Affected:	6
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	PG 12 \$55,265.60 – 77,376.00 PG 13 \$58,177.60 – 81,432.00 Step Placement TBD by PRC
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:
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Specialist	Class Number:	1081111
FLSA:	Exempt	Pay Grade:	13
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification that is responsible for developing valid and reliable section tests for employment positions. This position works under direction of a manger and lead worker. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Develops employment tests for positions requiring testing; identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures and previously-used testing methods; constructs valid and reliable test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials.

- 20% +/- 10%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); links KSAs to major work behaviors; synthesizes data and develops position descriptions.

- 15% +/- 10%
- Establishes qualified pool of candidates for testing; reviews classification specifications to determine minimum requirements; identifies relevant/equivalent qualifications; reviews applications against evaluation criteria; evaluates requests for reconsideration; documents evaluation decisions.

- 10% +/- 5%
- Performs scoring, statistical analysis, and reporting of test results; develops scoring protocols and methodologies; conducts cut score studies; performs statistical analysis at the test and item level; creates eligibility lists and other reporting documents; interprets statistical output to identify appropriate revisions; documents validity evidence in support of the test.

- 10% +/- 5%
- Coordinates test administrations; schedules test administrations; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops and uses standard administration manuals; monitors administrations; serves on interview panels; troubleshoots problems; coordinates administrative staff.

5% +/- 2%

- Recommends revisions to testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; identifies problems and inefficiencies; assists in developing and implementing solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No special professional 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 personal computer, video camera, audio recorder, telephone, calculator, overhead projector, photocopier, optical mark recognition scoring machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.

Proposed Date:

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, administrations, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
1014113	Neighborhood Center Manager	Health and Human Services	Exempt	15

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014113	Neighborhood Center Manager	Health and Human Services	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2004. 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:	7
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Dept.(s) Affected:	Health and Human 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:
Jacquelon Ward, Executive Officer	03/07/2017 03/24/2017	Email Email	CPQ Questions Reminder

	03/31/2017 04/06/2017 04/10/2017 05/01/2017 05/17/2017	Email Email Email Email Email	Questions about Ed. Reminder Discussion about Ed. Reminder Final Draft Review
David Merriman, Director	03/07/2017	Email	CPQ Questions
Suzanne Paulk, PO3	03/07/2017 03/24/2017 03/31/2017 04/06/2017 04/19/2017 05/01/2017	Email Email Email Email Email Email	CPQ Questions Reminder Questions about Ed. Reminder Discussion about Ed. Reminder
Thomas Pristow, Director	05/17/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	05/17/2017	Email	Copied on Communications
Kelli Neale, HR	05/17/2017	Email	Copied on Communications
Michael Brown, HR	05/17/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Neighborhood Center Manager	Class Number:	1014113
FLSA:	Exempt	Pay Grade:	15
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage the daily operations and staff of a full service neighborhood family service center that administers social and financial assistance programs.

Distinguishing Characteristics

This is a managerial-level classification that works under the direction of the CJFS Deputy Administrator and is responsible for leading staff and managing the daily operations of a full-service neighborhood family service center that administers social and financial assistance programs. The incumbent engages lower level staff in creating a learning environment and ensures that services are accessible to customers. The employee ensures activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Manages the daily operations of a full service neighborhood family service center; ensures daily operations, case management, and service delivery processes are in compliance with County, state, and federal government; manages multiple service delivery programs by developing and implementing both agency and departmental policies and procedures, recommending enhancements, and monitoring compliance; analyzes issues affecting the Center and formulates solutions; manages activities related to proper implementation of state and federal programs; provides interpretation, clarification of applicable regulations, policies, and procedures; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.
- 25% +/- 10%
- Supervises lower level supervisors, office managers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; engages staff in the development of unit work plans and achieving work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 15% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and engages staff in developing and making recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; establishes and communicates guidelines, policies, and procedures to employees.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; prepares and reviews documents related to payroll, timesheets, and requests for leave and overtime; acts as a liaison with various agencies, legislative representatives, community advocates, and legal entities; responds to clients' complaints and questions; researches, compiles, and prepares reports, manuals, correspondence, or other information required by management or governmental agencies; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, business administration, or a related field, and five (5) years of related experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Neighborhood Center Manager

- Ability to comprehend a variety of informational documents including routine reports, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, program reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual, agency policies and procedures manual, union contracts, and state and federal regulations.
- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, correspondence, travel logs, training materials, departmental needs assessment reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical insurance and basic legal, terminology and language.
- Ability to communicate effectively with managers, co-workers, employees, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, 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
1081112	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	13

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1081112	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	14

Requested By:	Personnel Review Commission
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Rationale:	The Personnel Review Commission requested a revision of the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 13 to a PG 14.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	PG 13 \$58,177.60 – 81,432.00 PG 14 \$61,048.00 – 85,488.00 Step Placement TBD by PRC
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:
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Testing Specialist	Class Number:	1081112
FLSA:	Exempt	Pay Grade:	14
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable selection tests throughout Cuyahoga County.

Distinguishing Characteristics

This is a professional level classification, working under direction of a manager. The employee in this class serves as a lead worker over Employment Testing Specialists and is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

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%
- Serves as the Employment Testing Specialist team lead; initially reviews and approves test plans submitted by team members; provides quality control of test content; identifies and recommends targeted training needs of team members; drafts and administers training material; fills in for the Manager of Employment Testing in the Manager's absence.

- 25% +/- 10%
- Develops employment tests for positions requiring testing; identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures and previously-used testing methods; constructs valid and reliable test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials.

- 20% +/- 10%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); links KSAs to major work behaviors; synthesizes data and develops position descriptions.

- 5% +/- 2%
- Serves as a liaison between the Personnel Review Commission and department directors/hiring managers; meets with directors/hiring managers to determine their testing needs; gives advice on testing options; provides status updates and test results.

- 5% +/- 2%
- Establishes qualified pool of candidates for testing; reviews classification specifications to determine minimum requirements; identifies relevant/equivalent qualifications; reviews applications against evaluation criteria; evaluates requests for reconsideration; document evaluation decisions.

5% +/- 2%

- Performs evaluation, scoring, statistical analysis, and reporting of test results; develops scoring protocols and methodologies; conducts cut score and weighting studies; performs statistical analysis at the test and item level; creates eligibility lists and other reporting documents; interprets statistical output to identify appropriate revisions; documents and reports validity evidence in support of the test.

5% +/- 2%

- Coordinates test administrations; schedules test administrations; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops and uses standard administration manuals; monitors administrations; serves on interview panels; troubleshoots problems; coordinates administrative staff.

5% +/- 2%

- Reviews and revises testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; identifies problems and inefficiencies; conducts research; develops and implements solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree in Industrial/Organizational Psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of training and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No special professional 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 personal computer, video camera, audio recorder, telephone, calculator, overhead projector, photocopier, optical mark recognition scoring machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of information documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
1053134	Senior Information Systems Administrator	Information Technology	Exempt	16

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053134	Senior Information Systems Administrator	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2001. 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:	0
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Dept.(s) Affected:	Information Technology
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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:
James Hay, Deputy CIO	4/11/2017 4/14/2017	Email Email	CPQ Questions Clarification

	4/17/2017 5/17/2017 6/1/2017	Email Email Email	Update Final Draft Review Reminder
Matthew Bender, Web and Applications Development Administrator	04/05/2017 4/11/2017 4/11/2017 5/17/2017 6/1/2017	Email Email Call Email Email	CPQ Questions Reminder CPQ Questions Final Draft Review Reminder
Scott Rouke, Chief Transformation Information Officer	5/17/2017 6/1/2017	Email Email	Final Draft Review Reminder
Jim Battigaglia, Archer Consultant	6/23/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	5/17/2017 6/1/2017	Email Email	Copied on Communications
Kelli Neale, HR	5/17/2017 6/1/2017	Email Email	Copied on Communications
Radine Brown, HR	5/17/2017 6/1/2017	Email Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Information Systems Administrator	Class Number:	1053134
FLSA:	TBD	Pay Grade:	TBD
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the Information Technology functions for a division of a large County department and to supervise lower level supervisors and other assigned staff.

Distinguishing Characteristics

This is a management level classification that is responsible for planning, directing, and managing the IT functions for a division of a large County department and supervising lower level supervisors and other assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Plans, directs, and manages Information Technology (IT) functions including database administration, application development, project management, network support, network operations of multiple local area networks (LAN), telecommunications support, hardware and software maintenance and procurement, computer operations and production control, and user support functions for a County division; plans, directs, and manages the information technology supporting one or more major information systems; manages application portfolios and directs development efforts; oversees evaluation, development, installation, and maintenance of all software implementations; identifies opportunities for streamlining business processes, duplication elimination, and increasing efficiencies; ensures quality delivery of all IT services to the division.
- 20% +/- 10%
- Assists management with development of policies, procedures, goals, and strategic planning for division; drives strategic planning efforts for the Information Technology team; coordinates with management to establish goals and activities and ensure goals are consistent with department mission; ensure alignment of IT resources with the business needs of the division; sets project schedules and identifies target dates for project milestones; defines project requirements and specifications; coordinates IT initiatives from the Cuyahoga County Department of Information Technology, vendors, and other government agencies.
- 15% +/- 10%
- Supervises lower level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Senior Information Systems Administrator

15% +/- 10%

- Evaluates and administers IT related contracts and expenditures; prepares and submits budget recommendations for the division; participates in the administration of the IT budget and monitors budgetary expenditures; provides justification for hardware, software, and other IT expenditures; proposes, evaluates, and approves procurement of IT assets; maintains inventory control of IT assets; ensures cost effective investment in information technology systems; evaluates contractor performance.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to email and phone calls; attends various trainings, workshops, and meetings; keeps up-to-date regarding professional knowledge, new business trends, and changes in applicable laws; provides service at various County locations; serves as IT point of contact for vendors, suppliers, and business partners; serves as technical point of contact with vendors and other government agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information systems, or related field with five (5) years of computer information systems, network administration, information technology management, or related experience, including three (3) years of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and computer technology including computers, printers, servers, and network infrastructure.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including budget and financial reports, program performance reports, hardware, software, and system specifications, work order requests, help desk tickets, status reports, requisitions, quotes, requests for proposals, proposals, system specifications, timesheets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software and hardware manuals, network documentation, technical publications, whitepapers, Ohio Revised Code, and Personnel Policies and Procedures Manual.
- Ability to prepare specifications, status reports, project plans, performance evaluations, disciplinary reports, procedural manuals, department reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise directors and administrators, to supervise and discipline, 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 management, co-workers, consultants, vendors, State agencies, 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.

<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>					
Data Analyst	1053161	9B/Non-Exempt	N/A	Information Technology	The Information Technology 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.
Early Child Care Program Specialist	1014301	7/Non-Exempt	N/A	Health and Human Services	This is a new classification that accurately reflects the essential functions and minimum qualifications of an incumbent currently classified as a Program Officer 2 (PG 8) at the Dept. of Health and Human services.
Early Childhood Resource and Training Coordinator	1056342	12/Exempt	N/A	Children and Family Services	The Department of Children and Family Services requested a new classification be written based on departmental need for a therapist training coordinator to provide mental health services to children age 0-6. This is a new classification that reflects the essential functions and minimum qualifications of the position.
Early Childhood Mental Health Therapist	1056341	9/Exempt	N/A	Children and Family Services	The Department of Children and Family Services requested a new classification be written based on departmental need for therapists to provide mental health services to children age 0-6. This is a new classification that reflects the essential functions and minimum qualifications of the position.
Employment Testing Proctor	1052251	3/Non-Exempt	N/A	Personnel Review Commission	The Personnel Review Commission 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.
ERP Enterprise Asset Management Systems Lead	1083112	16B/Exempt	N/A	Information Technology	The Information Technology 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.
ERP Financial Systems Lead	1084112	16B/Exempt	N/A	Information Technology	The Information Technology 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.
ERP HRIS Systems Lead	1085112	16B/Exempt	N/A	Information Technology	The Information Technology 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.

ERP Procurement Systems Lead	1086112	16B/Exempt	N/A	Information Technology	The Information Technology 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.
Family and Children First Council Service Coordinator	1056321	13/Exempt	N/A	Health and Human Services	This is a new classification that accurately reflects the essential functions and minimum qualifications of a vacant position currently classified as a Program Officer 4 on the organizational structure of the department.
Senior Emergency Management Specialist	1062422	10/Exempt	N/A	Public Safety and Justice Services	This is a new classification that accurately reflects the essential functions and minimum qualifications of incumbents currently classified as a Program Officer 3 (PG 11) at the Department of Public Safety and Justice Services.
<u>REVISED</u>					
Classification and Compensation Specialist	1082111	12/Exempt	13/Exempt	Personnel Review Commission	The Personnel Review Commission requested a revision of the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 12 to a PG 13.
Employment & Family Service Supervisor	1014111	11/Exempt	11/Exempt (No Change)	Health and Human 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.
Employment Testing Specialist	1081111	12/Exempt	13/Exempt	Personnel Review Commission	The Personnel Review Commission requested a revision of the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 12 to a PG 13.
Neighborhood Center Manager	1014113	15/Exempt	15/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2004. 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 Employment and Family Service Supervisor	1014112	13/Exempt	13/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2004. 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 Employment Testing Specialist	1081112	13/Exempt	14/Exempt	Personnel Review Commission	The Personnel Review Commission requested a revision of the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 13 to a PG 14.
Senior Information Systems Administrator	1053134	16/Exempt	16B/Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2001. 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0152

Sponsored by: Councilmembers Brady, Schron and Miller	A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2017; authorizing payments to various providers, in the total amount of \$461,117.00, for said services and programs for the period ending 12/31/2017; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, among whose duties include providing for the “administration of assistance” to veterans and “establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;” and

WHEREAS, the Veterans Service Commission of Cuyahoga County is required to annually determine the amount it needs to provide assistance to veterans and must prepare and submit a budget to the Cuyahoga County Council, such budget to be within a statutorily prescribed formula; and

WHEREAS, the Council may review the proposed budget, but is required to appropriate the requested amount so long as the proposed budget is within the statutorily prescribed formula; and

WHEREAS, by Ordinance No. O2012-0013, Cuyahoga County Council established the Veterans Services Fund, whereby the amounts appropriated and unspent by the Veterans Service Commission of Cuyahoga County are to be placed in a Veterans Services Fund and used to benefit veterans of the county; and

WHEREAS, \$461,117.00 remains available in the Veterans Services Fund for 2017; and

WHEREAS, pursuant to Chapter 711 of the Cuyahoga County Code, Cuyahoga County Council shall determine the services and programs that shall be provided or funded from the Veterans Services Fund, consistent with the amount of funds available and with the purpose of the Fund; and

WHEREAS, pursuant to Chapter 711 of the Cuyahoga County Code, Council directed that 20% of the available funds each year shall be used for a workforce development program to assist veterans with the costs of post-secondary education; and

WHEREAS, Council now desires to determine the services and programs that shall be provided or funded from the remaining available 2017 funds, and the amounts to be designated for the services and programs; and

WHEREAS, in order to provide for the beneficial and immediate impact of these funds, Council has determined that it would be advantageous to the County to distribute the funds to public bodies with veterans related programs or services that benefit or exist to serve veterans or to non-profit agencies with existing or prior contracts with the County or other governmental agencies and programs or services dedicated to veterans.

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

SECTION 1. The Cuyahoga County Council hereby authorizes the Fiscal Officer to make one-time expenditures of available 2017 Veterans Services Funds, in the total amount of \$461,117.00, for the following services and programs through the 2018 calendar year:

- 1) Cuyahoga Community College, Veterans Services and Program Office for scholarships for veterans residing in Cuyahoga County in the amount of **\$46,112.00.**
- 2) Towards Employment Career Pathway Services for job readiness training, job search and placement, coaching and support for professional development of low-income veterans in the amount of **\$30,000.00.**
- 3) The Cuyahoga County Office of Homeless Services for the Supportive Services for Veterans Families Program and for move-in kits for veterans entering permanent supportive housing in Cuyahoga County in the amount of **\$85,005.00.**
- 4) The Legal Aid Society of Cleveland for the Legal Services for U.S. Veterans Program in the amount of **\$85,000.00.**
- 5) United Way 2-1-1 for the Help2Veterans Program in the amount of **\$70,000.00.**
- 6) Joseph's Home for wraparound services and transition to permanent housing for medically fragile, homeless veterans in Cuyahoga County in the amount of **\$40,000.00.**
- 7) Cuyahoga County Public Library for the GetWorkerFIT Program in the amount of **\$50,000.00.**

- 8) The Cuyahoga County Land Reutilization Corporation to rehabilitate houses and provide financial counseling for veterans in the amount of **\$50,000.00**.
- 9) The Chagrin Falls Historical Society for the restoration of the Chagrin Falls Civil War Memorial in the amount of **\$5,000.00**.

SECTION 2. Each of the offices, agencies, departments, or other bodies, granted pursuant to this Resolution shall provide written reports to Council by June 30, 2018 and November 30, 2018, summarizing the uses, amounts, and impacts of the distributed funds. Council may request additional information, in the form of oral or written reports.

SECTION 3. The County Executive is hereby authorized to negotiate and execute any necessary agreements or contracts in connection with the authorized expenditures and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 4. 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:
Committee(s) Assigned:

Journal _____
_____, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0153

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; amending Resolution Nos. R2017-0002 dated 1/10/2017, R2017-0047 dated 3/14/2017, R2017-0057 dated 3/28/2017, R2017-0098 dated 6/13/2017, and R2017-0124 dated 7/11/2017 to reconcile appropriations for 2017; 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	BA1700114
CC767772 – Annex & Chicago Title Moves	
Personal Services	\$ (42,523.50)
Capital Outlay	\$ (126,561.29)

Reduce the Annex and Chicago Title Moves project in preparation for closure. The last expenditure was in November 2011. Over 80% of the original project costs were expended. Funding was from other projects in December 2010. This reduction corrects the same item that was presented for the 3/14/17 Council Fiscal Agenda (R2017-0047) document BA1700061 that did not account for certain expenditures There is a cash balance of \$3,896,382.27 in the project.

B. 24A878 – HHS – Office of Reentry	BA1701529
HS749069 – HHS – Office of Reentry	
Other Expenses	\$ 65,500.00

The HHS – Office of Reentry is requesting additional appropriation of \$65,500.00 to the Reentry Court Recidivism Research Agreement (AG1100001-01) contract for 2017. Funding comes from the Health and Human Services Levy.

C. 21A051 – Northern Border Maritime Awareness	BA1701530
SH758649 – FY’ 16 Port Security Grant Program (PSGP)	
Personal Services	\$ 5,820.00

An increase in appropriation is being requested to add match funds for the FY’ 16 Port Security Grant Program in the amount of \$5,820.00 that was deposited into the index on 6/1/17. Funding is provided by the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security. Funding is from 9/1/16 through 8/31/19. The original amount was \$47,889 plus a \$5,820 cash match from the Sheriff’s Discretionary Funds.

D. 20A196 – Self-Insurance Developmental Disabilities	BA1701532
HR499095 – Self-Insurance Developmental Disabilities	
Other Expenses	\$ 2,000,000.00

The Benefits Department is requesting additional appropriation to allow for estimated BODD Healthcare claims costs through year end. BODD has sufficient reserves to cover the additional request. Funding comes from charges to employees and entity for health insurance premiums.

E. 68A300 – Hospitalization-Employee Deferrals	BA1701533
HR499046 – HR-Employee Deferrals	
Other Expenses	\$ 500,000.00

The Benefits Department is requesting additional appropriation to allow for increased participation in Medical/Dependent Care accounts and Life Insurance through year end. Funding comes from payroll deductions by employees: this is a pass-through account.

F.	20A195 – Self-Insurance Regionalization		BA1701534
	HR499087 – Self-Insurance Regionalization		
	Other Expenses	\$	2,200,000.00

Additional appropriations is being requested to complete the corresponding cash transfer to move the Board of Developmental Disabilities benefits reserve into the correct subfund from 20A195 to 20A196. Source of funding comes from charges to employees and entities for health insurance premiums.

G.	20A610 – Probate Court – Conduct of Business Fund		BA1703126
	PC404608 – Probate Crt – Conduct of Bus. Fund		
	Other Expenses	\$	5,000.00

An increase in appropriation to cover Supreme Court biennial registration fees for magistrates. Funding for the Conduct of Business Fund which receives revenues from fees associated with licenses issued by the Court pursuant to ORC 2101.19(B). The cash balance in this fund was \$74,315.55 as of July 31, 2017.

H.	40A005 – CC Forensic Science Lab Capital Account		BA1707685
	CC797241 – CC Forensic Science Lab Capital Account		
	Capital Outlay	\$	4,317.01

To increase appropriations in the CC Forensic Science Lab Capital Project account. There will be a cash transfer in the amount of \$4,317.01 from the Medical Examiners Regional Crime Buildout Project to cover the appropriation increase (see JT1707686). Both projects were part of County Commission Resolution 104842, which was specifically designated in the Gruttadauria Settlement. JT1707686 is also on this September 12, 2017 agenda.

I.	40A099 – Maintenance Projects		BA1707687
	CC768119 – Countywide Carpeting		
	Other Expenses	\$	(126,148.60)

To reduce appropriations in the Countywide Carpeting Project in preparation for closure. This project was set up in 2012 with 87.39% expended. The last trans action was in May 2017. There is a negative cash balance of \$88,327.72. Cash will be transferred from other closed projects.

J.	40A069 – Capital Projects		BA1707689
	CC767962 – Med Examiner Regional Crime Lab Bld-Out		
	Other Expenses	\$	2,986.66

Increase appropriations for Medical Examiners Regional Crime Lab Buildout Project for the additional revenue received on August 29, 2017 from a refund of excess funds that were held in an escrow account (see RR1710591). This increase in appropriations will allow for a cash transfer and this project to be closed out. This project was set up in 2011 of which 99.96% of the original appropriations were expended. There is a cash balance of \$4,431.01 which will be transferred to the CC Forensic Science Lab Capital Project. See JT1707686 which is also on this

September 12, 2017 agenda. Both projects were part of County Commission Resolution 104842 which was specifically designated in the Gruttadauria Settlement.

K.	40A069 – Capital Projects		BA1707694
	CC769315 – Old Courthouse HVAC/Chiller Project		
	Personal Services	\$	5,750.00
	Capital Outlays	\$	21,850.00

To set up appropriations for the Old Courthouse HVAC/Chiller Project. The HVAC unit is not cooling and has reached its life capacity and needs to be replaced. The unit serves the service area, along with adjacent offices and a lunch room in the basement. The “Special Project/Emergency/Time sensitive” line item on the 2017 CIP has been realigned for this project. The original CIP “Special Project/Emergency/Time sensitive” line had an initial amount of \$588,500.00. After this project as well as the other previous project requests utilizing this line item, the remaining balance is \$152,698.25.

L.	28W036 – Workforce Development Operations		BA1712185
	W1140905 – WIA Executive and Financial Operations		
	Other Expenses	\$	(2,077,044.84)
	Capital Outlays	\$	(3,142.23)

Office of Budget and Management requests to remove excess appropriation associated with expired contracts and purchase orders within unused account (index code) that have been decertified in compliance with the County Code Section 701.08(E). Funding source is Federal Workforce Innovation Opportunity Act funds pass-through Ohio Department of Jobs and Family Services.

M.	20D446 – Brownfield Revolving Loan Fund		BA1713669
	DV520726 – Brownfield Revolving Loan Fund		
	Other Expenses	\$	(38,367.50)

The Office of Budget and Management is requesting an appropriation reduction for balances of expired contracts that have been decertified in compliance with County Code Section 701.08(E). The contracts balances encumbrances (CE1500314-01, CE1500329-04, and CE1600018-01) are within the Department of Development Brownfield Revolving Loan Fund that have been unused for at least one (1) year. Funding source for these decertified encumbrances was the Brownfield Revolving Loan Fund via Revolving Loan Fund repayments for the period January 1, 2017 through December 31, 2017.

N.	21A513 – CCA 407 Felony Program		BA1713699
	CO759548 – CCA 407 Non-Support Specialist FY18		
	Personal Services	\$	91,197.00
	Other Expenses	\$	74,108.00

Common Pleas Court is requesting appropriation of \$165,305.00 for the 407 Non-Support for FY2018/FY2019. The grant diverts eligible felony offenders from the state prison system into local community sanction programs through the Common Pleas Court’s Adult Probation Department. Funding is provided by the Ohio Department of Rehabilitation and Correction’s Bureau of Community Services for two years from 7/1/17 through 6/30/19. The former grant award was for one year in the amount of \$103,316.00 and is currently 51% expended. The current award results in a per year reduction of 20,663.50 or 20% from the prior annual award.

O.	21A513 – CCA 407 Felony Program		BA1713700
	CO759522 – CCA 407 – Intensive Supervision FY18		
	Personal Services	\$	4,799,304.00
	Other Expenses	\$	877,644.00

Common Pleas Court is requesting appropriation of \$5,676,948.00 for the 407 Intensive Supervision Program for FY2018/FY2019. The grant diverts eligible felony offenders from the state prison system into local community sanction programs through the Common Pleas Court's Adult Probation Department. Funding is provided by the Ohio Department of Rehabilitation and Correction's Bureau of Community Services for two years from 7/1/17 through 6/30/19. The former grant award was for one year in the amount of \$3,548,093.00 and is currently 35% expended. The current award results in a per year reduction of \$709,619.00 or 20% from the prior annual award.

P.	2D447 – Economic Development Fund		BA1713704
	DV520676 – Cuyahoga County Western Reserve Fund		
	Other Expenses	\$	2,000,000.00

The Office of Budget and Management (via Department of Development) is requesting an appropriation increase of \$2,000,000.00 in the Economic Development Fund (Western Reserve/Job Creation Fund). This is to support and provide appropriation for The Beacon Project approved by County Council on August 8, 2017 (R2017-0139). Funding is provided through a General Fund subsidy, the Western Reserve/Job Creation Fund for the period 1/1/2017 through 12/31/2017 with a cash balance of \$30.5 million.

Q.	20A820 – Delinquent R E Tax/Assmt-Prosecutor		BA1715119
	PR495572 – Delinquent R E Tax Assmt-Prosecutor		
	Other Expenses	\$	800,000.00

Requesting additional appropriations to cover the cost of past due expenses owed to the Daily Legal News for advertising from 2015 to 2016. The invoices were going to the Clerk of Courts and were never issued to the Prosecutor's Office for payment. The funding for this expense is coming from Delinquent Real Estate taxes. The balance for this account as of August 8, 2017 is \$3.3 million.

R.	20A819 – Geographic Information System		BA1717065
	IT470591 – Geographic Information System		
	Other Expenses	\$	(2,906.00)
	Capital Outlay	\$	(91.80)

	01A001 – General Fund		
	IT601047 – Web & Multi-Media Development		
	Other Expenses	\$	(12.50)

	01A001 – General Fund		
	IT601054 – Web Application Development		
	Other Expenses	\$	(13,116.00)

	01A001 – General Fund		
	IT601096 – Engineering Services		

Other Expenses	\$	(2,720.00)
Capital Outlay	\$	(.03)
01A001 – General Fund		
IT601138 – WAN Services		
Other Expenses	\$	(3,005.00)
40A069 – Capital Projects		
IT768440 – New Desktops/Laptops/Tablets		
Capital Outlay	\$	(1,860.10)
01A001 – General Fund		
MI512780 – Information Technology Capital		
Capital Outlay	\$	(24,406.17)
01A001 – General Fund		
EX016006 – County Executive		
Other Expenses	\$	(62.93)
24A641 – PA – Homeless Services		
HS158097 – PA – Homeless Services		
Other Expenses	\$	(1,527.15)

The above reductions reflect encumbrances have been decertified in compliance with the County Code Section 701.08(E).

County (and State) code places the responsibility of managing open encumbrances on the Fiscal Office. According to Section 701.08(E) OBM may decertify funds remaining in any encumbrance that has been inactive for over one year and is more than one year past the expiration of any contract related to that encumbrance, and OBM may submit budget amendments to Council to reduce appropriations by the amounts decertified.

S.	24A430 – Executive Office of HHS		BA1717070
	HS157396 – Human Services Applications		
	Other Expenses	\$	(20,210.93)
	20A819 – Geographic Information System		
	IT470591 – Web & Multi-Media Development		
	Other Expenses	\$	(720.00)
	01A001 – General Fund		
	IT601021 – Information Technology Administration		
	Other Expenses	\$	(274,875.68)
	01A001 – General Fund		
	IT601146 – Wide Area Network		
	Other Expenses	\$	(19,135.42)
	01A001 – General Fund		
	MI512384 – Information Technology Enterprise Sys		
	Other Expenses	\$	(12,079.67)

01A001 – General Fund		
IT601161 – Communications Services		
Other Expenses	\$	(47,303.22)

The above reductions reflect encumbrances have been decertified in compliance with the County Code Section 701.08(E).

County (and State) code places the responsibility of managing open encumbrances on the Fiscal Office. According to Section 701.08(E) OBM may decertify funds remaining in any encumbrance that has been inactive for over one year and is more than one year past the expiration of any contract related to that encumbrance, and OBM may submit budget amendments to Council to reduce appropriations by the amounts decertified.

T. 22A240 – Emergency Solutions Grant		BA1717071
HS755728 – Emergency Solutions Grant Cleve. FY17		
Other Expenses	\$	644,490.00

To establish appropriations for the City of Cleveland Emergency Solutions Grant (ESG) FY17. Funds awarded to the City of Cleveland by the Department of Housing and Urban Development in the amount of \$644,490.00 for the period of November 1, 2017 through October 31, 2018. The Office of Homeless Services is authorized to sub contract with various providers to implement the ESG program activities. The prior year grant award was the same amount, \$644,490.00. There is no local match.

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund		BA1703131
CT577601 – Archives		
Other Expenses	\$	186,000.00
TO: 01A001 – General Fund		
CT577106 – Risk & Property Mngmt		
Other Expenses	\$	186,000.00

A realignment of surplus General Fund appropriation within the Facilities budget would provide funding for repairs and maintenance at the Medical Examiner’s building. This follows a \$105,043.75 increase in Public Works/Facilities budget approved June 27, 2017 (R2017-0116) for emergency generator repairs at this building. Funding comes from the General Fund.

B. FROM: 24A601 – Senior and Adult Services		BA1703132
SA138354 – Management Services		
Other Expenses	\$	50,000.00
TO: 24A601 – Senior and Adult Services		
SA138503 – Information and Outreach		
Other Expenses	\$	50,000.00

To move money from a projected surplus to increase the appropriation for our Terminex contract (CE1700009-01) because the demand for bedbug services is high and as of August all of the appropriated funds have been expenses/accounted for. Funding comes from the Health and Human Services Levy.

C. FROM: 40A069 – Capital Projects **BA1707684**
 CC767962 – Med Examiner Regional Crime Lab Buildout
 Capital Outlay \$ 1,330.35

TO: 40A069 – Capital Projects
 CC767962 – Med Examiner Regional Crime Lab Buildout
 Other Expenses \$ 1,330.35

To transfer appropriations in the Medical Examiner’s Regional Crime Lab Build Out Project in preparation for closure. This project was set up in 2011 of which 99.96% of the original appropriations have been expended. There is also a cash balance of \$4,317.01 which will be transferred to the CC Forensic Science Lab Capital Project. See JT1707686 which is also on this September 12, 2017 agenda. Both projects were part of County Commission Resolution 104842 which was specifically designated in the Gruttadauria Settlement.

D. FROM: 40A069 – Capital Projects **BA1707691**
 CC768895 – Men’s Shelter Reconstruction
 Capital Outlay \$ 243,780.98

TO: 40A069 – Capital Projects
 CC768895 – Men’s Shelter Reconstruction
 Personal Services \$ 243,780.98

To realign appropriations to allow for inhouse work to be done instead of contracting out. Our inhouse laborers will be completing work on the floors, exterior masonry, ductwork cleaning and repairs, backup generator infrastructure, main entrance ADA and security work, exit area repairs and main entrance handrail system. This project was set up in March 2016 and is anticipated to be completed by December 31, 2017.

E. FROM: 24A635 – EC-Invest in Children-PA **BA1712181**
 EC451435 – Early Start
 Other Expenses \$ 100,680.33

TO: 24A635 – EC-Invest in Children-PA
 EC451450 – Quality Child Care
 Other Expenses \$ 54,000.00

20A807 – EC-Invest in Children
 EC451427 – EC – Mental Health
 Other Expenses \$ 5,000.00

24A635 – EC-Invest in Children-PA
 EC451484 – Early Childhood Admin Serv
 Other Expenses \$ 41,680.33

Office of Early Childhood – Invest in Children requests a transfer of surplus contract (AG-1400087-01) funds to realign budget in appropriate contract accounts (AG1400125-01 and AG1600213-01) and to cover operating expenses. Funding source is HHS Levy.

F. FROM: 01A001 – General Fund **BA1713703**
 MI512657 – Miscellaneous
 Other Expenses \$ 100,000.00

TO: 01A001 – General Fund
 CR180026 – Medical Examiner - Operations
 Other Expenses \$ 100,000.00

Medical Examiner’s Office is requesting an appropriation transfer from the Contingency Allocation to its General Fund Contractual Services line for \$100,000.00. This is to support the on-boarding of contract Toxicologists within the office. This action will assist in preventing the Medical Examiner’s Office from facing the danger of NAME (National Association of Medical Examiners) accreditation loss due to current workloads. Simultaneously, this will help bridge the workload gap within the office until the hiring of a new Chief Toxicologist is completed. Funding is provided by the General Fund covering the period January 1, 2017 through December 31, 2017.

G. FROM: 01A001 – General Fund **BA1713707**
 DV014100 – Economic Development
 Other Expenses \$ 1,500.00

TO: 01A001 – General Fund
 EX016006 – County Executive
 Other Expenses \$ 1,500.00

Department of Development is requesting an appropriation transfer for \$1,500.00. This is for transferring funds to the County Executive’s Scholarships and Fellows line in support of keeping the Economic Development fellow from Fellowship Program onboard through the rest of the year. Funding is provided by the General Fund.

H. FROM: 21A091 – Sexual Assault Kit Initiative (SAKI) **BA1715121**
 PR756445 – FY15 CCSAKI (2015-2018)
 Personal Services \$ 53,107.00

TO: 21A091 – Sexual Assault Kit Initiative (SAKI)
 PR756445 – FY15 CCSAKI (2015-2018)
 Other Expenses \$ 53,107.00

To realign appropriations in accordance with the approved Grant Adjustment Notice (GAN) for the Cuyahoga County Sexual Assault Kit Initiative. This grant is effective 10/1/15 through 9/30/18 and is funded by the U.S. Department of Justice, Office of Justice Programs.

I. FROM: 01A001 – General Fund **BA1715123**
 DR495515 – Domestic Relation Child Support
 Other Expenses \$ 6,000.00

TO: 01A001 – General Fund

DR495515 – Domestic Relation Child Support
 Capital Outlay \$ 6,000.00

Requesting an appropriation transfer for the purchase of a Proliant Server to replace existing servers, VMWare, rack to mount server and transmitters for assistance with language interpretation. 66% of the cost is funded by Title IV-D funds and the remaining 34% is General Fund.

J. FROM: 01A001 – General Fund **BA1717059**

IT601096 – Engineering Services
 Personal Services \$ 188,100.00

01A001 – General Fund
 IT601104 – Mainframe Operation Services
 Personal Services \$ 166,072.00

TO: 01A001 – General Fund
 IT601021 – Information Technology Administration
 Personal Services \$ 55,000.00

01A001 – General Fund
 IT601039 – Project Management
 Personal Services \$ 16,000.00

01A001 – General Fund
 IT601088 – Security and Disaster Recovery
 Personal Services \$ 151,000.00

01A001 – General Fund
 IT601138 – WAN Services
 Personal Services \$ 5,200.00

01A001 – General Fund
 IT601096 – Engineering Services
 Other Expenses \$ 126,972.00

Transfer from Engineering Services, and Mainframe operations Services, Salary and Benefits to IT Administration, Project Management, and Security and Disaster Recovery Salary and Benefits, Wan Services Benefits, Engineering Services Contracts and Other Operating. The transfers cover salary and benefits shortages and the 3-year MNJ Netbackup contract. Using the salary and benefits for the contract was previously approved.

K. FROM: 22A024 – RRH for Single Adults **BA1717061**

HS759274 – RRH for Single Adults FY 2016
 Other Expenses \$ 179,214.00

TO: 22A005 – Rapid Re-Housing Eden
 HS759290 – Rapid Re-Housing 2016-Eden
 Other Expenses \$ 179,214.00

To correct the fund allocation for both grants. HS759290 is an existing grant renewal in the total amount of \$716,955.00. This grant for rapid rehousing assistance for single adults. HS759274 is a new grant in the total amount of \$537,741.00 and rapid rehousing assistance for adults and youth. There was no match for these funds.

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

Fund Nos./Budget Accounts **Journal Nos.**

A.	FROM: 20A195 – Self-Insurance Regionalization	JT1701508
	HR499087 – Self-Insurance Regionalization	
	Transfer Out	\$ 2,200,000.00
	TO: 20A196 – Self-Insurance Developmntl. Disabilities	
	HR – Self-Insurance Developmntl. Disabilities	
	Revenue Transfer	\$ 2,200,000.00

To transfer the Board of Developmental Disabilities benefits reserve into the correct subfund. Funding comes from charges to employees and entities for health insurance premiums.

B.	FROM: 40A069 – Capital Projects	JT1707686
	CC767962 – Med Examiner Regional Crime Lab Bld-Out	
	Transfer Out	\$ 4,317.01
	TO: 40A005 – CC Forensic Science Lab Capital Account	
	CC797241 – CC Forensic Science Lab Capital Account	
	Revenue Transfer	\$ 4,317.01

To transfer cash from the Medical Examiners Regional Crime Lab Buildout to the CC Forensic Science Lab Capital Account. The Medical Examiners Regional Crime Lab Buildout Project is set for closure. Both projects were part of County Commission Resolution 104842, which was specifically designated in the Gruttadauria Settlement. There is currently a cash balance of \$7,044.24 and with additional funds of \$4,317.01, the available cash balance will be \$11,361.25, which will be the same amount of the appropriation balance that will be expended and closed by 12/31/2017. This will satisfy the court order as stipulated in the Gruttadauria Settlement.

C.	FROM: 40A099 – Maintenance Projects	JT1707690
	CC768655 – Old Courthouse Fire Damper Repl/Asbestos Abmt	
	Transfer Out	\$ 519,448.34
	TO: 40A069 – Capital Projects	
	CC768408 – J.C. 4 th Floor Windows	
	Revenue Transfer	\$ 430.40
	40A069 – Capital Projects	
	CC768499 – MetroHealth Inmate Supp Svcs & Rad. Rm.	
	Revenue Transfer	\$ 2,149.20

40A069 – Capital Projects
 CC769018 – CHS Emergency Sanitary Sewer
 Revenue Transfer \$ 370,498.19

40A069 – Capital Projects
 CC769034 – Fire Dampers Project Phase 3
 Revenue Transfer \$ 17,295.51

40A069 – Capital Projects
 CC769042 – County-wide Painting Phase 2
 Revenue Transfer \$ 129,075.04

Office of Budget and Management is in the process of closing out old capital projects as well as moving cash to active projects that have negative cash balances. This Old Courthouse Fire Damper Replacement Project was set up in 2015 with 63.29% of the original appropriations expended. This Old Courthouse Fire Damper Replacement Project was funded by the Capital Improvement General Fund Subsidy on September 11, 2015 in the amount of \$1,415,000.00.

D. FROM: 40A069 – Capital Projects **JT1707692**

CC768572 – JJC Detention Sprinkler Modification Project
 Transfer Out \$ 271,448.10

TO: 40A069 – Capital Projects
 CC766808 – Juvenile Justice Center
 Revenue Transfer \$ 43,496.00

40A099 – Maintenance Projects
 CC768598 – JJC HVAC and Window Film
 Revenue Transfer \$ 14,249.94

40A069 – Capital Projects
 CC769083 – JJC Parking Lot Seal and Re-stripe
 Revenue Transfer \$ 1,131.21

40A099 – Maintenance Projects
 CC768325 – Fire Damper Inspection Project
 Revenue Transfer \$ 191,286.03

40A069 – Capital Projects
 CC769075 – BOE Fire Alarm System Upgrade
 Revenue Transfer \$ 21,284.92

Office of Budget and Management is in the process of closing out old capital projects as well as moving cash to active projects that have negative cash balances. This Juvenile Justice Center Sprinkler Modification Project was set up in 2014 with 73.57% of the original appropriations expended. This Juvenile Justice Center Sprinkler Modification Project was funded by the sale of bonds in December 2014 in the amount of \$1,000,000.00.

E. FROM: 40A069 – Capital Projects **JT1707693**

CC767327 – Jail I Kitchen Replacement – Justice Center
 Transfer Out \$ 147,409.27

40A099 – Maintenance Projects
 CC768291 – Cleveland Municipal Court 3A Expansion
 Revenue Transfer \$ 142,932.09

TO: 40A069 – Capital Projects
 CC768390 – JC Perimeter Security, Keying & ADA Parking
 Revenue Transfer \$ 228,589.64

40A069 – Capital Projects
 CC768382 – J.C. Fire Protection Upgrades
 Revenue Transfer \$ 4,834.38

40A069 – Capital Projects
 CC769174 – Domestic Relations Court Renovations
 Revenue Transfer \$ 36,617.12

40A099 – Maintenance Projects
 CC768119 – Countywide Carpeting
 Revenue Transfer \$ 18,300.22

This cash transfer is part of the Office of Budget and Management’s process of closing out old capital projects as well as moving cash to active projects that have negative cash balances. The Jail 1 Kitchen Replacement Project was set up in 2007 where 98.13% of the original appropriations were expended. The Jail 1 Kitchen Replacement Project was funded by bond proceeds on various dates totaling \$7,900,000.00. The Cleveland Muni Court 3A Expansion Project was set up in 2013 where 50% of the original appropriations were expended. The Cleveland Muni Court 3A Expansion Project was originally funded by the Capital Improvement General Fund Subsidy in December 2014. The City of Cleveland reimbursed the County’s \$142,932.09 in December 2016, thus leaving a surplus in this project.

SECTION 4. That items approved in Resolutions No. R2017-0002 dated January 10, 2017, R2017-0047 dated March 14, 2017, R2017-0057 dated March 28, 2017, R2017-0098 dated June 13, 2017, and R2017-0124 dated July 11, 2017 be rescinded as follows to reconcile appropriations for 2017 in the County’s financial system:

Resolution No. R2017-0002 dated 1/10/2017:

Original Item to be Rescinded – Section 1

Fund Nos./Budget Accounts

Journal Nos.

F. 21A473 – Victim Advocate Project		BA1715062
JA747394 – Juvenile Court Victim Advocate		
Personal Services	\$ (22,899.23)	
Other Expenses	\$ (3,400.00)	
Capital Outlays	\$ (421.00)	

Requesting to reduce appropriation to prepare grant for closure. Approximately 67% of grant funds were expended. Funding for this project comes from the Ohio Attorney General's Office – State Victims Assistance Funds for the period 10/1/1996 – 9/30/1997.

Resolution No. R2017-0047 dated 3/14/2017:

Original Items to be Rescinded – Section 1

Fund Nos./Budget Accounts

Journal Nos.

D. 40A069 – Capital Projects			BA1700061
CC767772 – Annex & Chicago Title Moves			
Personal Services	\$	(42,523.50)	
Capital Outlays	\$	(202,279.99)	

To reduce appropriations in the Annex & Chicago Title Project in preparation for closure. The last expenditure was in November 2011. Over 80% of the project budget was expended. Funding for this project was from other projects in December 2010.

AA. 21A389 – Youth Services Subsidy – FDCC			BA1703062
JC752782 – Targeted Reclaim FY11-T111			
Other Expenses	\$	(258,716.85)	
21A655 – Enhanced Mental Health Svc at JDC			
JC757716 – 07/08 Enhanced MH Svc at Juv Det Center			
Other Expenses	\$	(28,325.00)	
21A721 – Youth Services Subsidy 95-96			
JC742890 – Youth Services Subsidy			
Personal Services	\$	(4,154.48)	
Other Expenses	\$	(33,386.84)	
21A726 – Youth Services Subsidy 1996-97			
JC743021 – Youth Services Various			
Personal Services	\$	(13,977.83)	
Other Expenses	\$	(10,666.29)	

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grant accounts. The grant funds were from the Ohio Department of Youth Services for a grant period that expired June 30, 1997, with the exception of JC752782 which expired June 30, 2011.

Resolution No. R2017-0057 dated 3/28/2017:

Original Item to be Rescinded – Section 1

Fund Nos./Budget Accounts**Journal Nos.**

A.	21A389 – Youth Services Subsidy - FDCC JC753012 – CBTC – FY11-303		BA1703063
	Personal Services	\$	(17,813.14)
	Other Expenses	\$	(369,848.46)
	21A726 – Youth Services Subsidy 1996-97 JC743047 – Community Services Voucher Pool		
	Other Expenses	\$	(3,036.00)
	21A726 – Youth Services Subsidy 1996-97 JC743054 – Counseling 96-97		
	Personal Services	\$	(1,166.96)
	Other Expenses	\$	(48,274.83)
	21A726 – Youth Services Subsidy 1996-97 JC743070 – Home Detention 96-97		
	Personal Services	\$	(3,792.23)
	Other Expenses	\$	(198.00)
	21A726 – Youth Services Subsidy 1996-97 JC743104 – Grant Administration 96-97		
	Personal Services	\$	(2.59)
	Other Expenses	\$	(116.80)
	Capital Outlays	\$	(914.92)
	21A726 – Youth Services Subsidy 1996-97 JC743112 – Day Reporting 96-97		
	Personal Services	\$	(18,867.73)
	Other Expenses	\$	(628.10)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period for grants in subfund 21A-726 expired June 30, 1997 and subfund 21A-389 expired June 30, 2011.

Resolution No. R2017-0057 dated 3/28/2017:**Original Item to be Rescinded – Section 1****Fund Nos./Budget Accounts****Journal Nos.**

G.	21A748 – Youth Services Subsidy – FDCC JC751818 – Sheltercare FY09-202		BA1703069
	Personal Services	\$	(660.68)
	Other Expenses	\$	(458,969.26)

21A748 – Youth Services Subsidy - FDCC JC751826 – DMC FY09-301		
Other Expenses	\$	(15,734.18)
21A799 – Criminal Justice- JABG JC752071 – DMC Improved Prog. Placement		
Other Expenses	\$	(105,540.05)
21A840 – JA-Dept pf Labor – Empl Serv. JC750703 – Comm Collab – Employment Services		
Personal Services	\$	(46,694.98)
21A845 – CCOHHS-TANF JC750653 – TANF – FY200621		
Personal Services	\$	(50,469.62)
Other Expenses	\$	(47,895.05)
21A847 – Federal Family Drug Court JC750661 – Family Drug Court - SAMHSA		
Personal Services	\$	(5,080.08)
Other Expenses	\$	(363,081.58)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds for subfund 21A-748 were from the Ohio Department of Youth Services for a period ending June 30, 2009. The grant funds for subfund 21A-799 were Juvenile Accountability Block Grant program from the United States Department of Justice for the period 2009. The grants in subfund 21A-840 were from the United States Department of Labor for grant period 2006. The grants in subfund 21A-845 were from the United States Department of Health and Human Services Temporary Assistance for Needy Family funds for grant period 2006. The SAMHSA grants in subfund 21A-847 were from the United States Department of Health and Human services in 2006.

Resolution No. R2017-0057 dated 3/28/2017:

Original Item to be Rescinded – Section 1

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
I. 21A875 – CCCMHB-Behavior Mental Health/Juv Justice JC753418 – 11/12 Behavior Mental Hlth/Juvenile Just		BA1703071
Personal Services	\$	(1,327.94)
Other Expenses	\$	(2,070.12)
21A875 – CCCMHB-Behavior Mental Health/Juv Justice JC753749 – 12/13 Behavior Mental Hlth/Juvenile Just		
Personal Services	\$	(48,975.64)

21A875 – CCCMHB-Behavior Mental Health/Juv Justice JC754002 – 2013/2014 Behavior Mental Hlth/Juv. Just Personal Services	\$ (17,103.10)
21A875 – CCCMHB-Behavior Mental Health/Juv Justice JC754788 – 2014/2015 Behavior Mental Hlth/Juv. Just Personal Services	\$ (84,736.48)
21A878 – FCFC Community Diversion Program JC757732 – Community Diversion Program 06/07 Other Expenses	\$ (3,780.87)
21A917 – Operation Night Light JC751099 – Operation Night Light FY08 Other Expenses Capital Outlays	\$ (3,862.11) \$ (2,759.25)
21S011 – Recovery Act Red DMC: Diversion & Training JC758862 – Recovery Act Red DMC: Diversion & Training Personal Services	\$ (34,142.05)
21A421 – Youth Services Subsidy - FDCC JC753558 – Sex Offender Treatment FY12-13-2106 Other Expenses	\$ (224,504.79)
21A421 – Youth Services Subsidy - FDCC JC753871 – Program Admin FY12-201 Other Expenses	\$ (724,100.00)
21A421 – Youth Services Subsidy - FDCC JC753210 – Target Reclaim I MST-FY12-T111 Other Expenses	\$ (373,924.62)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds in subfund 21A-875 were from the Ohio Department of Youth Services. The grant period expired June 30, 2011 and June 30, 2013 respectively. The grant funds in subfund 21A-917 were from the United States Office of Justice Programs for the 2006 period. The grant funds in subfund 21A-011 were Federal Stimulus Recovery Act funds. The grant funds in subfund 21A-421 were from the Ohio Department of Youth Services for the period ending June 30, 2012.

Resolution No. R2017-0057 dated 3/28/2017:

Original Item to be Rescinded – Section 1

Fund Nos./Budget Accounts**Journal Nos.**

N. 21A383 – Locational Resource Center			BA1703027
CP758680 – Locational Resource Center			
Personal Services	\$	(398.65)	
Other Expenses	\$	(157.12)	
21A136 – Senior Transportation Counsult.			
CP758714 – Senior Transportation Counsult.			
Other Expenses	\$	(19,000.42)	
21A167 – Elder Friendly Communities			
CP756577 – Elder Friendly Communities			
Personal Services	\$	(16,839.84)	
21A545 – Interactive Geographic Info. Sys.			
CP755363 – Interactive Geographic Sys. 111			
Other Expenses	\$	(12,077.37)	
21A824 – Senior Transport – Community Vision Council			
CP756601 – Senior Transport – Community Vision Council			
Personal Services	\$	(65,064.69)	
Other Expenses	\$	(534,485.29)	
21A829 – Ohio Coordination Program			
CP755801 – Ohio Coordination Program – Senior Transport			
Other Expenses	\$	(11,041.02)	
21A925 – Cuy Towpath Trail Cap Improvement			
CP756007 – Cuy Towpath Trail Cap Improvement			
Capital Outlays	\$	(1,900,000.00)	

Decrease in appropriation of grants that expired 9 or more years ago in preparation to transfer the remaining balances out of the funds and close out the grants. The grants were awarded between 1999 and 2007 with the exception of one awarded in 2008 which has had no activity.

Resolution No. R2017-0057 dated 3/28/2017:**Original Item to be Rescinded – Section 1****Fund Nos./Budget Accounts****Journal Nos.**

O. 21A111 – Litter Prevention 1993			BA1703049
CP756973 – Litter Prevention 1993			
Personal Services	\$	(36,192.00)	
Capital Outlays	\$	(1,388.00)	

21A112 – Litter Prevention & Recycling		
CP756593 – Litter Prevention & Recycling		
Other Expenses	\$	(10,536.16)
Capital Outlays	\$	(180.00)

21A116 – Recycle Ohio		
CP756981 – Recycle Ohio		
Other Expenses	\$	(12,264.62)
Capital Outlays	\$	(412.31)

21A122 – Golden Spruce Awards		
CP756916 – Golden Spruce Awards		
Other Expenses	\$	(10,052.56)

Decrease in appropriation of grants in preparation to transfer the remaining cash balances out of the funds and close out the grants. The grants were awarded in 1996 and have been inactive since 1999.

Resolution No. R2017-0057 dated 3/28/2017:

Original Item to be Rescinded – Section 3

Fund Nos./Budget Accounts

Journal Nos.

C. FROM: 21A001 – Neighborhood Environmental Prog			JT1703028
CP758045 – Neighborhood Environmental Prog			
Transfer Out	\$	537.11	
21A110 – Towpath Study/Cuyahoga Corridor			
CP757419 – Towpath Study/Cuyahoga Corridor			
Transfer Out	\$	3,926.46	
21A111 – Litter Prevention 1993			
CP756973 – Litter prevention 1993			
Transfer Out	\$	7,473.61	
21A115 – Greenspace Initiative			
CP758706 – Greenspace Initiative			
Transfer Out	\$	5,526.72	
21A121 – Census 2000 Grant			
CP758698 – Census 2000 Grant			
Transfer Out	\$	1,513.08	
21A122 – Golden Spruce Awards			
CP756916 – Golden Spruce Awards			
Transfer Out	\$	1,712.56	

21A123 – Maps & Inventories		
CP756924 – Maps & Inventories		
Transfer Out	\$	5,620.96
21A124 – Regional Dynamics		
CP756932 – Regional Dynamics – Gund Grant		
Transfer Out	\$	85.01
21A124 – Regional Dynamics		
CP756940 – Regional Dynamics – Cleveland Grant		
Transfer Out	\$	322.94
21A125 – Greenfields Symposium		
CP756957 – Greenfields Symposium – Cleve Grant		
Transfer Out	\$	3,019.86
21A125 – Greenfields Symposium		
CP756965 – Greenfields Symposium – Gund Grant		
Transfer Out	\$	1,033.04
21A126 – Brownfields Reclamation		
CP756742 – Brownfields Reclamation		
Transfer Out	\$	292.73
21A127 – Environmental Justice		
CP757310 – Environmental Justice Grant FY96		
Transfer Out	\$	9,461.50
21A136 – Senior Transportation Consult.		
CP758714 – Senior Transportation Consult		
Transfer Out	\$	618.60
21A167 – Elder Friendly Communities		
CP756577 – Elder Friendly Communities		
Transfer Out	\$	30,233.98
21A401 – Welfare Reform – Work Access Proj		
CP744771 – Welfare Reform – Work Access Proj		
Transfer Out	\$	220.89
21A540 – Brownfields Geographic Sys. 111		
CP755355 – Brownfields Geographic Sys 111		
Transfer Out	\$	83.80
21A851 – Cuyahoga Valley Initiative Organization		
CP755959 – Cuyahoga Valley Initiative Organization		
Transfer Out	\$	46,182.40
TO: 21A112 – Litter Prevention & Recycling		
CP756593 – Litter Prevention & Recycling		
Revenue Transfer	\$	12,816.74

21A116 – Recycle Ohio CP756981 – Recycle Ohio Revenue Transfer	\$	32,997.11
21A383 – Locational Resource Center CP758680 – Locational Resource Center Revenue Transfer	\$	2,444.23
21A546 – Towpath Trail Engineering/Design CP755371 – Towpath Trail Engineering/Design Revenue Transfer	\$	49,999.80
20A307 – County Planning Commission CP522110 – CPC - Administration Revenue Transfer	\$	19,607.37

To transfer cash balance between grants to the County Planning Commission that expired 10 or more years ago to eliminate negative cash balances and to transfer the excess cash (\$19,930.31) to the County Planning Commission fund to be used for county planning purposes.

Resolution No. R2017-0098 dated 6/13/2017:

Original Item to be Rescinded – Section 1

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
L. 24A601 – Senior & Adult services SA138420 – Home Support Other Expenses	\$	(1,590.29)
24A601 – Senior & Adult Services SA138479 – Protective Services Other Expenses	\$	(192.25)
24A601 – Senior & Adult Services SA138503 – Information and Outreach Other Expenses	\$	(2,029.00)
24A601 – Senior & Adult Services SA138602 – Home Based Services Other Expenses	\$	(4,988.66)
24A601 – Senior & Adult Services SA138701 – Options Program Other Expenses	\$	(3,619.96)

To remove appropriation that was carried forward from prior year budgets for obligations that were certified prior to 2017 and are no longer needed. Funding is from the Health and human

services Levy (90%), Federal reimbursements (9%), and client fees (1%) based on 2016 revenues.

Resolution No. R2017-0124 dated 7/11/2017:

Original Item to be Rescinded – Section 2

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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. The transfer will complete the necessary line item funding to transfer the remaining cash of \$541,700.81 to other projects as needed.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC027
September 12, 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: September 6, 2017
RE: Fiscal Agenda – 9-12-17 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 **September 12, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

Included in this agenda are requests related to:

- The cleanup of old **capital project** accounts. This project sought to address a deficiency in oversight in prior years and to not only correct the errors, but also identify new policies and procedures to ensure proper management in the future and I believe we have been successful in that regard. If the items included on this agenda are approved, all the expired capital projects that had not been properly closed, had appropriation balances, and/or had negative cash balances have been closed. All remaining appropriation will have been reduced and all negative cash balances will have been corrected with surplus funding in other expired project accounts. The only expired projects remaining are ones with positive cash balances – these will be transferred to active projects on the next fiscal agenda and the clean-up project will be complete.
- An additional \$65,500 to the Office of Re-Entry to support a contract with the Common Pleas Court for the specialized Re-Entry Docket. This was originally a targeted reduction in the 2017 Budget Update.
- An update on the Crime Lab Build-Out project that has been on-gong for many years, supported by the Gruttadauria settlement. The requests on this agenda will effectively close that project, utilizing all the dollars available. Please see attachments that detail the activity.
- An additional \$100,000 to the Medical Examiner's Office to support a contract for a part-time, PRN toxicologist while the Office works to get the new Chief Toxicologist hired and up to speed. This is needed to ensure that the Office continues to meet the deadlines established by the National Association of Medical Examiner's, who accredits the Medical Examiner's Office. This \$100,000 is being transferred from the contingency allocation in the General Fund budget.
- The Benefits Program – Board of Developmental Disabilities' expenditures are trending higher than expected in the budget and additional \$2 million is needed to post expenses through the rest of the year based on current estimates. Per the agreement reached with the Board, the Board is responsible for all cost increases and a \$3 million reserve was established at the beginning of the year to draw on if needed. This agenda includes a request to transfer funds from that reserve.
- Prior year invoices for legal advertising that need to be paid from the Prosecutor's DTAC Fund. Approximately a month ago the Clerk of Courts forward invoices dating back to 2015 to the Prosecutor's Office for payment totaling more than \$1 million. This expense was unexpected and needs to be appropriated in the Fund, which will draw down on the cash reserve. Please note that since that time the Prosecutor has confirmed that some of the invoices are incorrect

or have been paid so they are being reviewed individually – it is anticipated that the total will be less than \$1 million.

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
Common Pleas Court	\$5,842,253.00	Grant – No General/HHS Levy Fund Impact
Development	\$1,961,632.50	Special Revenue – No General/HHS Levy Fund Impact
HHS/Homeless Services	\$644,490.00	Grant – No General/HHS Levy Fund Impact
HHS/Re-Entry	\$65,500	Health and Human Services Levy Fund
Human Resources/Benefits	\$4,700,000.00	Special Revenue – No General/HHS Levy Fund Impact
Information Technology	(\$396,716.62)	General Fund
Information Technology	(\$21,738.08)	Special Revenue – HHS Levy Fund Impact
Information Technology	(\$1,860.10)	Special Revenue – General Fund Impact
Information Technology	(\$3,717.80)	Special Revenue – No General/HHS Levy Fund Impact
Probate Court	\$5,000.00	Special Revenue – No General/HHS Levy Fund Impact
Prosecutor’s Office	\$800,000.00	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Capital Projects	(\$260,329.72)	Special Revenue – General Fund Impact
Sheriff’s Office	\$5,820.00	Special Revenue – No General/HHS Levy Fund Impact
Workforce Development	(\$2,080,187.07)	Special Revenue – No General/HHS Levy Fund Impact
TOTAL	\$11,260,146.11	

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
Development/Executive	\$1,500.00	General Fund
Domestic Relations Court	\$6,000.00	General Fund
HHS/Early Childhood	\$100,680.33	Health and Human Services Levy Fund
HHS/Homeless Services	\$179,214.00	Grant – No General/HHS Levy Fund Impact
Information Technology	\$354,172.00	General Fund
Medical Examiner’s Office/Misc. Obligations	\$100,000.00	General Fund
Prosecutor’s Office	\$53,107.00	
Public Works	\$186,000.00	General Fund
Public Works/Capital Projects	\$245,111.33	Special Revenue – General Fund Impact
Senior and Adult Services	\$50,000.00	Health and Human Services Levy Fund
TOTAL	\$1,275,784.66	

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one

fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
HR/Benefits	\$2,200,000.00	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$942,622.72	Special Revenue – General Fund Impact
TOTAL	\$3,142,622.72	

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeenan@cuyahogacounty.us. Thank you!

**CUYAHOGA COUNTY
MEDICAL EXAMINER**

MEDICAL EXAMINER REGIONAL CRIME LAB BUILD OUT CAPITAL ACCOUNT

(Index Code CC767962)

Construction Account (non-equipment)

As of 08/30/2017

<u>Subobject Code</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbered*</u>	<u>Balance</u>
0923	Revenue Overpayments	\$	2,987		
0970	Revenue Transfers	\$	2,853,313		
0995	Revenue Proceeds Sale of Bonds	\$	145,987		
0999	Misc. Revenues	\$	700		
	Total Revenues	\$	3,002,987	\$	3,002,987
0030	Salaries-Regular	\$	22,838		(0)
0060	Salaries-Union	\$	8,914		(0)
0152	Flex Benefits	\$	6,207		(0)
0155	Retirement-PERS	\$	4,445		(0)
0157	Medicare	\$	460	0	(0)
	Total Personal Services	\$	42,864	\$	(1)
0278	Contractual Services	\$	226,400	0	(0)
0690	Transfer Out	\$	49,324	0	(0)
	Total Operating Expenses	\$	275,724	\$	(0)
0706	Construction & Improvement-Misc.	\$	2,681,410	0	1,330
	Total Capital Outlays	\$	2,681,410	\$	1,330
	TOTAL EXPENDITURES	\$	2,999,998	\$	1,330
	REVENUES IN EXCESS OF EXPENDITURES	\$	4,317		
	Cash Balance as of 8/30/2017	\$	4,317.01		

**CUYAHOGA COUNTY
MEDICAL EXAMINER**

MEDICAL EXAMINER REGIONAL CRIME LAB BUILD OUT CAPITAL ACCOUNT

(Index Code CC767962)

Detail of Construction Account (non-equipment)

As of 08/30/2017

Revenue Overpayments	\$	2,986.66
<i>Refund of excess funds held in escrow for construction</i>		
Revenue Transfers	\$	2,853,312.92
<i>These are funds transferred from the General Fund from Gruttadauria Settlement</i>		
Revenue-Proceeds Sale of Bonds		
<i>Revenue adjustment (JA1600935-01) 2/23/2016 from CC766691 Runway Taxiway Design Study-Airport</i>		
	\$	145,987.00
Personal Services	\$	42,865.22
<i>Salaries and Fringes were for Public Works trades who worked on the Build-out</i>		
Contractual Services	\$	226,400.00
<i>Hasenstab Architects (CE1200157-02)</i>		
Transfer Out	\$	49,324.34
<i>Transfer of cash (JT1600198-01 R2016-0138) to the Equipment Capital Account (CC797241) on 8/12/2016</i>		
Construction & Improvements-Misc.	\$	2,680,080.01
<i>Regency Construction Services (CE1300451-01) for actual build-out.</i>		

**CUYAHOGA COUNTY
MEDICAL EXAMINER**

CUYAHOGA COUNTY FORENSIC SCIENCE LAB CAPITAL ACCOUNT

(Index Code CC797241)

Equipment Account (non-construction)

As of 08/30/2017

<u>Subobject Code</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbered*</u>	<u>Balance</u>
0970	Revenue Transfers	\$ 3,172	\$ 1,877,324	\$ 0	\$ 1,877,324
	<i>Total Revenues</i>	\$ 3,172	\$ 1,877,324	\$ 0	\$ 1,877,324
0600	Computerized Software	\$ 3,172	\$ 3,172	\$ 0	\$ (0)
	<i>Total Operating Expenses</i>	\$ 3,172	\$ 3,172	\$ 0	\$ (0)
0706	Construction & Improvement-Misc.	\$ 12,690	\$ 12,690	\$ 0	\$ (0)
0710	ADP Development	\$ 63,132	\$ 61,018	\$ 0	\$ 2,114
0720	Equipment & Furniture	\$ 1,798,330	\$ 1,793,400	\$ 6,347	\$ (1,417)
	<i>Total Capital Outlays</i>	\$ 1,874,152	\$ 1,867,108	\$ 6,347	\$ 697
	TOTAL EXPENDITURES	\$ 1,877,324	\$ 1,870,280	\$ 6,347	\$ 697
	REVENUES IN ECCESS OF EXPENDITURES	\$ 7,044	\$ 7,044		
	CASH BALANCE AS OF 8/30/2017		\$7,044.24		

NOTE:

There remains an encumbrance with Diltext Inc for HP Elitebook laptops for \$6,347.44 on 8/24/2017.
There is a pending transfer of \$4,317.01 from the Buildout Capital Account on the 9/12/2017 Agenda which will increase the cash balance and appropriations

**CUYAHOGA COUNTY
MEDICAL EXAMINER**

MEDICAL EXAMINER REGIONAL CRIME LAB EQUIPMENT CAPITAL ACCOUNT

(Index Code CC797241)

Detail of Equipment Account (not build out)

As of 08/30/2017

Revenue Transfers \$ 1,877,324.34

These are funds tranfered from the General Fund from Gruttadaura Settlement on 11/5/2010 in the amount of \$1,828,000. On 8/12/2016 an additional \$49,324.34 was transferred from the Build-out capital account (CC767962) JT1600198-001 R2016-0138

Computerized Software \$ 3,171.96

Two purchases with MNJ Technology: 1) \$1,454.96 on 2/24/2012 for Apple IMACQ and 2) \$1,717.00 on 9/12/2014 for Microsoft Software for ME CODIS server.

Construction & Improvements-Misc. \$ 12,690.00

Three invoices for Hasenstab Architects (CE1200157-03), 1)\$2,820 on 11/21/2013, 2) \$4,230 on 12/23/2013 and 3) \$5,640 on 1/22/2014. The contract was inadvertently encumbured in the Equipment account instead of the Build-Out account and three payments were paid before it was discovered and corrected.

ADP Development: \$ 61,017.81

Dell	\$	690.42	12/15/2010
MNJ Technology	\$	12,830.49	2/24/2012 Apple IMACQ
Envantage	\$	8,800.00	10/23/2012 Module
Conveyer & Caster	\$	22,014.04	8/23/2013 Casters
Hewlett Packard	\$	8,327.67	10/27/2014 2nd Modifiotion for HP: ML350P Servers
Hewlett Packard	\$	1,614.00	1/2/2015 HPZ230 Workstation for ME CODIS System
Hewlett Packard	\$	1,666.62	6/23/2015 Two HPZ230 Workstation for ME CCRFSL
Hewlett Packard	\$	1,716.12	1/27/2017 Laptop with Monitors & Docking Station for CCRFSL
Hewlett Packard	\$	1,796.22	1/27/2017 Two Workstation for Justice Trax Processing
Uline Inc	\$	1,069.13	5/5/2016 Firearms Lab Set Up
Insdustial Safety	\$	493.10	6/8/2016 Firearms Lab Set Up

Equipment & Furniture \$ 1,793,400.33

Laube Imaging	\$	555.00	11/3/2010 Unidentified
Thermo Electron Corp	\$	18,134.00	1/19/2011 Nicolet Mainframe
UCT LLC	\$	6,827.12	1/10/2011 Mainfold System
Dodd Camera	\$	2,290.00	1/10/2011 Nikon Speed Light
Dodd Camera	\$	1,799.98	1/27/2011 Unidentified
Craic Technology	\$	262,855.00	9/20/2012 Microspectrophotomer
Gentech Scientific	\$	42,700.00	8/29/2012 Upgrade GC to GC/MS
Life Technologies	\$	48,543.28	8/1/2012 Real Time PCR System
Agilent Technology	\$	92,855.00	9/20/2012 Agilent
Agilent Technology	\$	5,009.00	8/17/2012 Flame Detector
Agilent Technology	\$	24,800.67	4/26/2012 Headspace Sampler Tox
Expense Adj	\$	1,547.04	7/16/2012 From Other Expenses
Semtech Solutions	\$	34,500.00	8/29/2012 Upgrade
Biotage LLC	\$	8,181.00	12/6/2012 Auto Evaporation System
QA Group LLC	\$	5,467.00	1/8/2013 Auto Injector Module
Fisher Scientific	\$	40,146.17	2/6/2017 Lab Freezers & Refrigerators

**CUYAHOGA COUNTY
MEDICAL EXAMINER**

MEDICAL EXAMINER REGIONAL CRIME LAB EQUIPMENT CAPITAL ACCOUNT

(Index Code CC797241

Detail of Equipment Account (not build out)

As of 08/30/2017

Thermo Electron Corp	\$	175,000.00	2/22/2017	Liquid Chromatography
Fisher Scientific	\$	3,454.32	3/6/2013	Transforme LC/MS Toxicology
Promega Corp	\$	24,999.00	3/6/2013	Maxwell 16 Forensic inst.
Agilent Technology	\$	2,845.00	3/15/2013	Vacuum Pump-Toxicology
Fisher Scientific	\$	7,409.70	3/27/2013	Pneumatic Lab Chairs
Agilent Technology	\$	14,270.00	4/4/2013	Splitter for LC/MS Toxicology
Hitachi High Technology	\$	232,286.00	4/17/2013	Scanning Electron Microscope-Trace Evidence
Fisher Scientific	\$	2,469.90	4/24/2013	Pneumatic Lab Chairs
Unidentified Vendor	\$	11,218.00	6/6/2013	Noise Reduction Box
Life Technologies	\$	190,348.92	8/1/2013	3500 Genetic Analyzer
W Nuhsbaum Inc	\$	24,999.60	8/28/2013	Led Microscopes
Fisher Scientific	\$	1,738.73	9/17/2013	UV Crosslinker
Agilent Technology	\$	24,979.14	9/18/2013	Headspace Sampler
Agilent Technology	\$	2,121.76	2/10/2014	Vacuum Pump-Toxicology
Southern Computer	\$	3,522.92	4/7/2014	Large Format Thermal Inkjet
Team Fabrication Inc	\$	57,371.00	9/2/2014	Bullet Recovery Tank
Tecan US Inc	\$	191,080.73	2/9/2015	Robotic System for Forensic DNA
Lynn Peavey Co	\$	4,772.00	6/7/2015	Cyanoacrylate Fuming Chamber
Promega Corp	\$	9,000.00	6/9/2015	Str Normalization Manager Software DNA
Zone Inc	\$	7,981.14	6/5/2015	Bar Code Scanners/Zebra Printers/Adobe Acrobat
Encon Systems Inc	\$	7,485.00	6/5/2015	Bar Code Scanners/Zebra Printers/Adobe Acrobat
B & H Foto Electronics	\$	6,736.47	9/1/2015	Camera & Accessories-Fingerprint Lab
Fisher Scientific	\$	2,988.48	9/1/2015	Pneumatic Lab Chairs
W Nuhsbaum Inc	\$	1,350.00	9/3/2015	Illuminator
Hewlett Packard	\$	3,592.44	2/9/2016	Four HP Z230 Workstations
Hewlett Packard	\$	3,592.44	2/9/2016	Four HP Z230 Workstations
Cogent Systems Inc	\$	22,884.00	11/16/2015	Latent Workstation Fingerprint Printer
Southern Computer	\$	1,939.88	6/27/2016	HP Monitors & Speakers-Firearms/Fingerprint
Richard Juler	\$	306.50	8/10/2016	
Lynn Peavey Co	\$	12,054.42	8/16/2016	Crime Scopte.Alternate Light Source-Fingerprint
MTM Business System	\$	2,572.16	9/20/2016	Combat Weapons Cart
Chris Monturo	\$	1,274.00	9/26/2016	Posters Measuring Device
Lawmen's & Shooters	\$	1,678.91	9/30/2016	Various Kits, Supplies for Firearms Lab Set Up
Mayco Mfg	\$	498.48	10/3/2016	
Buy Rite Office	\$	2,241.00	10/24/2016	Divider Walls.Shades
Brwonells Inc	\$	435.89	10/24/2016	
Cybernatiional Inc	\$	7,954.00	11/16/2016	Ballistic Cotton Recovery Box
W Nuhsbaum Inc	\$	125,000.00	12/7/2016	Leica FSC Comparison Macroscope-Firearms Lab
Robert & Elizabeth Inc	\$	738.14	12/20/2016	CSI Forensic Supply-Ethching & Trajectory Kits

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0154

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Michael P. Foley to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/16/2017 - 10/15/2020, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, pursuant to Ohio Revised Code Chapter 164.21, the former Cuyahoga County Board of Commissioners created a County Natural Resources Assistance Council; and

WHEREAS, the Cuyahoga County Natural Resources Assistance Council oversees the implementation of the Clean Ohio Conservation Program in Cuyahoga County by evaluating, ranking and prioritizing projects submitted by eligible County entities; and

WHEREAS, 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, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, County Executive Armond Budish has nominated Michael P. Foley to be appointed to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/16/2017 - 10/15/2020; 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 appointment of Michael P. Foley to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/16/2017 - 10/15/2020.

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 at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

July 26, 2017

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

Re: Cuyahoga County Natural Resources Assistance Council

Dear President Brady,

I am pleased to nominate the following individual for appointment (replacing Shanelle Smith who's term expires October 13, 2017) to the Cuyahoga County Natural Resources Assistance Council (NRAC) to a three-year term from October 14, 2017 to October 15, 2020:

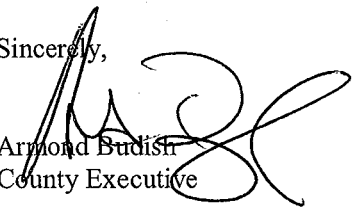
- **Mike Foley**

The District One Public Works Integrating Committee (DOPWIC) is responsible for appointing persons to the NRAC. The NRAC evaluates and selects open space and riparian corridor protection, and/or preservation projects, for funding from the Clean Ohio Green Space Conservation program. Cuyahoga County has one appointment to the NRAC, by the County Council, pursuant to Ohio Revised Code Section 164.21(A). The NRAC also administers the Clean Ohio Conservation Program in Cuyahoga County.

A copy of Mr. Foley's biography is attached hereto. Currently, Mr. Foley is the Director of Sustainability for Cuyahoga County. Mr. Foley was appointed to lead the office in February 2015, after having served in the Ohio General Assembly from 2006-2014, representing 120,000 Ohioans of the 14th House District. As a state representative, Mr. Foley was active in environmental, utility, revenue, and budget issues. Term limits prevented Mr. Foley from running for re-election after 2014. Prior to his representation in the legislature, Mr. Foley was Executive Director of the Cleveland Tenants Organization, and the Court Administrator for Cleveland Municipal Housing Court. Mr. Foley is willing and able to serve on NRAC

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

Sincerely,


Armond Budish
County Executive

Resume of Mike Foley

Home



Work

2079 E.9th st. #8-304
Cleveland, Ohio 44115
216 443-3055 office
mfoley@cuyahogacounty.us

Work History:

Director - Cuyahoga County Department of Sustainability (Feb, 2015 – Present) Responsible for the overall management and direction of the Department of Sustainability.

State Legislator - Ohio House of Representatives 14th HD (2006-2014)

Responsible for representing the 120,000 people of the 14th House District in the Ohio General Assembly.

Executive Director (part time) - Common Good Ohio (2013- fall 2014)

Responsible for overall management and fund-raising for the organization which does community organizing work around education, economy and environment.

Executive Director - Cleveland Tenants Organization (1998-2006)

Responsible for overall management and fund-raising for one of the nation's leading affordable housing and tenants' rights organizations.

Housing Law Instructor - Cleveland Marshall College of Law (1997-1998)

Instructor of law school students in the Housing Law Clinic of Cleveland Marshall.

Personal Bailiff- Cleveland Municipal Housing Court (1989-1997)

Responsible for overall management of the 25 person Cleveland Municipal Housing Court.

Field Representative - City of Cleveland Community Relations Board (1988-1989)

Worked in the field as a race relations representative particularly in the St. Clair-Superior and Slavic Village neighborhoods which were experiencing rapid changes in racial populations.

Community Organizer - St. Clair-Superior Superior Coalition (1986-1987)

Responsible for organizing residents around issues affecting the community including absentee landlords, re-use of vacant schools, crime watch meetings etc.

Community Organizer - West Side Ecumenical Ministries (1985-1986)

Assisted Father Bob Begin with general social justice related events and activities in the 40+ network organization.

Attorney at Law (1996-Present)

Educational History:

- Juris Doctor, Cleveland Marshall College of Law (1992-1996)
- Bachelor of Arts, Major in Philosophy, University of Dayton (1981-1986)
- Chaminade Julienne High School (1977-1981)

Achievements, Awards:

- Election Monitor, Egyptian Constitutional Elections 2014
- Budget Conference Committee Conferee 2014 for the House Democratic Conference
- Friend of Education, Ohio Federation of Teachers 2014
- Distinguished Service Award, Ohio Association for Justice 2014
- Legislator of the Year Award, Cuyahoga County ADAMHS Board 2013
- Rising Leader, Consulate of Canada, 2012
- Wall of Fame, Cleveland Tenants Organization 2009
- Life Time achievement award, Northeast Ohio Coalition for the Homeless 2006
- Member, National Caucus of Environmental Legislators 2006 – 2015
- Member, Great Lakes Caucus of the Counsel of State Governors 2010 – 2015
- Board Member, Progress Ohio 2012- 2015
- Lead organizer in campaign to save/rebuild 1400 units of affordable housing in central neighborhood in Cleveland. Arbor Park, Rainbow Terrace and Carter Manor were saved from demolition and over \$110 million in new affordable housing was created.



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County Council of Cuyahoga County, Ohio

Resolution No. R2017-0155

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective.
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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 City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revised Code Chapter 6301; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated the following individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms:

- i) Appointments:
 - a. Shelia Wright for an unexpired term ending 6/30/2019
 - b. Grace Gallucci for an unexpired term ending 6/30/2020
 - c. David Feinerman for an unexpired term ending 6/30/2020
 - d. C. Jay Matthews for an unexpired term ending 6/30/2020

- ii) Reappointment:
 - a. Kim Shelnick for the term 7/1/2017 - 6/30/2020; 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment or reappointment of the following individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms:

- i) Appointments:
 - a. Shelia Wright for an unexpired term ending 6/30/2019
 - b. Grace Gallucci for an unexpired term ending 6/30/2020
 - c. David Feinerman for an unexpired term ending 6/30/2020
 - d. C. Jay Matthews for an unexpired term ending 6/30/2020
- ii) Reappointment:
 - a. Kim Shelnick for the term 7/1/2017 - 6/30/2020.

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 at least 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

Journal _____
_____, 20__



July 19, 2017

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

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady,

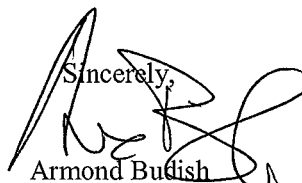
I am pleased to nominate the following individual for appointment to the Cleveland/Cuyahoga County Workforce Development Board until June 30, 2019:

- **Sheila Wright**

The Workforce Development Board (WDB) is authorized by the Workforce Innovation and Opportunity Act of 2014. The WDB serves as the advisory body for the Cuyahoga County Department of Workforce Development. By law, the WDB provides policy and guidance, and exercises oversight for Service Delivery Area 3 (City of Cleveland/Cuyahoga County), in partnership with Cuyahoga County and the City of Cleveland.

A copy of Ms. Wright's biography is attached hereto. Ms. Wright is the Vice President of Community Engagement for The Good Community Foundation. Ms. Wright offers strategies to many decision makers, including elected officials, foundation leaders, and corporate executives, on topics including cultivation of a viable workforce system, alignment of socially responsible investments, and reorganizing existing assets. Ms. Wright is willing to serve as a member of the Cleveland/Cuyahoga County Workforce Development Board.

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

Sincerely,

Armond Budish
County Executive

Sheila Wright

Sheila M. Wright is the Vice President of Community Engagement for The Good Community Foundation. She also serves as a Policy Advisor to Albert B. Ratner, Co-Chairman Emeritus of Forest City Realty Trust Inc. Ms. Wright leads projects designed to advance and strengthen systems. She offers strategies to a wide array of decision makers including elected officials, foundation leaders and corporate executives on a variety of critical topics such as cultivating viable workforce systems, aligning socially responsible investments, reorganizing existing assets and fortifying emerging ecosystems to refine processes. Ms. Wright leverages her convening ability to ensure that the right people are discussing the right topics at the right time. Her work involves thoughtful research and synthesizing disjointed discussions to push relevant conversations forward. Ms. Wright occasionally serves as a loaned executive to local governments and nonprofit organizations where she provides professional guidance and assistance in effective collaboration, change management, program implementation, strategic planning, organizational management, fundraising, board development and crisis management.

In addition to her professional endeavors, Ms. Wright serves on various boards throughout Northeast Ohio, including the Center for Population Dynamics, Global Cleveland, and Karamu House Theater. Ms. Wright also serves as committee member with the Greater Cleveland Food bank Advocacy Committee, and the statewide Healthier Buckeye Advisory Council.

Ms. Wright received her Bachelor and Juris Doctorate degrees from Cleveland State University and Cleveland Marshall College of Law. She also received her Master's Degree in Business Administration from Case Western Reserve University's Weatherhead School of Management.



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

July 19, 2017

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

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady,

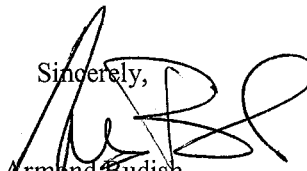
I am pleased to nominate the following individual for appointment to the Cleveland/Cuyahoga County Workforce Development Board until June 30, 2020:

- **Grace Gallucci**

The Workforce Development Board (WDB) is authorized by the Workforce Innovation and Opportunity Act of 2014. The WDB serves as the advisory body for the Cuyahoga County Department of Workforce Development. By law, the WDB provides policy and guidance, and exercises oversight for Service Delivery Area 3 (City of Cleveland/Cuyahoga County), in partnership with Cuyahoga County and the City of Cleveland.

A copy of Ms. Gallucci's biography is attached hereto. Ms. Gallucci is the Executive Director for the Northeast Ohio Areawide Coordinating Agency, which is the Metropolitan Planning Agency for Greater Cleveland. Ms. Gallucci has 25 years of finance and planning experience in the field of transportation, and has previously worked for the Chicago Regional Transportation Authority and the Greater Cleveland Regional Transit Authority. In addition, Ms. Gallucci has been an adjunct professor at Cleveland State University and Kent State University, and is active in various professional organizations, including the American Public Transportation Association, and the Government Finance Officers Association. Ms. Gallucci is willing to serve as a member of the Cleveland/Cuyahoga County Workforce Development Board.

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

Sincerely,

Armond Budish
County Executive

Grace Gallucci



Grace Gallucci is the Executive Director for the Northeast Ohio Areawide Coordinating Agency, which is the Metropolitan Planning Organization (MPO) for greater Cleveland and is responsible for transportation planning and resource allocation in the five county region.

Ms. Gallucci has nearly 25 years of finance and planning experience in the field of transportation. Her prior positions include working for the Chicago Regional Transportation Authority where she held the position of Chief Financial Officer and Senior Deputy Executive Director, Finance and Performance Management, as well as the position of Deputy Executive Director of Research, Analysis and Policy Development. She also held the posts of Director of Office of Management & Budget, Director of Finance, and Manager of Financial Analysis & Budgets for the Greater Cleveland Regional Transit Authority. She started her career in transportation as a budget and management analyst for the Office of Transportation, Broward County, Florida, working with both highways and mass transit issues, including the creation of Tri-Rail.

Ms. Gallucci has been an adjunct professor at Cleveland State University, Kent State University, and the University of Illinois at Chicago teaching courses in public finance, economics, public policy and transportation management. Ms. Gallucci holds a Master of Science in Urban Studies from Cleveland State University, and both a Master of Public Administration and a Bachelor of Science in Business Administration from the University of Dayton.

She is active in various professional organizations including the American Public Transportation Association and the Government Finance Officers Association. She has served on many research panels for the Transportation Research Board of the National Academies of Science and has been appointed by Transportation Secretary Ray LaHood to serve on the U.S. Department of Transportation's Transportation Review Advisory Committee for Safety. She has received many honors including being named one of Crain's Business "40 under 40" and receiving the distinguished alumni award from Cleveland State University's Levin College of Urban Affairs.



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

July 19, 2017

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

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady,

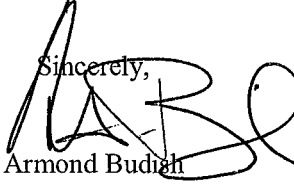
I am pleased to nominate the following individual for appointment to the Cleveland/Cuyahoga County Workforce Development Board until June 30, 2020:

- **David Feinerman**

The Workforce Development Board (WDB) is authorized by the Workforce Innovation and Opportunity Act of 2014. The WDB serves as the advisory body for the Cuyahoga County Department of Workforce Development. By law, the WDB provides policy and guidance, and exercises oversight for Service Delivery Area 3 (City of Cleveland/Cuyahoga County), in partnership with Cuyahoga County and the City of Cleveland.

A copy of Mr. Feinerman's biography is attached hereto. Mr. Feinerman is the Head of Workforce Innovation at Cuyahoga County. In this role, Mr. Feinerman works to fully integrate economic development, workforce development, and human services, to provide opportunities for employment and economic inclusion. Specifically, he coordinates workforce initiatives designed to support small business growth through a workforce pipeline of qualified candidates, help residents become skilled workers, and build alignment among funders of workforce initiatives. Mr. Feinerman is willing to serve as a member of the Cleveland/Cuyahoga County Workforce Development Board.

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

Sincerely,

Armond Budish
County Executive

David Feinerman

Mr. Feinerman is the Head of Workforce Innovation at Cuyahoga County. In this role, Mr. Feinerman works to fully integrate economic development, workforce development, and human services, to provide opportunities for employment and economic inclusion. Specifically, he coordinates workforce initiatives designed to support small business growth through a workforce pipeline of qualified candidates, help residents become skilled workers, and build alignment among public, private, and philanthropic funders to invest separate workforce dollars towards common goals.

Prior to joining Cuyahoga County, Mr. Feinerman spent five years at the Northeast Ohio Regional Sewer District. He was responsible for overseeing organization-wide hiring and selection, employment branding, and talent program development. Under Mr. Feinerman's leadership, his team developed and executed strategic workforce programs that helped the Northeast Ohio Regional Sewer District access a diverse pool of talent.

Mr. Feinerman has a Master of Science Degree in Social Work from Columbia University, and is a certified Senior Human Resources Professional by the Society for Human Resource Management and the Human Resources Certification Institute.



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

July 19, 2017

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

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady,

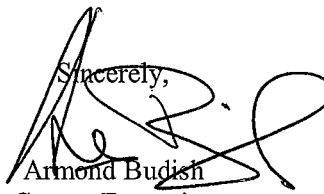
I am pleased to nominate the following individual for appointment to the Cleveland/Cuyahoga County Workforce Development Board until June 30, 2020:

- **C. Jay Matthews**

The Workforce Development Board (WDB) is authorized by the Workforce Innovation and Opportunity Act of 2014. The WDB serves as the advisory body for the Cuyahoga County Department of Workforce Development. By law, the WDB provides policy and guidance, and exercises oversight for Service Delivery Area 3 (City of Cleveland/Cuyahoga County), in partnership with Cuyahoga County and the City of Cleveland.

A copy of Dr. Matthews' biography is attached hereto. Dr. Matthews is the senior pastor of Mount Sinai Ministries, and has served in ministry for nearly thirty-five years. He is a civil rights activist, and one of the leading family and juvenile advocates in the Greater Cleveland Area. As a past president of the Southern Christian Leadership Conference, Dr. Matthews was involved in several Stop the Violence Campaigns. Dr. Matthews is willing to serve as a member of the Cleveland/Cuyahoga County Workforce Development Board.

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

Sincerely,

Armond Budish
County Executive

Dr. C. Jay Matthews

Dr. C. Jay Matthews, I, is the senior pastor of Mount Sinai Ministries and has served in ministry for nearly thirty-five years. Before accepting his current position, he was the Chaplain at the Cuyahoga County Youth Development Center as well as the youth pastor and assistant pastor of Mount Sinai Baptist Church. Under his leadership Mount Sinai has grown to become a non-traditional church with more than 4,000+ members.

Dr. Matthews is a civil rights activist and is one of the leading children, juvenile and family advocates in our community. He has served as a member of The Greater Cleveland Partnership, he is the Past President of the United Pastors in Mission, and he has also served on the board of United Way Service', the Adoption Task Force, and was Chairman of One Church One Child. He was chairman of the local NAACP's Black Leadership Commission on AIDS. He was a member of the Governors, Juvenile Justice System and was the Chairman of the Technical Assistance Committee for the Housing Commission of the National Baptist Convention U. S. A., Inc. Dr. Matthews currently works with SCIT, a partnership with The Cleveland Clinic to stop cancer and bring health awareness to the community.

Dr. Matthews is currently developing a comprehensive strategy to end youth and young adult violence within the community. As past President of the Southern Christian Leadership Conference, Dr. Matthews was involved in several Stop the Violence Campaigns. Dr. Matthews has joined a national network of churches to build "Healing Communities," which specifically targets Returning Citizens, those incarcerated and their families.

Dr. Matthews is a graduate of Ashland Theological Seminary and earned a Master of Arts in Religious Studies, a Master of Divinity and a Doctorate of Ministry. He is married to Pastor Jacquelyn D. Farris-Matthews and is the proud father of two daughters, two sons and seven grandchildren.



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

July 19, 2017

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

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady,

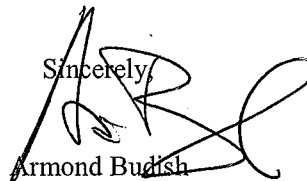
I am pleased to nominate the following individual for reappointment to the Cleveland/Cuyahoga County Workforce Development Board until June 30, 2020:

- **Kim Shelnick**

The Workforce Development Board (WDB) is authorized by the Workforce Innovation and Opportunity Act of 2014. The WDB serves as the advisory body for the Cuyahoga County Department of Workforce Development. By law, the WDB provides policy and guidance, and exercises oversight for Service Delivery Area 3 (City of Cleveland/Cuyahoga County), in partnership with Cuyahoga County and the City of Cleveland.

A copy of Ms. Shelnick's biography is attached hereto. Ms. Shelnick is Vice President of Talent Acquisition at University Hospitals of Cleveland. Among other duties at University Hospitals, she leads recruitment, staffing, and human resources. Previously, she has experience at Progressive Insurance and Key Bank. Ms. Shelnick is willing to continue serving as a member of the Cleveland/Cuyahoga County Workforce Development Board.

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

Sincerely,

Armond Budish
County Executive

Kim Shelnick

Ms. Shelnick is the Vice President of Talent Acquisition at University Hospitals of Cleveland. She provides human resources leadership for talent acquisition, workforce planning/development, and office of physician services, which includes physician recruitment, compensation, and benefits. Previously, she worked in human resources management positions at Progressive Insurance and Key Bank. Originally from Michigan, Ms. Shelnick graduated from Bedford Public Schools, and earned her Bachelor of Arts degree in Human Resource Management from Lourdes College. She and her family live in Macedonia, Ohio.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0156

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) 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, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the County Executive Armond Budish has nominated the following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

1. Appointments for an unexpired term ending 12/31/2018:
 - i) Valeria A. Harper

- ii) Crystal L. Bryant
- 2. Reappointment for the term 1/1/2018 - 12/31/2020:
 - i) Alfonso P. Sanchez; 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 or reappointment of the following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

- 1. Appointments for an unexpired term ending 12/31/2018:
 - i) Valeria A. Harper
 - ii) Crystal L. Bryant
- 2. Reappointment for the term 1/1/2018 - 12/31/2020:
 - i) Alfonso P. Sanchez

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, 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__



September 6, 2017

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

RE: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Brady,

Pursuant to Ohio Revised Code Section 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to submit for Council's confirmation, the following appointee to this Board:

- Valeria Harper (appointment for unexpired term ending 12/31/2018 – replacing William Denihan)

Attached is a copy of Ms. Harper's bio for your review. Ms. Harper is a respected leader in the community and a veteran in the behavioral health system. Ms. Harper is the Chief Executive Officer of the Cuyahoga County Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board and has been involved in the behavioral health system for over 30 years.

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the lack of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish", written over a faint grid background.

Armond Budish
Cuyahoga County Executive

VALERIA A. HARPER, MA, CDCA
BIO

Valeria A. Harper, MA, CDCA, is the Chief Executive Officer of the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County (effective August 1, 2017). Ms. Harper has been employed at the ADAMHS Board for nearly 30 years. Prior to assuming the Chief Executive Officer position, she was the Vice President of Operations. Ms. Harper and her team were responsible for program planning, development and monitoring in the areas of Adult and Children services; Residential Programs and related services; Operations; Vocational/Employment services; Consumer Operated and Peer Support services; Community Support Network and Community Teams tied to the state psychiatric hospital system.

As Chief Executive Officer, Ms. Harper will lead and oversee the staff of the ADAMHS Board and will be responsible for advocacy, planning and management of a recovery oriented system of care that delivers quality services through a network of contract agencies.

Ms. Harper earned a Bachelor's Degree in Social Work with a minor in psychology from Cleveland State University. She completed her graduate studies at John Carroll University and received a Master's in Arts degree in Counseling and Human Services. Ms. Harper holds a Chemical Dependency Counselor Assistant (CDCA) license. She is also a graduate of the 2003 Cleveland State University Leadership Academy – Class XII, and was the recipient of the Outstanding Class Leader Award.

As a veteran in the behavioral health system for 35 years, Ms. Harper began her career at Northeast Community Mental Health Center as a Mental Health Social Worker. After expressing an interest in housing for individuals living with mental illness, she was promoted to the Manager of Residential Services with the primary responsibility of enhancing services provided in group homes throughout the County. Additionally, Ms. Harper is credited as having started the first client employment service at Northeast Community Mental Health Center.

Ms. Harper is also recognized as a member of the early pioneer team responsible for structuring the Case Management System in Cuyahoga County during her work at the Murtis H. Taylor Multi-Purpose Center as a supervisor. Her energy and commitment to improving the delivery of services to individuals living with mental illness was noticed by the then Cuyahoga County Community Mental Health Board (CCCMHB) and Ms. Harper was recruited to join the staff in 1988. She was initially hired to aid in the development of the case management system countywide, now known as Community Psychiatric Supportive Treatment (CPST).

Holding numerous leadership positions with a wide range of responsibilities, including serving as Acting Chief Executive Officer of the former CCCMHB and Chief Operating Officer and Vice President of Operations for the ADAMHS Board has prepared Ms. Harper for her role as Chief Executive Officer.



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

September 5, 2017

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

RE: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Brady,

Pursuant to Ohio Revised Code Section 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to submit for Council's confirmation, the following appointees to this Board:

- Crystal Bryant

Attached are copies of Ms. Bryant's bio and resume for your review. As you can see, Ms. Bryant's level of experience is extraordinary. Ms. Bryant has a passion for serving those involved in the justice system with the belief that everyone deserves a second chance. Should Ms. Bryant be confirmed by Council, she would replace Vincent Holland on the Board and serve a three-year term of service that will expire on 12/31/2018.

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the lack of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,

Armond Budish
Cuyahoga County Executive

Crystal L. Bryant, Esq., MS, LSW

Education

CLEVELAND-MARSHALL COLLEGE OF LAW, (C|M|LAW), Cleveland, Ohio

Juris Doctor Received – May, 2011

- President, Democratic Law Organization, 2010-2011; Treasurer, 2009-2010, Coordinator, 2008-2009
- Vice President, Christian Legal Society, 2009-2010

TIFFIN UNIVERSITY, Tiffin, Ohio

Master of Science in Criminal Justice Administration - August, 2005

Dean's List

CLEVELAND STATE UNIVERSITY, Cleveland, Ohio

Bachelor of Art in Social Work – May, 2003; Minor in Criminal Justice

Dean's List

Work Experience

**Director, CUYAHGA COUNTY OFFICE OF REENTRY
HEALTH & HUMAN SERVICES, Cleveland, OH**

December 2016-Present

- Engage regularly and effectively with stakeholder agencies, coalitions and community civic groups
- Develop and strengthen relationships with institutions and offices within the criminal justice system
- Develop and lead community and constituent events related to criminal justice and reentry issues
- Pursue public policy priorities addressing criminal justice reform and related issues
- Participate in and seek common strategies with community coalitions and task force
- Seek, review, and implement innovative program ideas benefitting returning citizens
- Manage Office of Reentry with \$2,000,000 budget
- Work in partnership with leadership coalition to direct advocacy efforts at the Local, State and Federal levels
- Perform human resource functions in selecting, interviewing, hiring and developing personnel
- Coordinate fund development through grant proposal request
- Oversee all contracted services and monitor compliance aspects

**Assistant Prosecutor, CITY OF CLEVELAND-CRIMINAL DIVISION
PROSECUTOR'S OFFICE, Cleveland, OH**

March 2016-December 2016

- Communicates with clients and defense attorneys to negotiate cases and plea agreements.
- Interview victims, police officers, attorneys and all relevant parties to a case
- Produces written documents, such as motions, pleadings, arguments, etc. in order to present cases in court
- Reads and reviews materials regarding assigned cases for pretrial negotiations
- Analyzes case facts in order to make recommendations in a written report format regarding; sufficiency of evidence, filing proper charges, and filing proper sentence upon conviction
- Makes judgments based on evidence regarding charges, witnesses, proper arguments, plea negotiations, and trial strategies, respond to discovery requests
- Analyze, appraise, and organize facts; present and argue cases in court and handle anticipated problems effectively
- Appear in court against the accused and present evidence before a judge or jury

Project Director, CLEVELAND VOTES, Cleveland, Ohio

March 2014- Present

- Work with partner organizations to develop and implement voter registration, education, and engagement programs
- Organize and lead participatory trainings for partner organizations on how to effectively conduct voter registration and education activities
- Provide ongoing coaching and phone support to partner organizations to troubleshoot difficulties and ensure smooth implementation of voter engagement activities
- Assist contracted nonprofits with program planning and goal setting, utilizing standardized templates and tools
- Track and report metrics to determine impact of the project and various voter registration and engagement strategies
- Oversee data management and entry of voter information collected by partners.
- Convene and organize partner agencies for National Voter Registration Day (NVRD) activities

Adjunct Professor, BRYANT & STRATTON COLLEGE

September 2014-Present

- Develop and manage syllabus materials
- Coordinate coursework and curriculum with academic department chair
- Facilitate class instruction
- Evaluate student performance
- Adhere to protocol guidelines
- Respond promptly to grade determination
- Participate, facilitate and coordinate mid/end of term meetings

Program Officer 3, CUYAHOGA CO. JOB & FAMILY SVCS.

OFFICE OF COMMUNITY ENGAGEMENT, Cleveland, OH

January 2014-March 2016

- Works independently with a variety of multi-disciplinary cross functional teams
- Analyze and evaluate existing operations to identify areas for improvement/enhancement in community engagement programs/contracts
- Markets and conducts presentations for agencies speaker's bureau
- Ensures proactive communication through diverse media to generate dialogue
- Education/Information sharing to staff on customer engagement
- Represents the agency and answers questions on behalf of the agency in community settings where applicable
- Conduct proposal reviews and monitor programming of contracted agencies for effectiveness
- Provide technical assistance to contracted agencies
- Coordinate and provide community outreach efforts for community events

Drug Court Case Manager/Vocational Coordinator, COMMON PLEAS COURT CORRECTIONS PLANNING BOARD,
Cleveland, OH

August 2011-January 2013

- Perform case management and court advocacy for 60-80 cases in the Greater Cleveland Drug Court
- Monitor defendant behavior to ensure compliance with treatment plans by conducting site visits in the community
- Provides counseling towards increased functioning and mutually agreeable vocational goals
- Maintain weekly/monthly contact with defendants to ensure positive lifestyle changes
- Enforce court ordered supervision components and implement supervision strategies
- Prepares comprehensive assessment reports to determine appropriate level of treatment care
- Provides treatment and discharge planning, case management and counseling services
- Coordinates substance abuse treatment, mental health services, domestic violence and vocational services for defendants
- Make sentencing recommendations on compliant and non-compliant Drug Court defendants
- Schedule drug use/detection testing for defendants
- Maintain detailed records of case activity

Adult Program Specialist/Program Planning Specialist, ALCOHOL DRUG ADDICTION MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY, Cleveland, Ohio

June 2007- July 2011

- Surveys and evaluates community mental health/alcohol, drug addiction agencies assuring compliance with regulations
- Identifies areas of noncompliance & recommends corrective action
- Monitors progress of corrective action plans by reviewing documentation & or conducting follow up surveys
- Conduct proposal reviews, program monitoring and supervise contracted agencies for effectiveness and compliance
- Provide clarification of applicable OhioMHAS regulations, policies and procedures
- Assist Grievance Officer in follow up on incident reports and complaints; actions include reviewing and resolving grievances and coordinating a prevention plan

Assessment Specialist/Drug Court Case Manager, CUYAHOGA CO. TREATMENT ALTERNATIVES TO STREET CRIME DEPARTMENT OF JUSTICE AFFAIRS, Cleveland, OH

June 2003-May 2007

- Perform case management and court advocacy for 60-80 cases in the Greater Cleveland Drug Court
- Monitor behavior to ensure compliance with treatment plans by conducting site visits in the community
- Conduct CIAI-CV (drug and alcohol) assessments and make clinical recommendations
- Received extensive training in HIPPA
- Completes files for audit preparation (peer review)

Professional Affiliations

- Member, Hispanic Health Committee, Cleveland, Ohio 2014-2016
- Member, Family to Family Collaborative, Cleveland, Ohio 2014-2016
- Fellow, *New Leader's Council*, Cleveland, Ohio January 2014-May 2014
- Advisory Board Member, *Young Professional Senate*, Cleveland, Ohio 2015-Present
- Board Member, *Young Professional Senate*, Cleveland, Ohio 2013-2014
- Volunteer, *Legal Aid Society of Greater Cleveland*, Cleveland, Ohio 2012-Present
- Chair, *Young Professional Senate*, Cleveland, Ohio, 2011-2013
- Member, *NAACP*, Cleveland, Ohio 2013-Present
- Member, *Stephanie Tubbs Jones Drug Court Advisory Board*, Cleveland, Ohio, 2015-Present
- Member, *Cuyahoga Metropolitan Bar Association*, Cleveland, Ohio, December 2015-December 2016
- Chair, *Norman S. Minor Bar Association*, Cleveland, Ohio, December 2015-Present
- Member, *Ohio State Bar Association*, Cleveland, Ohio, December 2015-December 2016
- Member, City Club Debate Committee, Cleveland, Ohio, February 2016- Present

Awards & Recognition

- Who's Who in Black Cleveland, *Published Professional*, Cleveland, Ohio, February 2015
- Movers and Shakers Award Top 25 under 35, *Cleveland 20/30 Club*, March 2014
- Black Law Student Association, *Highest Mountain Climbed*, Cleveland, Ohio, May 2011
- ADAMHS Board, *Seasons of Hope employee recognition*, Cleveland, Ohio, May 2010



September 6, 2017

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

RE: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Brady,

Pursuant to Ohio Revised Code Section 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to submit for Council's confirmation, the following appointee to this Board:

- Alfonso P. Sanchez (reappointment for term 1/1/2018 – 12/31/2020)

Attached is a copy of Mr. Sanchez's bio for your review. Mr. Sanchez is a retired architect who worked with Turner Construction for over 30 years. He has also served on the CBCF Governing Board since 2012.

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the lack of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish
Cuyahoga County Executive

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0157

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires roadway and traffic signal improvements along Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and City of Warrensville Heights; total estimated project cost \$1,552,479.65; 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 municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires roadway and traffic signal improvements along Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and City of Warrensville Heights; and

WHEREAS, the anticipated project cost for the roadway and traffic signal improvements is \$1,552,479.65; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this project will be funded as follows: (a) \$300,000.00 from the County's Road and Bridge Fund and (b) \$1,252,479.65 from the Village of North Randall; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and City of Warrensville Heights, as indicated on the map attached as Exhibit A, Council District 9; and

WHEREAS, the anticipated start date for construction of this project is 2017; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue 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 declares that public convenience and welfare requires roadway and traffic signal improvements along Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and City of Warrensville Heights.

SECTION 2. That special assessments are not to be levied nor collected to pay any part of the County's cost of this improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

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

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

Yeas:

Nays:

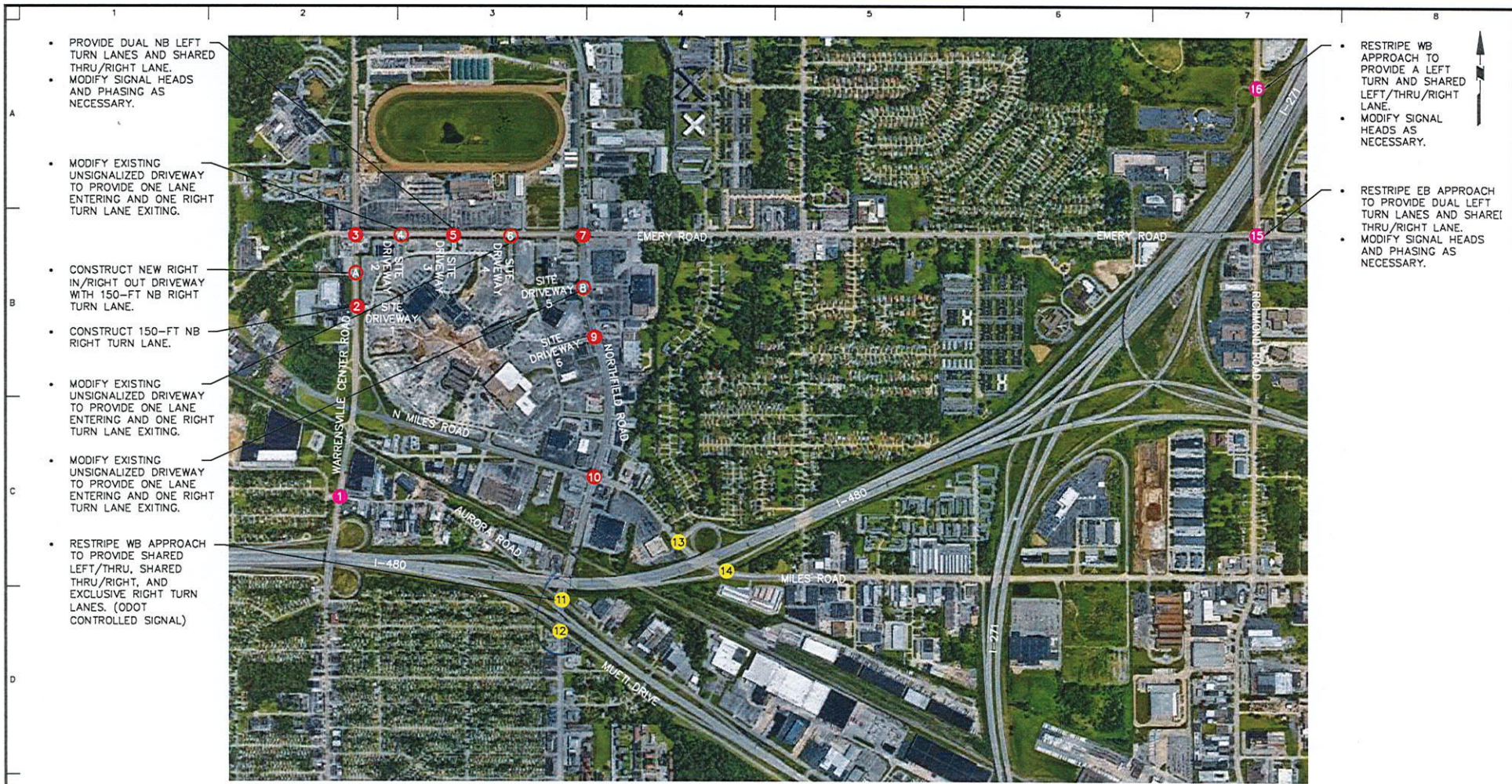
County Council President Date _____

County Executive Date _____

Clerk of Council Date _____

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 2017



- PROVIDE DUAL NB LEFT TURN LANES AND SHARED THRU/RIGHT LANE. MODIFY SIGNAL HEADS AND PHASING AS NECESSARY.
- MODIFY EXISTING UNSIGNALIZED DRIVEWAY TO PROVIDE ONE LANE ENTERING AND ONE RIGHT TURN LANE EXITING.
- CONSTRUCT NEW RIGHT IN/RIGHT OUT DRIVEWAY WITH 150-FT NB RIGHT TURN LANE.
- CONSTRUCT 150-FT NB RIGHT TURN LANE.
- MODIFY EXISTING UNSIGNALIZED DRIVEWAY TO PROVIDE ONE LANE ENTERING AND ONE RIGHT TURN LANE EXITING.
- MODIFY EXISTING UNSIGNALIZED DRIVEWAY TO PROVIDE ONE LANE ENTERING AND ONE RIGHT TURN LANE EXITING.
- RESTRIPE WB APPROACH TO PROVIDE SHARED LEFT/THRU, SHARED THRU/RIGHT, AND EXCLUSIVE RIGHT TURN LANES. (ODOT CONTROLLED SIGNAL)

- RESTRIPE WB APPROACH TO PROVIDE A LEFT TURN AND SHARED LEFT/THRU/RIGHT LANE. MODIFY SIGNAL HEADS AS NECESSARY.
- RESTRIPE EB APPROACH TO PROVIDE DUAL LEFT TURN LANES AND SHARED THRU/RIGHT LANE. MODIFY SIGNAL HEADS AND PHASING AS NECESSARY.

- ODOT SIGNALIZED INTERSECTION
- WARRENSVILLE HEIGHTS SIGNALIZED INTERSECTION
- NORTH RANDALL SIGNALIZED INTERSECTION
- NORTH RANDALL UNSIGNALIZED INTERSECTION

LANGAN
 6000 Lombardo Center, Suite 210
 Cleveland, OH 44131
 T: 216.328.3300 F: 216.328.3301 www.langan.com
 Langan Engineering, Environmental, Surveying and Landscape Architecture, D.P.C., S.A.
 Langan Engineering, Environmental, Surveying and Landscape Architecture, D.P.C.
 Langan Engineering and Environmental Services, Inc.
 Langan CT, Inc.
 Langan International LLC
 Collectively known as Langan

Project
 [REDACTED]
 VILLAGE OF NORTH RANDALL
 CUYAHOGA COUNTY OHIO

Drawing Title
PROPOSED IMPROVEMENTS

Project No. 400036801	A	
Date 7/12/2017		
Scale N.T.S.		
Drawn By RMC		Checked By CAP
Revised Date --		

Filename: W:\angan\data\CLE\data\400036801\Cadd Data - 400036801\2D-DesignFiles\Traffic\400036801-Proposed Improvements ITE.dwg Date: 7/13/2017 Time: 11:09 User: peyre Style Table: Langan.stb Layout: FIG. A

A. Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires roadway and traffic signal improvements along Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and the City of Warrensville Heights. b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of the project is \$1,552,479.65; the project is to be funded \$300,000.00 from the County Road and Bridge Fund and \$1,252,479.65 from the Village of North Randall. The anticipated start date for construction is 2018.

2. The primary goal of this request is to begin the process of Council review and approval of the project. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the project is Warrensville Center Road, Emery Road, Richmond Road, Northfield Road and Miles Road in the Village of North Randall and the City of Warrensville Heights.

3b. The project is located in Council District 9

D. Project Status and Planning

1. This project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

1. The anticipated cost of the project is \$1,552,479.65; the project is to be funded \$300,000.00 from the County Road and Bridge Fund and \$1,252,479.65 from the Village of North Randall.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0158

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making an award on RQ40256 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$3,164,600.00 for the 2017 Sewer Repair Program in various County Sewer Districts for the period 11/1/2017 - 10/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ40256 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$3,164,600.00 for the 2017 Sewer Repair Program in various County Sewer Districts for the period 11/1/2017 – 10/31/2019; and

WHEREAS, the primary goal of this project is to provide sewer repairs as needed in various sewer districts within Cuyahoga County for two (2) years; and

WHEREAS, the funding for this project is Sewer District Cash Balances; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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 RQ40256 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$3,164,600.00 for the 2017 Sewer Repair Program in various County Sewer Districts for the period 11/1/2017 – 10/31/2019.

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__

Item No. 1

Department of Public Works, is recommending an award on RQ40256 and requesting to enter into a contract with Fabrizi Recycling, Inc. for the 2017 Sewer Repair Program in Various County Sewer Districts for a Two-year Period in the amount not-to-exceed \$3,164,600.00. The anticipated start-completion dates are November 1, 2017 – October 31, 2019.

The primary goal is to have an open contract for sewer repairs as needed.

Sewer Districts are located throughout Cuyahoga County.

N/A

Procurement

Identify the original procurement method on the contract/purchase:

RFB.

For items procured through a competitive process, answer the following:

The RFB was closed on July 31, 2017.

There were four (4) bids pulled from OPD, two (2) bids were submitted for review.

Diversity Goals: SBE 7%, MBE 17%, WBE 6%

Contractor Information

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

Fabrizi Recycling, Inc., 6751 Eastland Road, Middleburg Heights, Ohio (Council District 4).

The vendor owner(s) is Patricia A. Fabrizi, Treasurer.

Project Status

Upon receipt of an executed contract the contractor will be given a work task orders to complete as needed.

Funding

Was funding for the contract or purchase appropriated in the current budget? If not, what is the source of funding? Yes.

Sewer District Cash Balances (User Fees).

Contractor will be paid for each work order upon completion and acceptance.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CT-17-40256	TYPE: (RFB/RFP/RFQ): RFB Construction	ESTIMATE: \$3,500,000.00
CONTRACT PERIOD: n/a	RFB/RFP/RFQ DUE DATE: 7/31/2017	NUMBER OF RESPONSES (issued/submitted): 4/2
REQUESTING DEPARTMENT: Department Of Public Works - Division Of County Engineer: Construction	COMMODITY DESCRIPTION: 2017 Sewer Repair Program for Various County Sewer Dist. For Two-Years	
DIVERSITY GOAL/SBE 7%	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$: \$3,164,600.00	Add 2%, Total is: \$3,227,892.00
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 3,164,600.00	Add 2%, Total is: \$3,227,892.00
*PRICE PREFERENCE LOWEST BID REC'D \$ 3,164,600.00	RANGE OF LOWEST BID REC'D \$ 3,000,001-5,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: 7% max 250,000 7%= 221,522.00	MAX SBE/MBE/WBE PRICE PREF \$ 3,386,122.00	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)														
1. Fabrizi Recycling, Inc 6751 Eastland Road Middleburg Heights, OH 44130	Bid Bond The Cincinnati Insurance Company	\$3,164,600.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1263 Bid Bond: <input checked="" type="checkbox"/> Yes Proposal: <input checked="" type="checkbox"/> Yes Itemized Sheets: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SBE Subcontractor Name:</td> <td>(WF) Fabrizi Recycling, Inc. SBE/WBE 20% (AfM) RAR Contracting MBE/SBE 18.24% (AfM) Tech Ready Mix MBE/SBE 1.58%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/>Yes Fabrizi Recycling, Inc. <input type="checkbox"/>No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE 20% MBE 19.82% WBE 0</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input checked="" type="checkbox"/>Yes LML 8/1/17 <input type="checkbox"/>No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>NM 7/31/17 LML 8/1/17</td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> </table>	SBE Subcontractor Name:	(WF) Fabrizi Recycling, Inc. SBE/WBE 20% (AfM) RAR Contracting MBE/SBE 18.24% (AfM) Tech Ready Mix MBE/SBE 1.58%	SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes Fabrizi Recycling, Inc. <input type="checkbox"/> No	Total SBE %	SBE 20% MBE 19.82% WBE 0	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/1/17 <input type="checkbox"/> No	SBE Comments and Initials:	NM 7/31/17 LML 8/1/17			SBE Subcontractor Name:		<i>Recommending an award.</i> <i>J</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:	(WF) Fabrizi Recycling, Inc. SBE/WBE 20% (AfM) RAR Contracting MBE/SBE 18.24% (AfM) Tech Ready Mix MBE/SBE 1.58%																					
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Total SBE %	SBE 20% MBE 19.82% WBE 0																					
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/1/17 <input type="checkbox"/> No																					
SBE Comments and Initials:	NM 7/31/17 LML 8/1/17																					
SBE Subcontractor Name:																						

Transaction ID: 1064094

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)												
				Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes POF: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:							
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
Total SBE %																						
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
SBE Comments and Initials:																						
2.	Terrace Construction Company, Inc 3965 Pearl Road Cleveland, OH 44109	Bid Bond The Cincinnati Insurance Company	\$3,254,982.75	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2690 Bid Bond: <input checked="" type="checkbox"/> Yes Proposal: <input checked="" type="checkbox"/> Yes Itemized Sheets:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td>(WM)Terrace Construction Co. SBE 7% (AfM) RAR Contracting MBE/SBE 17% (Aff) Cook Paving SBE/MBE/WBE 6%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes Terrace Construction Co <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE 20% MBE 17% WBE 6%</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes LML 8/1/17 <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>Prime is certified NM 7/31/17 LML 8/1/17</td> </tr> <tr> <td>SBE</td> <td></td> </tr> </table>		SBE Subcontractor Name:	(WM)Terrace Construction Co. SBE 7% (AfM) RAR Contracting MBE/SBE 17% (Aff) Cook Paving SBE/MBE/WBE 6%	SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes Terrace Construction Co <input type="checkbox"/> No	Total SBE %	SBE 20% MBE 17% WBE 6%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/1/17 <input type="checkbox"/> No	SBE Comments and Initials:	Prime is certified NM 7/31/17 LML 8/1/17	SBE			<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:	(WM)Terrace Construction Co. SBE 7% (AfM) RAR Contracting MBE/SBE 17% (Aff) Cook Paving SBE/MBE/WBE 6%																					
SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes Terrace Construction Co <input type="checkbox"/> No																					
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SBE Comments and Initials:	Prime is certified NM 7/31/17 LML 8/1/17																					
SBE																						

Transaction ID: 1064094

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
				<input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes POF: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes			Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:			

Transaction ID: 1064094

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0159

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution authorizing a First Amendment to a Memorandum of Agreement with Village of Woodmere for Construction, Operation and Maintenance of Sanitary Sewerage Systems, located in County Sewer District No. 21; 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.
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended a First Amendment to a Memorandum of Agreement with Village of Woodmere for Construction, Operation and Maintenance of Sanitary Sewerage Systems, located in County Sewer District No. 21; and

WHEREAS, the County and the Village of Woodmere entered into a Memorandum of Agreement for Construction, Operation and Maintenance of Sanitary Sewerage Systems pursuant to Board of County Commissioners Resolution No. 952239, dated 6/6/1995; and

WHEREAS, the County and Village of Woodmere desire to amend the Memorandum of Agreement in order for the County to maintain its Village sewers and the County sewers and collect funds for the completion of capital improvement projects through sanitary engineer assessments collected on tax duplicates from Village of Woodmere residents; 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 First Amendment to a Memorandum of Agreement with Village of Woodmere for Construction, Operation and Maintenance of Sanitary Sewerage Systems, located in County Sewer District No. 21.

Item No. 2

Department of Public Works is requesting approval to enter into this First Amendment to the Sewer Maintenance Agreement between the Village of Woodmere and the County of Cuyahoga pursuant to the authority of Resolution No. 2017-42 passed by Woodmere Village Council on August 2, 2017. This First Amendment pertains to the Memorandum of Agreement for Construction, Operation and Maintenance of Sanitary Sewerage Systems dated June 6, 1995 between the Village of Woodmere and the County.

The primary goal is for the Village and the County to enter into this First Amendment to have the County maintain its Village Sewers and the County Sewers, and collect funds for the completion of capital improvements projects through sanitary engineer assessments collected on tax duplicates from Village of Woodmere residents. In addition to collecting for Sanitary sewers (\$2.25 per front foot), revenue will also now be collected for storm sewers (\$0.40 per front foot) and water transmission lines (\$0.10 per front foot).

The location of the project is the Village of Woodmere.
The project is located in Council District 9.

Procurement

Identify the original procurement method on contract/purchase

This is a First Amendment to the Memorandum of Agreement for Construction, Operation and Maintenance of Sanitary Sewerage Systems between the Village of Woodmere and the County of Cuyahoga which was entered into June 6, 1995.

N/A

N/A

Contractor and Project Information

The address is:

Village of Woodmere
27899 Chagrin Boulevard
Woodmere, Ohio 44122
Council District 9

N/A

Project Status & Planning

N/A

Funding

This is a Revenue Generating Agreement- Sanitary Sewer District Funds- Sewer District 21.

The schedule of payments is through Sanitary Sewer District Funds- Sewer District 21.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0160

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution authorizing an amendment to Agreement No. AG1700012-01 with Northeast Ohio Regional Sewer District for disposal of wastewater sewer grit for the period 6/1/2016 - 5/31/2018 for additional funds in the amount not-to-exceed \$800,000.00; 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/Department of Public Works/Division of County Engineer has recommended an amendment to Agreement No. AG1700012-01 with Northeast Ohio Regional Sewer District for disposal of wastewater sewer grit for the period 6/1/2016 - 5/31/2018 for additional funds in the amount not-to-exceed \$800,000.00; and

WHEREAS, the primary goal of this project is the disposal of sewer wastewater grit at a southerly certified disposal site; and

WHEREAS, this project is funded 100% by the Sanitary Sewer 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 an amendment to Agreement No. AG1700012-01 with Northeast Ohio Regional Sewer District for disposal of wastewater sewer grit for the period 6/1/2016 - 5/31/2018 for additional funds in the amount not-to-exceed \$800,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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__

Item No. 3

Department of Public Works

Additional \$800,000.00 is needed to dispose of wastewater grit at the southerly wastewater treatment plant. Sanitary needs to dispose of wastewater grit.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0161

Sponsored by: County Executive Budish/Department of Development	A Resolution making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for the SBA-Municipal-County Small Business Financing Initiative Pilot #2 Program for the period 10/1/2017 - 9/30/2019; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for the SBA-Municipal-County Small Business Financing Initiative Pilot #2 Program for the period 10/1/2017 - 9/30/2019; and

WHEREAS, the purpose of the Program is to combine city, county and other resources toward fostering and accelerating small business startups and expansions in municipalities desiring new entrepreneurship and high growth; and

WHEREAS, the awards will close the financing gap created when entrepreneurial businesses lack the sufficient cash resources to qualify for conventional bank financing by providing these entrepreneurs with a performance grant/forgivable loan (i.e., credit enhancement) and technical assistance from a Small Business Development Center to qualify for an SBA guaranteed bank loan; and

WHEREAS, the participating municipalities will establish an authorized pool of its own municipal funds in the amount of \$50,000.00 set aside for no less than a two-year period which would be utilized as the supplemental equity (forgivable loan/performance grant) for qualified small business borrowers; and

WHEREAS, to qualify, a small business must have (a) at least 10% equity in the project – the project may include start-up operations, working capital or expansion; (b) receive technical assistance (business plan) through a Small Business Development Center; (c) qualify for an SBA loan; and (d) apply and work through the municipality.

WHEREAS, the participating municipalities will lead the funding and programmatic operation of the initiative in securing small businesses with capital financing and negotiating the other critical pathways needed for their success; and

WHEREAS, the Department of Development reviewed and analyzed each of the applications and has determined that the following four municipalities are eligible to receive an award in the amount not-to-exceed \$150,000.00:

- 1) City of Cleveland Heights;
- 2) City of Fairview Park;
- 3) City of Lakewood;
- 4) City of Maple Heights; and

WHEREAS, the awards are funded 100% from the Economic Development Fund (aka Job Creation 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 awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for the SBA-Municipal-County Small Business Financing Initiative Pilot #2 Program for the period 10/1/2017 - 9/30/2019 as follows:

- 1) City of Cleveland Heights;
- 2) City of Fairview Park;
- 3) City of Lakewood; and
- 4) City of Maple Heights.

SECTION 2. That the County Executive is authorized to execute the agreements and all other documents in connection with said awards and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County 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 _____
_____, 2017

Briefing Memorandum

“Department of Development, recommending Matching Grant Awards to the following four cities for the SBA Small Business Performance Grant Program, from October 1, 2017 – September 30, 2019, and authorizing the County Executive to enter into an appropriate agreement with each city.

City of Cleveland Heights	\$150,000
City of Fairview Park	\$150,000
City of Lakewood	\$150,000
City of Maple Heights	\$150,000”

On August 8, 2017, the County Executive authorized awards of \$150,000 each to the cities of Cleveland Heights, Fairview Park, Lakewood, and Maple Heights, for a matching grant program for small business to qualify for bank loans insured by the United States Small Business Administration.

This county-initiated small business assistance program was very successful in its first two years of operation, supporting growth for 30 small businesses, creating 55 jobs and retaining 96 jobs. Based on this track record of success, we are now expanding the program to additional cities.

Cities were selected through an application process open to all inner ring suburbs (all members of the First Suburbs Consortium and all other suburbs having common borders with Cleveland). This application process was authorized by the Board of Control on June 20, 2017.

Four cities applied for the matching grants, and all four were selected to receive these awards. Each city will provide \$50,000 of its own funds to match the County’s \$150,000 award.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0162

<p>Sponsored by: County Executive Budish/Department of Development</p>	<p>A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$2,500,000.00 to Link59 Leverage Lender, LLC for the benefit of the Phoenix Building Project, located at the intersection of East 61st Street and Euclid Avenue, Cleveland; 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 Redevelopment and Modernization Loan in the amount not-to-exceed \$2,500,000.00 to Link59 Leverage Lender, LLC for the benefit of the Phoenix Building Project, located at the intersection of East 61st Street and Euclid Avenue, Cleveland; and

WHEREAS, the primary goal of this project is to assist with the redevelopment of the currently vacant 30,000 square foot Phoenix Building, located at the intersection of East 61st Street and Euclid Avenue, Cleveland, Council District 7; and

WHEREAS, the project is anticipated to provide approximately 24 new jobs and retain 132 existing jobs; and

WHEREAS, the total cost of the project is \$22,430,000.00 of which the County will loan \$2,500,000.00 in two notes – Note A in the amount of \$1,000,000.00 for a term of 7 years interest only at an interest rate of 3% per annum, and Note B in the amount of \$1,500,000.00 with a term of 10 years based on a 25-year amortization and the first two years interest only at an interest rate of 3% per annum; and

WHEREAS, on July 26, 2017, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Economic Development Fund (aka Job Creation Fund); and

WHEREAS, this 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 authorizes an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$2,500,000.00 to Link59 Leverage Lender, LLC for the benefit of the Phoenix Building Project, located at the intersection of East 61st Street and Euclid Avenue, Cleveland.

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. That 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:
Committee(s) Assigned:

Journal _____
_____, 20__

Department of Development PROJECT EXECUTIVE SUMMARY

PROJECT NAME: Link59 Leverage Lender, LLC
DATE: July 26, 2017
DOD Program: Redevelopment and Modernization

OVERVIEW

1. **Borrower: Link59 Leverage Lender, LLC.** – located at 10020 Aurora-Hudson Road, Streetsboro, OH 44241
2. Link59 Leverage Lender, LLC is recently created entity, principally owned by Fred Geis and Jim Doyle (“the Developers”).

Fred Geis and Jim Dolye, (the Developers/Managing members) bring a combined total of over 85 years of experience in commercial real estate construction, leasing, financing, and property management. The partners have developed 32 million square feet of design/build office, warehouse and industrial space and have owned 6.5 million square feet of commercial properties.

Each managing member is involved in every acquisition and/or new development. Direct responsibility for new construction falls on Fred Geis, while Jim Doyle leads the acquisition and financing teams. The wealth of experience and long-term relationships that these managers have cultivated over their careers have enabled Hemingway Development and Geis Construction to sustain success while expanding opportunities and services available to its clients.

Project Location & Council District:

East 61st and Euclid Avenue Cleveland, Ohio.

District 7

Partners in the Project: Jobs Ohio

3. Project Summary:

The Developer will redevelop the currently vacant 30,000 SF Phoenix Building (FKA Ace Fixtures) located near the intersection of East 61st Street and Euclid Ave. 30,000 SF Ace Fixtures Buildings into office space (collectively “Project”). The total costs for the project total \$22.4M. The developer has identified Infinite Arthroscopy (FKA Dragon ID) as one of the tenants of the Phoenix Building. Infinite Arthroscopy is a biotechnology medical device company which expects to add 12 new fulltime equivalent jobs while retaining 10 fulltime equivalent jobs. Infinite Arthroscopy will occupy the entire 2nd floor of the 2-story building.

Grad School Loans, Inc. will occupy 50% of the building’s first floor. The business is a leader in refinancing medical school loans. Grad School Loans will retain 20 full-time jobs and add 12 full-time jobs.

In addition to the redevelopment of the Phoenix Building, the developers will develop a new grocery store through a partnership with Dave’s Supermarkets. The 54,000-sq. ft. store will

house a pharmacy, bank, and neighborhood gathering space. Dave’s supermarkets is an 86-year Cleveland-based chain of grocery stores owned by the Saltzman Family. Dave’s will be retaining 102 FTE jobs and \$5.3 million in payroll.

The Project is located in the Midtown neighborhood of Cleveland within the HealthTech Corridor. The Phoenix Building is part of an overall campus of buildings being developed and redeveloped along a large parcel fronting both Euclid and Chester Avenues between East 59th Street and East 63rd Street.

4. CCCIC Review Date: July 26, 2017.

RATIONALE FOR PARTICIPATION

- **Jobs Created:** The project will retain 132 existing jobs and create 24 new jobs in Cuyahoga County. The annual payroll is estimated at \$9.1 million.
- **Economic Impact:** The estimated annual tax benefit from this project total \$676,203.
- **Community Impact:** This project will put well-located vacant land back into productive use. The prominent site on Euclid Avenue adds momentum to the HealthTech Corridor.

COSTS

1. **Total Project Costs:** \$22,430,000
2. **Loan Amount:** \$2,500,000 (2 notes)
3. **Qualifies for these Funding Sources:** Redevelopment and Modernization
4. **Sources and Uses:**

Sources		Use	
JobsOhio Loan	\$3,365,000	Acquisition	\$1,850,000
Cuyahoga County Loan	\$2,500,000	Building core/shell	14,541,000
Bank Loan – Dave’s	\$4,600,000	Tenant Improvements	\$1,712,000
Federal/State NMTC Equity	\$4,399,000	Site work	\$750,000
Energy Loan	\$500,000	Soft Costs	\$3,577,000
HHS Grant	\$600,000		
City Grant/Forgivable Loan	\$220,000		

HUD 108 Loan	\$2,200,000		
DSA Brownfield/ Stormwater Loan	\$600,000		
Foundation PRI/ Loan	\$2,000,000		
Borrower Equity	\$1,446,000		
Total Sources	\$22,430,000	Total Uses	\$22,430,000

TERMS Note A

- 1. Amount:** \$1,000,000
- 2. Interest Rate:** 3.00%
- 3. Term/Repayment:** 7 years interest-only
- 4. Security/Collateral/Guarantor(s):** An assignment of a \$1 million leveraged loan to the Investment Fund subordinate to senior position leveraged loans and subject to a ground lease by the Port Authority. Guarantees by Alfred Geis, Jim Doyle, and a Corporate Guarantee

TERMS Note B

- 1. Amount:** \$1,500,000
- 2. Interest Rate:** 3.00%
- 3. Term/Repayment:** 10 years based on a 25-year amortization and the first 2 years interest only
- 4. Security/Collateral/Guarantor(s):** Shared first mortgage (pari passu) with Jobs Ohio on Phoenix Building in the amount of \$1,000,000 and a second position subordinate lien in the amount of \$500,000. Guarantees: Alfred Geis and Jim Doyle

**Economic Development Fund
Project Summary
July 12, 2017**

Borrower: Link59 Leverage Lender, LLC.

Loan Type: Redevelopment and Modernization

Loan Amount: \$2,500,000

Loan Officer: Anthony Stella

District: 7 –Yvonne Conwell Councilwoman

Sources		Uses	
JobsOhio Loan	\$3,365,000	Acquisition	\$1,850,000
Cuyahoga County Loan	\$2,500,000	Building core/shell	14,541,000
Bank Loan – Dave’s	\$4,600,000	Tenant Improvements	\$1,712,000
Federal/State NMTC Equity	\$4,399,000	Site work	\$750,000
Energy Loan	\$500,000	Soft Costs	\$3,577,000
HHS Grant	\$600,000		
City Grant/Forgivable Loan	\$220,000		
HUD 108 Loan	\$2,200,000		
DSA Brownfield/Stormwater Loan	\$600,000		
Foundation PRI/Loan	\$2,000,000		
Borrower Equity	\$1,446,000		
Total Sources	\$22,430,000	Total Uses	\$22,430,000

Business and History:

Link59 Leverage Lender, LLC is a recently created entity, principally owned by Fred Geis and Jim Doyle (“the Developers”).

Fred Geis and Jim Dolye, (the Developers/Managing members) bring a combined total of over 85 years of experience in commercial real estate construction, leasing, financing, and property management. The partners have developed 32 million square feet of design/build office, warehouse and industrial space and have owned 6.5 million square feet of commercial properties.

Each managing member is involved in every acquisition and/or new development. Direct responsibility for new construction falls on Fred Geis, while Jim Doyle leads the acquisition and financing teams. The wealth of experience and long-term relationships that these managers have cultivated over their careers

have enabled Hemingway Development and Geis Construction to sustain success while expanding opportunities and services available to its clients.

The Project

The Developer will redevelop the currently vacant 30,000 SF Phoenix Building (FKA Ace Fixtures) located near the intersection of East 61st Street and Euclid Ave. 30,000 SF Ace Fixtures Buildings into office space (collectively “Project”). The developer has identified Infinite Arthroscopy (FKA Dragon ID) as one of the tenants of the Phoenix Building. Infinite Arthroscopy is a biotechnology medical device company which expects to add 12 new fulltime equivalents jobs while retaining 10 fulltime equivalent jobs. Infinite Arthroscopy will occupy the entire 2nd floor of the 2-story building.

Grad School Loans, Inc. will occupy 50% of the building’s first floor. The business is a leader in refinancing medical school loans. Grad School Loans will retain 20 full-time jobs and add 12 full-time jobs.

In addition to the redevelopment of the Phoenix Building, the developers will develop a new grocery store through a partnership with Dave’s Supermarkets. The 54,000-sq. ft. store will house a pharmacy, bank, and neighborhood gathering space. Dave’s supermarkets is an 86-year Cleveland-based chain of grocery stores owned by the Saltzman Family. The total costs for the project total \$22.4M.

The Project is located in the Midtown neighborhood of Cleveland within the HealthTech Corridor. The Phoenix Building is part of an overall campus of buildings being developed and redeveloped along a large parcel fronting both Euclid and Chester Avenues between East 59th Street and East 63rd Street. The development will include 534 total parking spaces on site.

The Development

Infinite Arthroscopy (FKA Dragon ID) is a healthcare innovation and design firm which focuses on the medical device and surgery markets. Their engineers design software and products that assist doctors during surgery. Infinite Arthroscopy aims to create better outcome and lower patient costs. Infinite Arthroscopy offers a wireless arthroscopic camera system which improves surgeries by eliminating the complexity and mess of wires and cables.

Infinite Arthroscopy is committed to improving patient health and the health care system. The company encourages their team to think beyond current paradigms and be more compassionate to clinical needs. Although their team comes from all over the world, they have chosen Cleveland as the base of their operations due to the region’s excellent clinical options and the ever-growing community of cutting-edge companies.

GradSchoolLoans is a FinTech (Financial Technology) company which was created to fill a niche for medical school graduates needing to refinance their student loans. Many medical school graduates were not eligible for refinancing through existing student loan companies. GradSchoolLoans uses unique underwriting criteria which includes future job prospects and educational as part of the approval process. GradSchoolLoans was founded in 2013 with a goal to help medical school graduates save money on student loan payments. GradSchoolLoans offers loans that are specifically tailored based on career stage and risk profile.

Dave’s supermarkets is an 86-year Cleveland-based chain of grocery stores owned by the Saltzman Family. The Saltzman family is embarking on this project because their flagship store on Payne has

reached the end of its useful life. The family had considered may option for remaining on Cleveland’s near east side and decided to become part of this project. Because of the small margins of grocery and additional challenges of operating supermarkets, Dave’s Supermarkets options for redeveloping or building a new store faces difficult hurdles. Forming a partnership with the developer and utilizing a New Markets Tax Credit structure helps the supermarket overcome these hurdles and create a brand-new supermarket to help anchor the Link59 development.



RATIONALE FOR PARTICIPATION

- **Jobs Created:** The project will retain 132 existing jobs and create 24 new jobs in Cuyahoga County. The annual payroll is estimated at \$9.1 million
- **Economic Impact:** The estimated annual tax benefit from this project total \$676,203.
- **Community Impact:** the development of new office space in the HealthTech Corridor and the expansion and retention of these growing companies is of major importance to the City of Cleveland and its residents. This project creates jobs, generates payroll taxes.

New Job Information

No.	Type of job/Description	Estimated Annual Salary
24	Bio-technology/ Financial Technology	\$71,000

Number of Existing Full-Time Employees: 132

Current Annual Payroll \$7,400,000

Fifth Year Projected Full-Time Employees: 156

Fifth Year Projected Annual Payroll \$9,100,000

Estimated Annual Return on Investment

Municipality:	CLEVELAND
School District:	CLEVELAND CSD
Existing Market Value:	\$1,850,000
As Complete Value:	\$22,300,000
Estimated Cost of Construction:	\$15,400,000
Number of Jobs Created:	24
Average Annual Salary for New Jobs	\$71,000

or

Annual Estimated Payroll

Submitted Information

Annual Property Tax Benefit:	\$574,645
One Time Sales Tax Benefit:	\$462,000
Annual Income Tax Benefit*:	\$101,558

Tax Benefit

State:	\$406,278
County:	\$244,048
City:	\$124,931
School District:	\$320,997
Library/Metroparks/Transit/Other:	\$41,892

Community Benefit

Total Annual Tax Benefit:	\$676,203
One Time Sales Tax Benefit:	\$462,000

Total Project Tax Benefit

* Average State Income Tax used in calculation 3.96%

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0163

Sponsored by: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board	A Resolution authorizing amendments to contracts with various providers for various services in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2017 to extend the time period to 6/30/2018 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board has recommended amendments to contracts with various providers for various services in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2017 to extend the time period to 6/30/2018 and for additional funds as follows:

- a) No. CE1600240-01 with Mature Services, Inc. in the amount not-to-exceed \$250,000.00 for mature job seeker services and implementation of the ENCORE Program;
- b) No. CE1600241-01 with Towards Employment, Inc. in the amount not-to-exceed \$100,000.00 for job seeker services for applicants with felony backgrounds;
- c) No. CE1600242-01 with United Labor Agency, Inc. in the amount not-to-exceed \$3,620,368.00 for operation of the Workforce Service Center, job seekers and employer services, and management of the On-the-Job Training Program; and

WHEREAS, the primary goals of this project are to continue to provide employment services to WIOA eligible ex-offenders; and

WHEREAS, the project is funded 100% by Workforce Innovation and Opportunity Act (WIOA) funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes amendments to contracts with various providers for various services in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2017 to extend the time period to 6/30/2018 and for additional funds as follows:

- a) No. CE1600240-01 with Mature Services, Inc. in the amount not-to-exceed \$250,000.00 for mature job seeker services and implementation of the ENCORE Program;
- b) No. CE1600241-01 with Towards Employment, Inc. in the amount not-to-exceed \$100,000.00 for job seeker services for applicants with felony backgrounds;
- c) No. CE1600242-01 with United Labor Agency, Inc. in the amount not-to-exceed \$3,620,368.00 for operation of the Workforce Service Center, job seekers and employer services, and management of the On-the-Job Training Program.

SECTION 2. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. That the County Executive is authorized to execute the amendments and all other documents consistent with this Resolution.

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

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the

Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

Item No. 5

Department of Workforce Development

This service was selected based on the availability of Workforce Innovation and Opportunity Act (WIOA) funds specifically allocated to serve eligible adults and dislocated workers. This vendor was selected based on a rigorous RFP process.

This amendment will allow **Mature Services** to offer unique staffing support to help individuals needing assistance as well as support operations and administration services throughout the Cleveland/Cuyahoga County One-Stop System.

Increased job seeker assistance which will lead to more job placements and job retention

Assist with the provision of employment services for adults and dislocated workers helping assist job seekers at the Comprehensive One-Stop centers in Downtown Cleveland and Parma.

This amendment will allow **Towards Employment** to assist individuals with criminal histories in barrier removal and skill building to prepare for and gain employment, retain employment and remain crime-free.

Individuals will gain employment, retain employment and remain crime-free.

This amendment will also allow **United Labor Agency** to continue to create and maintain solid partnerships with employers, the public sector, and local educational institutions to supply the workforce with the essential skills that employers seek, in which all benefit with each successful entry into the workforce.

Increased assistance to job seekers and employers in Cuyahoga County.

During the RFP proposal review process, several proposals were reviewed. The decision to fund this proposal was made based on the reviews to fund these programs.

Up-to-date labor market information assessing local training needs and labor trends in the local area job market.

Strong linkages with the Workforce service centers and out-of-school youth to match job seekers (adults & youth) to employers in real time.

Collaboration with economic development organizations and governmental agencies in addressing the labor needs of employers, including expanding and/or relocating companies.

Customized recruitment and job postings

Assistance to eligible companies applying for on-the-job training (OJT) and customized training (CT) services.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0164

<p>Sponsored by: County Executive Budish/Department of Public Safety and Justice Services/Cuyahoga Emergency Communications System</p>	<p>A Resolution authorizing an amendment to Agreement No. AG1400121-01 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services originating in the City of Cleveland for the period 10/20/2014 - 10/19/2017 to extend the time period to 10/19/2019 and for additional funds in the amount not-to-exceed \$1,200,000.00; 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/Department of Public Safety and Justice Services/Cuyahoga Emergency Communications System has recommended an amendment to Agreement No. AG1400121-01 with City of Cleveland for cellular 9 1-1 Public Safety Answering Point services originating in the City of Cleveland for the period 10/20/2014 - 10/19/2017 to extend the time period to 10/19/2019 and for additional funds in the amount not-to-exceed \$1,200,000.00; and

WHEREAS, the primary goal of this project is transfer of the responsibility for directly answering cellular 9-1-1 calls originating in the City of Cleveland from Cuyahoga Emergency Communications System (CECOMS) to the City of Cleveland Public Safety Department, Public Safety Answering Point (PSAP); and

WHEREAS, the County will continue to support the City of Cleveland's responsibilities with funding made available through the 9-1-1 Wireless Government Assistance funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. AG1400121-01 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services originating in the City of Cleveland for

the period 10/20/2014 - 10/19/2017 to extend the time period to 10/19/2019 and for additional funds in the amount not-to-exceed \$1,200,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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__

Item No. 7

Department of public safety and justice services - division of public safety and justice services administration

Describe the goods or services being procured.

Request approval to exercise the second option to the Original Agreement for an additional term of twenty-four months, commencing on October 20, 2017 and terminating on October 19, 2019; for \$600,000.00 annually, for a total not to exceed \$1,200,000.00.

Total Cost

\$1,200,000.00

Was the specific project funding included in OBM-approved budget for the current year?

Y

Amendment Reason

Request approval to exercise the second option to the Original Agreement for an additional term of twenty-four months, commencing on October 20, 2017 and terminating on October 19, 2019; for \$600,000.00 annually, for a total not to exceed \$1,200,000.00.

Contract Start Date

10/20/2014

Contract End Date

10/19/2019

Project Location(s)

Project Council District(s)

Vendor Name(s)

NA

Funding Source

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0165

<p>Sponsored by: County Executive Budish/Department of Health and Human Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00; 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/Department of Health and Human Services has recommended an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00; and

WHEREAS, the primary goal of this project is to share information and support community efforts to reduce infant mortality; and

WHEREAS, County Council has determined that entering into the proposed amendment is in the best interest of the County; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland

Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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__

Item No. 6

Executive's Office

The organizations involved in First Year Cleveland will share information and support community efforts to reduce infant mortality.

Cuyahoga County, the City of Cleveland, Case Western Reserve and several area hospitals have entered an agreement to form First Year Cleveland. A non-profit organization aimed at reducing infant mortality rates within the City and County regions.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0166

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution making awards on RQ38919 to various providers, in the total amount not-to-exceed \$9,565,377.00, for expansion of Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2017 - 7/31/2020; waiving the requirement in County Code Section 501.15(A)(2) with respect to Cleveland Municipal School District and Euclid City School District; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended awards on RQ38919 to various providers, in the total amount not-to-exceed \$9,565,377.00, for the expansion of Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2017 – 7/31/2020 as follows:

- a) Menorah Park Center for Senior Living Bet Moschav Zekenim Hadati
- b) Advanced Solutions for Education, Inc. dba Horizon Child Development Center – Cleveland
- c) HLC Euclid, LLC dba Horizon Learning Centers – Euclid
- d) Horizon Education Centers – Market Square Horizon Education Center
- e) Horizon Education Centers – Old Brooklyn
- f) Robbie Lawrence-Willis – Little Achiever’s Learning Center
- g) Murtis Taylor Human Services System – Glenville/KRT
- h) Murtis Taylor Human Services System – Mt. Pleasant Child Enrichment Center
- i) Salvation Army of Greater Cleveland
- j) St. Peter’s Child Care Center Inc.
- k) Catholic Charities Corporation – Early Childhood Center at Arbor Park
- l) Catholic Charities Corporation – Early Learning Program St. Ignatius
- m) Catholic Charities Corporation – Rainbow Terrace Head Start
- n) The Centers for Families and Children
- o) Kids and Such, Inc. dba Creative Kids
- p) Council for Economic Opportunities in Greater Cleveland – William Patrick Day Early Learning Center

- q) Council for Economic Opportunities in Greater Cleveland – Willard head Start Center
- r) Council for Economic Opportunities in Greater Cleveland – Puritas Head Start Center
- s) Council for Economic Opportunities in Greater Cleveland – Green Road Early Learning Center
- t) Council for Economic Opportunities in Greater Cleveland – George Forbes Early Learning Center
- u) Council for Economic Opportunities in Greater Cleveland – Carl B. Stokes Head Start Center
- v) Bedford City School District
- w) Berea City School District
- x) Cleveland Heights – University Heights City School District – Noble Elementary School
- y) Cleveland Heights – University Heights City School District – Gearity Elementary School
- z) Cleveland Heights – University Heights City School District – Oxford Elementary School
- aa) Euclid City School District
- bb) Garfield Heights City Schools
- cc) Lakewood City Schools
- dd) Maple Heights City School District
- ee) Warrensville Heights City School District
- ff) Cleveland Municipal School District – Clark Elementary School
- gg) Cleveland Municipal School District – Garfield Elementary School
- hh) Cleveland Municipal School District – Sunbeam Elementary School
- ii) Cleveland Municipal School District – Willow Elementary School
- jj) Cleveland Municipal School District – William Cullen Bryant Elementary School; and

WHEREAS, the primary goal of this project is to increase the quantity of 3 and 4-year old children in the County participating in a high-quality pre-school experience; and

WHEREAS, the funding for this project is Health and Human Services Levy funds; and

WHEREAS, Cleveland Municipal School District and the Euclid City School District are unable to make the required certification set forth in Section 501.15(A)(2) of the Cuyahoga County Code; 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 makes awards on RQ38919 to various providers, in the total amount not-to-exceed \$9,565,377.00, for expansion of Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2017 - 7/31/2020 as follows:

- a) Menorah Park Center for Senior Living Bet Moschav Zekenim Hadati
- b) Advanced Solutions for Education, Inc. dba Horizon Child Development Center – Cleveland
- c) HLC Euclid, LLC dba Horizon Learning Centers – Euclid
- d) Horizon Education Centers – Market Square Horizon Education Center
- e) Horizon Education Centers – Old Brooklyn
- f) Robbie Lawrence-Willis – Little Achiever’s Learning Center
- g) Murtis Taylor Human Services System – Glenville/KRT
- h) Murtis Taylor Human Services System – Mt. Pleasant Child Enrichment Center
- i) Salvation Army of Greater Cleveland
- j) St. Peter’s Child Care Center Inc.
- k) Catholic Charities Corporation – Early Childhood Center at Arbor Park
- l) Catholic Charities Corporation – Early Learning Program St. Ignatius
- m) Catholic Charities Corporation – Rainbow Terrace Head Start
- n) The Center for Families and Children
- o) Kids and Such, Inc. dba Creative Kids
- p) Council for Economic Opportunities in Greater Cleveland – William Patrick Day Early Learning Center
- q) Council for Economic Opportunities in Greater Cleveland – Willard head Start Center
- r) Council for Economic Opportunities in Greater Cleveland – Puritas Head Start Center
- s) Council for Economic Opportunities in Greater Cleveland – Green Road Early Learning Center
- t) Council for Economic Opportunities in Greater Cleveland – George Forbes Early Learning Center
- u) Council for Economic Opportunities in Greater Cleveland – Carl B. Stokes Head Start Center
- v) Bedford City School District
- w) Berea City School District
- x) Cleveland Heights – University Heights City School District – Noble Elementary School
- y) Cleveland Heights – University Heights City School District – Gearity Elementary School
- z) Cleveland Heights – University Heights City School District – Oxford Elementary School
- aa) Euclid City School District
- bb) Garfield Heights City Schools
- cc) Lakewood City Schools

- dd) Maple Heights City School District
- ee) Warrensville Heights City School District
- ff) Cleveland Municipal School District – Clark Elementary School
- gg) Cleveland Municipal School District – Garfield Elementary School
- hh) Cleveland Municipal School District – Sunbeam Elementary School
- ii) Cleveland Municipal School District – Willow Elementary School
- jj) Cleveland Municipal School District – William Cullen Bryant Elementary School.

SECTION 2. That the Cuyahoga County Council hereby waives the required certifications set forth in Section 501.15(A)(2) of the Cuyahoga County Code as it applies to the Cleveland Municipal School District and the Euclid City School District.

SECTION 3. That the County Executive is authorized to execute the master contract in connection with said awards and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

Item No. 8

Describe the goods or services to be procured.

The Cuyahoga County Office of Early Childhood (OEC) is recommending awards and submitting contracts under UPK 2.0 RFP EC-17-38919, "Expansion of Universal Pre-Kindergarten in Cuyahoga County."

Recommended vendors will provide a high-quality preschool experience to three-, four-, and five-year olds not in Kindergarten in Cuyahoga County. The goal of the program is to increase the proportion (currently 25%) of 3- and 4- year olds in the County participating in a high quality pre-school experience, where high quality is defined as at least a three-star rating in the State of Ohio's Step Up to Quality rating program.

High quality preschool experiences can lead to long term outcomes such as: fewer placements in special education; greater achievement and higher grades in school, less crime and delinquency, higher rates of college attendance and graduation and higher incomes as adults.

There are ten UPK 2.0 sites, operated by eight providers, recommended in this MyPro item. The term of the contract is for three years, from August 1, 2017 through July 31, 2020. The total amount of the contracts for this MyPro item is \$2,598,510.00.

The following providers/sites are, and the contract amounts, are recommended:

PROVIDER: Menorah Park Center for Senior Living

SITE: Fundamental's Children's Center of Menorah Park Center for Senior Living

AMOUNT: \$427,500.00

PROVIDER: Horizon Child Development Center- Cleveland (Advanced Solutions for Education)

SITE: Horizon Child Development Center - Cleveland

AMOUNT: \$69,600.00

PROVIDER: HLC Euclid, LLC dba Horizon Child Development Center

SITE: Horizon Child Development Center

AMOUNT: \$100,980.00

PROVIDER: Horizon Education Centers

SITE: Market Square Horizon Education Center

AMOUNT: \$427,500.00

PROVIDER: Horizon Education Centers

SITE: Old Brooklyn Horizon Education Center

AMOUNT: \$402,900.00

PROVIDER: Robbie Lawrence-Willis

SITE: Little Achiever's Learning Center

AMOUNT: \$20,940.00

PROVIDER: Murtis Taylor Human Services System

SITE: Murtis Taylor Child Enrichment Center Glenville/KRT

AMOUNT: \$81,000.00

PROVIDER: Murtis Taylor Human Services System
SITE: Murtis Taylor Child Enrichment Center Mt. Pleasant
AMOUNT: \$258,600.00

PROVIDER: Salvation Army of Greater Cleveland
SITE: Ohio City Preschool
AMOUNT: \$461,490.00

PROVIDER: St. Peter's Child Care Center Inc.
SITE: St. Peter's Child Care Center
AMOUNT: \$339,000.00

Total Cost
\$2,589,510.00

Was the specific project funding included in OBM-approved budget for the current year?
Y

Contract Start Date

Contract End Date

Project Location(s)
COUNTYWIDE

Project Council District(s)
1

Procurement Type
RFP (FORMAL)

Vendor Name(s)

Funding Source
HEALTH AND HUMAN SERVICES LEVY

Describe the goods or services to be procured.

The Cuyahoga County Office of Early Childhood (OEC) is recommending awards and submitting contracts under UPK 2.0 RFP EC-17-38919, "Expansion of Universal Pre-Kindergarten in Cuyahoga County."

Recommended vendors will provide a high-quality preschool experience to three-, four-, and five-year olds not in Kindergarten in Cuyahoga County. The goal of the program is to increase the proportion (currently 25%) of 3- and 4- year olds in the County participating in a high quality pre-school experience, where high quality is defined as at least a three-star rating in the State of Ohio's Step Up to Quality rating program.

High quality preschool experiences can lead to long term outcomes such as: fewer placements in special education; greater achievement and higher grades in school, less crime and delinquency, higher rates of college attendance and graduation and higher incomes as adults.

There are 11 UPK 2.0 sites, operated by 4 providers, recommended in this MyPro item. The term of the contract is for three years, from August 1st through July 31st, 2020. The total amount of the contracts for this MyPro item is **\$4,032,864.00**

Catholic Charities Corporation – Early Childhood Center at Arbor Park
\$378,420.00mm

Catholic Charities Corporation – Early Learning Program St. Ignatius
\$885,000.00mm

Catholic Charities Corporation – Rainbow Terrace Head Start
\$454,524.00

The Centers for Families and Children
\$181,500.00

Kids and Such, Inc., dba Creative Kids
\$159,870.00

Council for Economic Opportunities in Greater Cleveland – William Patrick Day Early Learning Center
\$191,250.00

Council for Economic Opportunities in Greater Cleveland – Willard Head Start Center
\$373,800.00

Council for Economic Opportunities in Greater Cleveland – Puritas Head Start Center
\$162,000.00

Council for Economic Opportunities in Greater Cleveland – Green Road Early Learning Center
\$270,000.00

Council for Economic Opportunities in Greater Cleveland – George Forbes Early Learning Center
\$360,000.00

Council for Economic Opportunities in Greater Cleveland – Carl B. Stokes Head Start Center
\$616,500.00

Describe the goods or services to be procured.

The Cuyahoga County Office of Early Childhood (OEC) is recommending awards and submitting contracts under UPK 2.0 RFP EC-17-38919, "Expansion of Universal Pre-Kindergarten in Cuyahoga County." Recommended vendors will provide a high-quality preschool experience to three-, four-, and five-year olds not in Kindergarten in Cuyahoga County. The goal of the program is to increase the proportion (currently 25%) of 3- and 4- year olds in the County participating in a high quality pre-school experience,

where high quality is defined as at least a three-star rating in the State of Ohio's Step Up to Quality rating program.

High quality preschool experiences can lead to long term outcomes such as: fewer placements in special education; greater achievement and higher grades in school, less crime and delinquency, higher rates of college attendance and graduation and higher incomes as adults.

Bedford City School District
\$197,562.00

Berea City School District
\$471,900.00

Cleveland Heights-University Heights City School District – Noble Elementary School
\$62,250.00

Cleveland Heights-University Heights City School District – Gearity Elementary School
\$382,200.00

Cleveland Heights-University Heights City School District – Oxford Elementary School
\$39,600.00

Euclid City School District
\$711,000.00

Garfield Heights City Schools
\$149,250.00

Lakewood City Schools
\$94,800.00

Maple Heights City School District
\$423,000.00

Warrensville Heights City School District
\$148,200.00

Cleveland Municipal School District – Clark Elementary School
\$45,000.00

Cleveland Municipal School District – Garfield Elementary School
\$90,000.00

Cleveland Municipal School District – Sunbeam Elementary School
\$45,000.00

Cleveland Municipal School District – Willow Elementary School
\$38,250.00

Cleveland Municipal School District – William Cullen Bryant Elementary School
\$45,000.00

Total Cost
\$2,943,012.00

Was the specific project funding included in OBM-approved budget for the current year?
Y

Contract Start Date

Contract End Date

Project Location(s)
COUNTY WIDE

Project Council District(s)
1

Procurement Type
RFP (FORMAL)

Vendor Name(s)

Funding Source
HEALTH AND HUMAN SERVICES LEVY

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0147

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge 09.68 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View to change the scope of services to include adjacent Bridge Nos. 09.03 and 09.35, effective 5/31/2017, and for additional funds in the amount not-to-exceed \$927,228.00; 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/Department of Public Works/Division of County Engineer has recommended an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge 09.68 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View to change the scope of services to include adjacent Bridge Nos. 09.03 and 09.35, effective 5/31/2017, and for additional funds in the amount not-to-exceed \$927,228.00; and

WHEREAS, the primary goal is to expand the scope of services to include adjacent bridges 09.03 and 09.35 and includes the inspection, analyses, surveying, subsurface investigation and environmental services; and

WHEREAS, the project is funded with County Road and Bridge Funds; 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 amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design

engineering services for improvement of Pleasant Valley Road Bridge 09.68 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View to change the scope of services to include adjacent Bridge Nos. 09.03 and 09.35, effective 5/31/2017, and for additional funds in the amount not-to-exceed \$927,228.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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: August 8, 2017

Committee(s) Assigned: Committee of the Whole

Legislation Discharged from Committee on the Floor: September 12, 2017

Journal CC027

September 12, 2017

Item No. 1

Describe the goods or services being procured.

THE SCOPE OF SERVICE DEVELOPED FOR THE PLEASANT VALLEY ROAD 09.68 BRIDGE IS THE BASIS FOR THIS PROPOSED AMENDMENT #1 WHICH IS A MODIFICATION REQUEST TO INCLUDE ADJACENT BRIDGES 09.03 AND 09.35 IN THIS PROJECT. THIS MODIFICATION REQUEST WILL INCLUDE THE INSPECTION, ANALYSES, SURVEYING, SUBSURFACE INVESTIGATION AND ENVIRONMENTAL SERVICES FOR BRIDGES 09.03 AND 09.35. THERE IS ALSO FEDERAL FUNDING AVAILABLE AT THIS TIME.

Total Cost

\$927,228.00

Was the specific project funding included in OBM-approved budget for the current year?

Y

Amendment Reason

THE SCOPE OF SERVICE DEVELOPED FOR THE PLEASANT VALLEY ROAD 09.68 BRIDGE IS THE BASIS FOR THIS PROPOSED AMENDMENT #1 WHICH IS A MODIFICATION REQUEST TO INCLUDE ADJACENT BRIDGES 09.03 AND 09.35 IN THIS PROJECT. THIS MODIFICATION REQUEST WILL INCLUDE THE INSPECTION, ANALYSES, SURVEYING, SUBSURFACE INVESTIGATION AND ENVIRONMENTAL SERVICES FOR BRIDGES 09.03 AND 09.35. THERE IS ALSO FEDERAL FUNDING AVAILABLE AT THIS TIME.

Contract Start Date

5/31/2017

Contract End Date

5/31/2017

Project Location(s)

Project Council District(s)

Vendor Name(s)

n/a

Funding Source

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0148

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution authorizing a state contract with Dell Marketing L.P. for a Microsoft Enterprise Agreement for various licensing and support services in the amount not-to-exceed \$2,749,993.98 for the period 7/1/2017 - 6/30/2020; 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.
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WHEREAS, the County Executive/Department of Information Technology has recommended a state contract with Dell Marketing L.P. for a Microsoft Enterprise Agreement for various licensing and support services in the amount not-to-exceed \$2,749,993.98 for the period 7/1/2017 - 6/30/2020; and

WHEREAS, the primary goals of this project are to provide proper licensing for the Microsoft product line that support the applications, business processes and functions for all County lines of business; and

WHEREAS, the 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 state contract with Dell Marketing L.P. for a Microsoft Enterprise Agreement for various licensing and support services in the amount not-to-exceed \$2,749,993.98 for the period 7/1/2017 - 6/30/2020.

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: August 8, 2017

Committee(s) Assigned: Finance & Budgeting

Journal CC027

September 12, 2017

County Council of Cuyahoga County, Ohio

Ordinance No. O2017-0003

Sponsored by: County Executive Budish/Department of Public Works	An Ordinance enacting Chapter 720 of the Cuyahoga County Code authorizing Cuyahoga County to levy County Motor Vehicle License Taxes upon the operation of motor vehicles on public roads and highways pursuant to Chapter 4504 of the Ohio Revised Code.
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WHEREAS, Section 4504.02 of the Ohio Revised Code provides that a county may levy an annual license tax for planning, constructing, improving, maintaining, and repairing public roads, highways, and streets; maintaining and repairing bridges and viaducts; paying the county's portion of the costs and expenses of cooperating with the department of transportation in the planning, improvement, and construction of state highways; paying the county's portion of the compensation, damages, cost, and expenses of planning, constructing, reconstructing, improving, maintaining, and repairing roads; purchasing, erecting, and maintaining street and traffic signs and markers; purchasing, erecting, and maintaining traffic lights and signals; and to supplement revenue already available for such purposes; and

WHEREAS, pursuant to Section 4504.02 of the Ohio Revised Code, the Board of County Commissioners of Cuyahoga County adopted a resolution, Journal No. 151, page 141, on June 17, 1968, authorizing the County to levy an annual County Motor Vehicle License Tax for the operation of motor vehicles on public roads and highways at the rate of \$5.00 per motor vehicle on all motor vehicles registered in Cuyahoga County; and

WHEREAS, pursuant to Sections 4504.15 and 4504.16 of the Ohio Revised Code, the Board of County Commissioners of Cuyahoga County adopted Resolution No. 737201 on September 22, 1987, authorizing the County to levy a supplemental annual County Motor Vehicle License Tax for the operation of motor vehicles on public roads and highways at the rate of \$10.00 per motor vehicle on all motor vehicles registered in Cuyahoga County; and

WHEREAS, additional funds are necessary to adequately finance the planning, constructing, improving, maintaining and repairing of public roads, highways and streets, and the maintaining and repairing bridges and viaducts; and

WHEREAS, pursuant to Section 4504.24 of the Ohio Revised Code, the County wishes to levy an annual license tax upon the operation of motor vehicles on the public roads and highways in the County, which tax is in addition to the tax levied by

Sections 4504.02, 4504.15 and 4504.16 the Ohio Revised Code and any other taxes levied under Chapter 4504 of the Ohio Revised Code; and

WHEREAS, the tax collected by the County pursuant to Section 4504.24 of the Ohio Revised Code shall be at the rate of \$5.00 per motor vehicle on all motor vehicles registered in Cuyahoga County; and

WHEREAS, prior to the adoption of any legislation authorizing the County to levy an additional motor vehicle annual license tax under Section 4504.24 of the Ohio Revised Code, the County must conduct two public hearings thereon, the second hearing to be not less than three (3) but not more than ten (10) days after the first hearing; and

WHEREAS, pursuant to the requirements of Section 4504.24 of the Ohio Revised Code, the County is required to provide notice of the date, time, and place of both hearings by publication in a newspaper of general circulation in the County, or as provided in section 7.16 of the Ohio Revised Code, once a week on the same day of the week for two (2) consecutive weeks, the second publication being not less than ten (10) but not more than thirty (30) days prior to the first hearing; and

WHEREAS, the first hearing pursuant to law was held on _____, 2017, and the second hearing was held on _____, 2017, at ___ A.M., both hearings being held in the C. Ellen Connelly Council Chambers in the Cuyahoga County Headquarters, located at 279 East 9th Street, 4th Floor, Cleveland, Ohio, and after proper notice required by law; and

WHEREAS, the County desires to codify in the Cuyahoga County Code all prior levies for County Motor Vehicle License Taxes.

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

SECTION 1. Chapter 720 of the Cuyahoga County Code is hereby enacted as follows:

Chapter 720: County Motor Vehicle License Tax upon the operation of motor vehicles

Section 720.01 County Motor Vehicle License Tax upon the operation of motor vehicles pursuant to Section 4504.02 of the Ohio Revised Code

- A. That for the purpose stated in Section 4504.02 of the Ohio Revised Code and pursuant to such section, there is hereby levied an annual County Motor Vehicle License Tax, in addition to the tax levied by Sections 4503.02, 4503.07 and 4503.18, of the Ohio Revised Code, upon the

operation of motor vehicles on the public roads or highways. Such tax is levied beginning with the registration year commencing April 16, 1969, at the rate of \$5.00 per motor vehicle on all motor vehicles the district of registration of which, as defined in Section 4503.10 of the Ohio Revised Code, is located in Cuyahoga County and shall be in addition to the taxes at the rates specified in Sections 4503.04 and 4503.16 of the Ohio Revised Code, subject to quarterly reductions in the manner provided in Section 4503.13 of the Ohio Revised Code and the exemptions provided in Sections 4503.16, 4503.17, and 4503.171 of the Ohio Revised Code.

Section 720.02 Supplemental County Motor Vehicle License Tax upon the operation of motor vehicles pursuant to Sections 4504.15 and 4504.16 of the Ohio Revised Code

- A. That a supplemental annual County Motor Vehicle License Tax is hereby levied pursuant to Sections 4504.15 and 4504.16 of the Ohio Revised Code; this tax is in addition to any tax levied pursuant to Sections 4503.02, 4503.07, and 4503.18 of the Ohio Revised Code; the tax shall be at the rate of \$10.00 per motor vehicle on all motor vehicles the district of registration of which is in Cuyahoga County, Ohio; the tax shall be in addition to the taxes at the rates specified in Sections 4503.04 and 4503.16 of the Ohio Revised Code, subject to reductions in the manner provided in Section 4503.11 of the Ohio Revised Code and the exemptions provided in Sections 4503.16, 4503.17, 4503.171, 4503.41 and 4503.43 of the Ohio Revised Code.

Section 720.03 Second Supplemental County Motor Vehicle License Tax upon the operation of motor vehicles pursuant to Section 4504.24 of the Ohio Revised Code

- A. That a second supplemental annual County Motor Vehicle Tax is hereby levied pursuant to Section 4504.24 of the Ohio Revised Code; that this tax is in addition to any tax levied pursuant to Sections 4503.02 and 4503.07 of the Ohio Revised Code and any other tax levied under Chapter 4504; the tax shall be at the rate of \$5.00 per motor vehicle on all motor vehicles the district of registration of which is in the County; the tax shall be in addition to the taxes at the rates specified in Sections 4503.04 and 4503.042 of the Ohio Revised Code, subject to reductions in the manner provided in Section 4503.11 of the Ohio Revised Code and the exemptions provided in Sections 4503.16, 4503.17, 4503.172, 4503.173, 4503.18, 4503.41, 4503.43, 4503.46, and 4503.571 of the Ohio Revised Code.

SECTION 2. The Clerk of Council shall provide written notice of the adoption of this Ordinance to the legislative authority of each municipal corporation that is

located in Cuyahoga County, to the board of township trustees of each township that is located in Cuyahoga County, and to the Registrar of the Bureau of Motor Vehicles.

SECTION 3. For the purposes specified in Chapter 720 of the Cuyahoga County Code, the Cuyahoga County Fiscal Officer is hereby authorized to establish one or more special revenue funds for the purpose of depositing moneys distributed to the County by the Registrar of Bureau of Motor Vehicles.

SECTION 4. To the extent this ordinance needs to be considered a resolution, it should be deemed as such.

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

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2017

O2017-0003

An Ordinance enacting Chapter 720 of the Cuyahoga County Code authorizing Cuyahoga County to levy County Motor Vehicle License Taxes upon the operation of motor vehicles on public roads and highways pursuant to Chapter 4504 of the Ohio Revised Code.

Preview

- Current Registration Taxes
 - Base License fee (currently \$20)
 - \$5 in 1908
 - Additional \$5 in 1948
 - Additional \$10 in 1979
 - Permissive taxes levied
 - First \$5 in 1967
 - Additional \$10 in 1987, but split \$7.50 to County and \$2.50 to municipalities
 - Additional \$5 can be collected by municipalities, some in Cuyahoga have enacted
- House Bill 26
 - ORC Section 4504.24
 - Effective June 30, 2017
 - Allows counties to levy an additional \$5 license tax per motor vehicle
 - For Cuyahoga County would mean additional \$4-\$5 million per year starting in 2019
 - Proceeds to be used for road and bridge programs
- Schedule
 - First Reading 9/12/17
 - Public Notice Published Friday 9/15/17
 - First Public Hearing Wednesday 10/4/17
 - Second Public Hearing Wednesday 10/11/17
 - Second Reading Consideration 10/24/17
 - Third Reading Consideration 11/14/17, if necessary

Notice of public hearing

Notice is hereby given that public hearings will be held on October 4, 2017 at 10:00 A.M., local time, October 11, 2017 at 10:00 A.M., local time, in the C. Ellen Connally Council Chambers, Cuyahoga County Headquarters, 2017 East 9th Street, 4th Floor, Cleveland, Ohio 44115, at which time all interested persons will be heard on the question of the adoption by Cuyahoga County Council of an ordinance levying a Five Dollar additional motor vehicle annual license tax pursuant to Section 4504.24 of the Ohio Revised Code.

By order of the Cuyahoga County Executive, Armond Budish.

Publish in the Plain Dealer
On September 15, 2017 and
September 22, 2017

County Council of Cuyahoga County, Ohio

Ordinance No. O2017-0004

Sponsored by: County Executive Budish/Fiscal Officer	An Ordinance amending Section 501.15 of the Cuyahoga County Code to modify the requirements of contractors, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 501.15 of the Cuyahoga County Code sets forth certain Required Certifications that shall be made by all Contractors; and

WHEREAS, the amendments proposed are designed to clarify and limit the requirements to applicable contract types; and

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

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

SECTION 1. Section 501.15 of the Cuyahoga County Code is hereby amended to read as follows (additions are bolded and underlined, deletions are stricken):

Section 501.15 ~~Required Certifications by~~ Requirements of Contractors

A. On federally or state funded projects, which require the County to comply with specific federal and/or state criteria or forms for certifications by the successful contractor(s), the County shall comply with the federal and/or state requirements to avoid the loss of federal or state funds, including the use of the federal and/or state certification forms in lieu of the County's mandated certification forms. Where possible on federally or state funded projects and on all other projects, at the time of execution of the contract, the successful contractor shall ~~certify that it:~~

1. **for public improvements contracts, the contractor** shall be in compliance with Ohio's Drug-Free Workplace requirements **as provided in Ohio Revised Code Section 153.03**, including, but not limited to, maintaining a substance abuse policy that its personnel are subject to on the contract (the successful contractor shall provide this policy upon request);

2. **for public improvement contracts, the contractor** ~~does~~ **shall** not have an Experience Modification Rating greater than 1.5 with respect to the Bureau of Workers Compensation risk assessment rating;
3. **the contractor** ~~is in~~ **shall be** compliance and will remain in compliance with Federal and Ohio Equal Opportunity Employment Laws;
4. **for public improvement contracts, the contractor** shall pay the prevailing wage rate and comply with other provisions set forth in Sections 4115.03 through 4115.16 of the Ohio Revised Code and Sections 4101:9-4-01 through 4101:9-4-28 of the Ohio Administrative Code, including but not limited to the filing of certified payroll reports;
5. **for public improvement contracts, the contractor** ~~has~~ **shall** not **have** been debarred from public contracts for prevailing wage violations or found or determined by the state to have underpaid the required prevailing wage, whether intentionally or unintentionally, even if settled subsequent to the finding, more than three times in the last ten (~~ten~~) years, provided that, when aggregating for any single project, no finding of an underpaid amount of less than \$1,000.00 shall be considered, and no single finding based upon a journeyman-to-apprenticeship ratio shall be considered a violation of this provision unless as part of multiple, similar findings;
6. **the contractor** ~~has~~ **shall** not **have** been penalized or debarred from any federal, state, or local public contract or falsified certified payroll records, or has otherwise been found, after appeals, to have violated the Fair Labor Standards Act in the past seven years, or during the **contractor's bidder's** entire time of doing business, if less than seven years;
7. **the contractor** ~~has~~ **shall** not **have** violated any unemployment or workers compensation law during the past five years, or during the **contractor's bidder's** entire time of doing business, if less than five years;
8. **the contractor,** at the time of contract award, ~~does~~ **shall** not have final, unsatisfied judgments against it which in total amount to 50% or more of the contract amount;
9. **the contractor** ~~will~~ **shall** utilize, for work performed under the contract supervisory personnel that have three or more years of experience in the specific trade and who maintain the appropriate state license(s), if any;
10. **the contractor** shall be properly licensed to perform all work as follows:
 - a. if performing a trades contract, shall be licensed pursuant to Ohio Revised Code Section 4740 as a heating, ventilating, and air

conditioning contractor, refrigeration contractor, electrical contractor, plumbing contractor, or hydronix contractor.

- b. if performing work regulated under Section 3737.65 of the Ohio Revised Code, be certified by the State Fire Marshall; and
 - c. if performing work under any other trade, occupation, or profession licensed under Title 47 of the Ohio Revised Code, be licensed for that trade, occupation, or profession as provided in the Ohio Revised Code;
11. **the contractor** shall, if performing a trade contract pursuant to Ohio Revised Code Section 4740, not subcontract more than 25% of the labor, excluding materials, for its awarded contract, unless to subcontractors also licensed pursuant to Ohio Revised Code Section 4740 or certified by the State Fire Marshall pursuant to Ohio Revised Code Section 3737.65;
 12. **the contractor** shall provide access as needed and allow the Agency of Inspector General to perform the functions provided for in Section 501.21 of the County Code; and
 13. **the contractor** shall require all of its subcontractors, at the time of execution of a subcontract, to make all of the certifications required in Section 501.15(A) except for subsections 7 and 9, of the County Code.
- B. If any material breach of contractual obligations or the certifications provided for in ~~this Section 501.16 of the County Code~~ occurs during the contract performance by the ~~vendor~~**contractor**, the County may exercise any or all contractual remedies, including but not limited to, contract termination for cause.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance 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 Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__