



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 8, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) December 20, 2018 Special Meeting (See Page 11)
 - b) January 2, 2019 Organizational Meeting (See Page 13)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2019-0002: A Resolution authorizing an amendment to Contract No. CE1800189-01 with Mita Marketing, LLC for professional communications services for the period 12/1/2017 - 12/31/2018 to extend the time period to

12/31/2019 and for additional funds in the amount not-to-exceed \$30,000.00; authorizing the County Executive and/or Council President to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 16)

Sponsor: Council President Brady

- 2) R2019-0003: A Resolution authorizing the Cuyahoga County Solid Waste District's purchase of property located at 4750 East 131st Street, Garfield Heights; authorizing the District's Board, and, as authorized by the District's Board, its Executive Director to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; and declaring the necessity that this Resolution become immediately effective. (See Page 18)

Sponsor: Councilmember Simon

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

- 1) R2019-0004: 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 26)

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

c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2019-0001: An Ordinance enacting Chapter 809 and amending Section 704.01 of the Cuyahoga County Code to establish the Cuyahoga County Housing Program. (See Page 114)

Sponsors: Councilmembers Brady, Miller and Jones

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2019-0005: A Resolution amending Resolution No. R2017-0197 dated 11/28/2017, which confirmed the County Executive's appointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission, by changing the term for two Commission members from 12/1/2017 - 11/30/2021 to 12/1/2017 - 11/30/2019; and declaring the necessity that this Resolution become immediately effective:(See Page 122)
 - i) Deborah A. Abbott
 - ii) Kieth A. Peppers

Sponsor: County Executive Budish

- 2) R2019-0006: A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 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, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 125)

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

- 3) R2019-0007: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and United Automobile, Aerospace and Agricultural Implement Workers of America, Region 2-B, Local 70, representing approximately 42 employees in the classification of Correction Officer Corporal at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 151)

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

- 4) R2019-0008: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18, representing approximately 8 employees in the classifications of Heavy

Machine Operator and Construction Backhoe Operator at the Department of Public Works for the period 1/1/2019 - 12/31/2021; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 154)

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

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

- 1) R2019-0009: A Resolution confirming the County Executive's appointment of Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for an unexpired term ending 5/25/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 157)

Sponsor: County Executive Budish

- 2) R2019-0010: A Resolution confirming the County Executive's appointment of John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021; and declaring the necessity that this Resolution become immediately effective. (See Page 161)

Sponsor: County Executive Budish

- 3) R2019-0011: A Resolution confirming the County Executive's appointment of Pamela K. Jankowski to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, and declaring the necessity that this Resolution become immediately effective. (See Page 168)

Sponsor: County Executive Budish

- 4) R2019-0012: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for an unexpired

term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective: (See Page 173)

- i) Russel R. Brown III
- ii) Arthur B. Hill III
- iii) Dean P. Jenkins
- iv) Christopher P. Viland

Sponsor: County Executive Budish

- 5) R2019-0013: A Resolution confirming the County Executive's reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022, and declaring the necessity that this Resolution become immediately effective. (See Page 187)

Sponsor: County Executive Budish

- 6) R2019-0014: A Resolution approving a Right-of-Way Exhibit for Adele Lane Culvert No. 00.04 between Crestwood Drive and Fitch Road in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective. (See Page 191)

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

- 7) R2019-0015: A Resolution approving a Right-of-Way Exhibit for Westwood Lane Culvert No. 00.08 between Crestwood Drive and Fitch Road in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective. (See Page 196)

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

- 8) R2019-0016: A Resolution declaring that public convenience and welfare requires resurfacing West 130th Street from Bagley Road to Snow Road in the Cities of Brook Park, Middleburg Heights, Parma and Parma Heights; total estimated project cost \$7,274,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 201)

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

- 9) R2019-0017: A Resolution declaring that public convenience and welfare requires resurfacing Ridge Road from Memphis Avenue to Denison Avenue in the Cities of Brooklyn and Cleveland; total estimated project cost \$2,121,800.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 206)

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

- 10) R2019-0018: A Resolution declaring that public convenience and welfare requires resurfacing Brainard Road from Cedar Road to Wilson Mills Road in the Cities of Highland Heights and Lyndhurst; total estimated project cost \$3,708,286.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 211)

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

- 11) R2019-0019: A Resolution making an award on RQ42514 to TEC Communications, Inc. in the amount not-to-exceed \$590,330.26 for wide area network Smartnet maintenance services for the period 1/1/2019 - 12/31/2021; 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 216)

Sponsor: County Executive Budish/Department of Information Technology

- 12) R2019-0020: A Resolution making an award on RQ42515 to TEC Communications, Inc. in the amount not-to-exceed \$1,813,920.00 for network professional services for the period 1/1/2019 - 12/31/2023; 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 227)

Sponsor: County Executive Budish/Department of Information Technology

- 13) R2019-0021: A Resolution making awards on RQ42713 to various providers in the total amount not-to-exceed \$3,600,000.00 for traditional residential treatment services for the period 2/1/2019 - 1/31/2021; 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 234)

- i) Applewood Centers, Inc.
- ii) Bellefaire Jewish Children's Bureau
- iii) The Cleveland Christian Home, Inc.
- iv) Community Specialists Corporation dba The Academy
- v) Cornell Abraxas Group, Inc.
- vi) The Glen Mills Schools
- vii) Keystone Richland Center, LLC dba Foundations for Living
- viii) Lakeside for Children dba Lakeside Academy
- ix) New Directions, Inc.

- x) OhioGuidestone
- xi) The Summit School, Inc. dba Summit Academy
- xii) The Village Network
- xiii) Woodward Youth Corporation dba Woodward Academy

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

- 14) R2019-0022: A Resolution authorizing an amendment to a Master Contract with various providers for the Supplemental Nutrition Assistance Program (SNAP) to Skills Program for the period 8/6/2018 - 9/30/2018 to extend the time period to 9/30/2019 and for additional funds in the total amount not-to-exceed \$1,771,626.06; 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 288)

- i) Cleveland Center for Arts and Technology dba NewBridge Cleveland
- ii) Cuyahoga Community College District
- iii) Cuyahoga County Public Library
- iv) The Centers for Families and Children – El Bario
- v) Towards Employment
- vi) Youth Opportunities Unlimited, Inc.

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

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

- 1) R2018-0264: A Resolution approving a proposed settlement in the matter of State ex rel. James Connell, et. al. vs. City of North Olmsted, et. al., Cuyahoga County Common Pleas Court Case No. CV-15-848055; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. (See Page 300)

Sponsors: County Executive Budish on behalf of Cuyahoga County Office of the Prosecuting Attorney

d) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2018-0007: A Resolution making an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner's representative services in connection with the Justice Center Complex Project for the period 2/1/2018 - 1/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 303; See also Proposed Substitute Page 306)

Sponsor: County Executive Budish/Department of Public Works

- 2) R2018-0236: A Resolution authorizing an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; 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 317)

Sponsor: County Executive Budish/County Sheriff

- 3) R2018-0238: A Resolution authorizing an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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 319)

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, JANUARY 22, 2019
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JANUARY 22, 2019
5:00 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 SPECIAL MEETING
THURSDAY, DECEMBER 20, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:30 AM

1. CALL TO ORDER

Council President Brady called the meeting to order at 10:30 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

Ms. Loh addressed Council regarding security procedures at the women's shelter.

4. APPROVAL OF MINUTES

- a) December 11, 2018 Committee of the Whole Meeting
- b) December 11, 2018 Regular Meeting
- c) December 13, 2018 Committee of the Whole/Work Session

A motion was made by Ms. Brown, seconded by Mr. Tuma and approved by unanimous vote to approve the minutes of the December 11, 2018 Committee of the Whole and Regular meetings and the December 13, 2018 Committee of the Whole/Work Session.

5. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2018-0267.

- 1) R2018-0267: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 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, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution No. R2018-0229 dated 11/13/2018 to reconcile appropriations for 2018; 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. R2018-0267. Discussion ensued.

Mr. Trevor McAleer, Legislative Budget Advisor; and Ms. Margaret Keenan, Director of the Office of Budget and Management, addressed Council regarding Resolution No. R2018-0267. Discussion ensued.

Councilmembers asked questions of Mr. McAleer and Ms. Keenan pertaining to the item, which they answered accordingly.

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

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2018-0267 was considered and adopted by unanimous vote, as substituted.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 10:49 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 2, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:15 PM**

1. CALL TO ORDER BY CLERK OF COUNCIL

In accordance with Council Rule 2B, Clerk Schmotzer called the meeting to order at 1:15 p.m.

2. ROLL CALL

Ms. Schmotzer called the roll. Councilmembers Baker, Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Stephens, Simon and Brady were in attendance and a quorum was determined.

3. ELECTION OF COUNCIL OFFICERS

a) President of Council

Ms. Schmotzer described the process to be used for the election of Council officers, as prescribed by Council Rule 2C, and then opened the floor for nominations for President of Council. A motion was made by Mr. Tuma and seconded by Ms. Brown to nominate Mr. Brady. Hearing no further nominations, Ms. Schmotzer then called the roll. Councilmembers Baker, Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Stephens, Simon and Brady voted for Mr. Brady.

By unanimous roll-call vote, Councilmember Dan Brady was elected as President of Council.

b) Vice-President of Council

Ms. Schmotzer opened the floor for nominations for Vice-President of Council. A motion was made by Ms. Simon and seconded by Mr. Miller to nominate Mr. Jones. Hearing no further nominations, Ms. Schmotzer then called the roll. Councilmembers Baker, Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Stephens, Simon and Brady voted for Mr. Jones.

By unanimous roll-call vote, Councilmember Pernel Jones, Jr. was elected as Vice-President of Council.

Ms. Schmotzer then stepped down and Council President Brady presided over the remainder of the meeting.

4. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Brady thanked The Honorable Jazmin Torres-Lugo, Cleveland Municipal Court Judge, for swearing him in today. He also wished everyone a happy new year as well as thanked Councilmembers for supporting his election as Council President, thanked Council staff for their hard work, and acknowledged the challenges facing Council this year.

5. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2019-0001.

- a) R2019-0001: A Resolution establishing the 2019 and 2020 schedules of County Council meetings, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Baker, Miller, Brady, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Stephens and Simon/Clerk of Council

Mr. Brady introduced a proposed amendment on the floor to Resolution No. R2019-0001. Discussion ensued.

A motion was then made by Mr. Brady, seconded by Mr. Miller and approved by unanimous vote to amend Resolution No. R2019-0001 as follows:

- 1) delete "8/13/2019" and insert "8/6/2019" in Section 1;**
- 2) delete "9/8/2020" and insert "9/15/2020" in Section 2; and**
- 3) delete "9/22/2020" and insert "9/29/2020" in Section 2.**

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2019-0001 was considered and adopted by unanimous vote, as amended.

6. MISCELLANEOUS BUSINESS

Mr. Miller voiced concerns over the recent death of an inmate at the County jail.

Mr. Jones announced that a Maple Heights High School student who was also a participant of Closing the Achievement Gap, was tragically killed in a shooting on December 31st.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 1:28 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0002

Sponsored by: Council President Brady	A Resolution authorizing an amendment to Contract No. CE1800189-01 with Mita Marketing, LLC for professional communications services for the period 12/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$30,000.00; authorizing the County Executive and/or Council President 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 Cuyahoga County Council seeks to amend Contract No. CE1800189-01 with Mita Marketing, LLC for professional communications services for the period 12/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$30,000.00; and,

WHEREAS, Charter Section 3.10(5) authorizes County Council to “approve contracts or amendments to contracts not-to-exceed \$100,000.00 for services for the Council office, consistent with the County’s operating budget” without presentation to the County Executive for approval or disapproval; 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. CE1800189-01 with Mita Marketing, LLC for professional communications services for the period 12/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$30,000.00.

SECTION 2. To the extent an exemption from competitive bidding is needed for anything described herein, it is hereby granted.

SECTION 3. That the County Executive and/or Council President are authorized to execute the amendment 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 adoption. 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

Clerk of Council

Date

Journal CC033
January 8, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0003

Sponsored by: Councilmember Simon	A Resolution authorizing the Cuyahoga County Solid Waste District’s purchase of property located at 4750 East 131 st Street, Garfield Heights; authorizing the District’s Board, and, as authorized by the District’s Board, its Executive Director to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Solid Waste District (“District”) engaged the services of Allegro Real Estate Partners (“Allegro”) to analyze the District’s long-term space needs to guide a decision about the District’s current facility located at 4750 East 131st Street, Garfield Heights, Ohio, which houses its Special Waste Convenience Center and offices (the “Property”); and

WHEREAS, Allegro’s analysis concluded that purchasing the Property is the most economical long-term option; and

WHEREAS, the District negotiated a Letter of Intent and then a Purchase and Sale Agreement with Pioneer Building II, Ltd., for the District to purchase the property for One Million Seven Hundred Thousand Dollars (\$1,700,000.00); and

WHEREAS, the District applied for a loan from the Ohio Water Development Authority (“OWDA”) to finance the property’s purchase, and OWDA approved the loan application; and

WHEREAS, the contemplated transactions necessitate a parcel split and consolidation as provided in the Purchase and Sale Agreement, which will result in creating a parcel number for the Property to be purchased; and

WHEREAS, in establishing the structure of the District’s Board after adoption of the County Charter, the County Council confirmed the District’s authority to govern itself and to continue to approve its contracting through its Board, which includes a Council member appointed by the Council President. Section 206.07(C) of the County Code provides:

The Board of the Solid Waste Management District shall continue to govern the operations of the District, including, but not limited to, having the final approval authority over its contracts.

WHEREAS, R.C. 343.04 authorizes county solid waste districts to acquire and own property:

A board of county commissioners or **board of directors of a county** or joint **solid waste management district**, after the establishment of the district, may have a general plan of solid waste facilities for the district prepared by the county sanitary engineer of a county district or, in the case of a joint district, by a county sanitary engineer of one of the counties participating in the joint district as determined by the board of directors. The general facilities plan shall be consistent with the solid waste management plan of the county or joint district approved or ordered to be implemented under section [3734.521](#) or [3734.55](#) of the Revised Code and the most current amended plan of the district approved or ordered to be implemented under section [3734.521](#) or [3734.56](#) of the Revised Code, if any. After the general facilities plan has been approved by the board, **the board may acquire, construct, improve, enlarge, equip, maintain, and operate, and may enter into agreements determined by the board to be necessary for the acquisition, construction, improvement, enlargement, equipment, maintenance, or operation of, any solid waste facilities included in the general facilities plan. Such agreements may include provisions concerning at least the ownership and control of the facilities by the district or by any other party to the agreement as designated in the agreement; the operation, leasing, or subleasing of the facilities by the district or by any other such party; and the final sale or other disposition of the facilities to the district or to any other such party.**

WHEREAS, in statutory counties, the counties' boards of county commissioners also serve as the board of directors of a solid waste district and other provisions of the Revised Code also contemplate situations where the County owns property for the District's use; and

WHEREAS, in Cuyahoga County, the District has always operated as an independent district and has been self-funded and governed by a board of directors with its own bylaws adopted on April 25, 1995; and

WHEREAS, to avoid any confusion and ensure no questions arise regarding the authority to conduct the transactions contemplated herein, the District has requested the County Council to adopt a resolution authorizing the transactions to take place

through the District's Board and confirming the District's Board's authority to undertake the contemplated transactions; and

WHEREAS, the District's Board has authorized the transactions contemplated herein and will continue its oversight of the transactions and management of the Property after it purchase; 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 the Cuyahoga County Solid Waste District's purchase of the Property in its own name for an amount not-to-exceed One Million Seven Hundred Thousand Dollars (\$1,700,000.00) and the District's financing of the purchase through a loan from OWDA.

SECTION 2. That the District's Board and, as authorized by the District's Board, the District's Executive Director are authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, the Purchase and Sale Agreement and loan and finance-related documents, (ii) all other and further documents, instruments, certificates, agreements, amendments, assignments, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, and notices, and (iii) amendments, modifications and supplements to any of the foregoing, including any purchase-price adjustments based on the outcome of due diligence, that the District's Board may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, (b) agree to such payments and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions, and (c) prosecute and/or defend any actions or proceedings that may be necessary or advisable relative to any of the foregoing matters.

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

eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC033
January 8, 2019

**CUYAHOGA COUNTY SOLID WASTE DISTRICT
RESOLUTION NO. 181101-A**

Approving a PURCHASE AND SALE AGREEMENT by and between the Cuyahoga County Solid Waste District, acting by and through its Board of Directors pursuant to Chapter 343 of the Ohio Revised Code and Pioneer Building II Ltd., an Ohio limited liability company, for the purchase of real property located at 4750 East 131 Street in Garfield Heights, Ohio in the amount of \$1,700,000.00 plus all other customary closing costs.

WHEREAS, the Board and the District engaged the services of Allegro Real Estate Partners (the consultant) to analyze the District's long term space needs and costs and to conduct a comparative market analysis in order to guide a decision making process about purchasing the District's current facility which houses its Special Waste Convenience Center and offices; and,

WHEREAS, following a review of the analysis made by the consultant that concluded that purchasing the District's current property was the most economical long term option, the Board and the District instructed the Consultant to negotiate a Letter of Intent with the Pioneer Building II, Ltd. which would indicate the general terms and conditions under which the District and its Board would consider purchasing the property located at 4750 East 131 Street in Garfield Heights, Ohio; and,

WHEREAS, the Board, through Resolution 180822-A approved and executed a Non-Binding Letter of Intent with Pioneer Building II Ltd. which established the purchase price of \$1,700,000.00; and,

WHEREAS, the District, as a result of Board Resolution 180909-B hired the firm of Berns, Ockner & Greenberger, LLC who has prepared the purchase and sale agreement, the terms of which have been negotiated and are mutually agreeable to the seller.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cuyahoga County Solid Waste District, that a PURCHASE AND SALE AGREEMENT by and between the Cuyahoga County Solid Waste District and Pioneer Building II Ltd., an Ohio limited liability company, for the purchase of real property located at 4750 East 131 Street in Garfield Heights, Ohio in the amount of \$1,700,000.00 is hereby approved.

BE IT FURTHER RESOLVED, the Executive Director of the Solid Waste District, be, and she is, authorized to sign said Agreement plus any other documents necessary and recommended by legal counsel to effectuate the transaction on behalf of the Board.

BE IT FURTHER RESOLVED that the District is hereby authorized to deposit Ten Thousand Dollars (\$10,000) in earnest money Omni Title LLC, 737 Bolivar Road, Suite 210, Cleveland, Ohio 44115 which shall be refundable and shall be credited to the District against the purchase price at closing.

On Motion of Sunny Simon, seconded by Mike Foley, the foregoing resolution was duly adopted.

Ayes: Sunny Simon, Mike Foley, Michael Dever
Nays: None
Abstention:
Not Present:

*Journal SWD24
November 1, 2018
181101-A*

MEMORANDUM

To: Cuyahoga County Council Members

From: Majeed G. Makhoulf
Berns, Ockner, & Greenberger LLC

MGM

Date: January 3, 2019

Re: Cuyahoga County Solid Waste District's Purchase of Property in Garfield Heights

Dear Council President Brady and Council Members:

The purpose of this memorandum is to explain to Council why the Cuyahoga County Solid Waste District has requested the Council to pass a resolution pertaining to its acquisition of property.

I was retained as special counsel by the District to represent it in negotiating a Purchase and Sale Agreement with Pioneer Building II, Ltd. (A Dalad Group entity) to purchase the property at 4750 East 131st Street in Garfield Heights where the District currently houses its Special Waste Convenience Center and offices. The District had engaged the services of Allegro Real Estate Partners to analyze the District's long-term space needs to guide a decision about the property and concluded that purchasing the property is the most economical long-term option.

The purchase price in the Purchase and Sale Agreement is One Million Seven Hundred Thousand Dollars (\$1,700,000.00) in accordance with the Letter of Intent negotiated by Allegro with the Seller. The District applied for a \$1.2 million loan from the Ohio Water Development Authority to finance the property's purchase, and OWDA approved the loan application.

The District, which was formed pursuant to R.C. 343.01 in 1988 as a single-county solid waste management district, is a separate entity outside of the County Executive-County Council structure of government. It is self-funded and governs itself through its own board of directors with its own bylaws. Additionally, the District's boundary extends into Geauga County and is not coterminous with the boundaries of Cuyahoga County.

In statutory counties, a solid-waste district's board of the directors consists of the board of county commissioners. In Cuyahoga County, after adoption of the Charter, the Council adopted legislation providing that the District's Board of Directors consists of the County Executive, the Director of Public Works, and a Council member appointed by the Council President. *See* Cuyahoga County Code, Section 206.07(B).

In establishing the structure of the District's Board after adoption of the County Charter, the County Council confirmed the District's authority to govern itself and to continue to approve its contracting through its Board, which includes a Council member appointed by the Council President. Section 206.07(C) of the County Code provides:

The Board of the Solid Waste Management District shall continue to govern the operations of the District, including, but not limited to, having the final approval authority over its contracts.

In addition, R.C. 343.04 authorizes county solid waste districts to acquire and own property:

A board of county commissioners or **board of directors of a county** or joint **solid waste management district**, after the establishment of the district, may have a general plan of solid waste facilities for the district prepared by the county sanitary engineer of a county district or, in the case of a joint district, by a county sanitary engineer of one of the counties participating in the joint district as determined by the board of directors. The general facilities plan shall be consistent with the solid waste management plan of the county or joint district approved or ordered to be implemented under section 3734.521 or 3734.55 of the Revised Code and the most current amended plan of the district approved or ordered to be implemented under section 3734.521 or 3734.56 of the Revised Code, if any. After the general facilities plan has been approved by the board, **the board may acquire, construct, improve, enlarge, equip, maintain, and operate, and may enter into agreements determined by the board to be necessary for the acquisition, construction, improvement, enlargement, equipment, maintenance, or operation of, any solid waste facilities included in the general facilities plan. Such agreements may include provisions concerning at least the ownership and control of the facilities by the district or by any other party to the agreement as designated in the agreement; the operation, leasing, or subleasing of the facilities by the district or by any other such party; and the final sale or other disposition of the facilities to the district or to any other such party.**

The District sought a legal opinion from its special counsel, Eastman & Smith, Ltd., which confirmed that the District meets the requirements under R.C. 343.04 to purchase and own property on its own and in its own name.

The Revised Code, however, is not a model of clarity when it comes to its provisions governing solid-waste districts. Much of that confusion arises from the fact that in statutory counties, a district's board of directors consists of the board of county commissioners. Also, some provisions in the Revised Code contemplate situations where the county owns property for a district's use. Thus, to avoid any potential issues with title insurance or other issues regarding authority, the District is requesting the County Council to adopt a resolution authorizing the

transactions to take place through the District's Board and confirming the District's Board's authority to undertake the contemplated transactions.

It is important to note that the District is not asking the County to assume any liability through this action. The property is to be owned by the District in its own name. Also, the loan from the OWDA is being obtained by the District on its own. The District's board has vetted and continues to vet and oversee the contemplated transactions. The Board will also be responsible for managing and maintaining the property through the District's staff.

We very much appreciate your consideration and adoption of this resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0004

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

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

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

WHEREAS, on December 12, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Grants Supervisor*
Number: 1052133
Pay Grade: 12A/Exempt

Exhibit B: Class Title: *Security Analyst*
Number: 1086121
Pay Grade: 10B/Exempt

Exhibit C: Class Title: *Security Engineer*
Number: 1086131
Pay Grade: 13B/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Benefits Analyst*
Class Number: 1053663
Pay Grade: 9A/Exempt (No Change)
* Minimum qualifications were updated to be consistent with other classification into new format.

Exhibit E: Class Title: *Facility Project Manager*
Class Number: 1063121
Pay Grade: 12A/Exempt (No Change)
* PRC routine maintenance. Placed the classification into new format.

Exhibit F: Class Title: *Fleet Services Manager*
Class Number: 1041114
Pay Grade: 13A/Exempt (No Change)
* Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.

Exhibit G: Class Title: *Grants Coordinator*
Class Number: 1052131
Pay Grade: 6A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5A to PG 6A.

- Exhibit H: Class Title: *Medical Records Technician*
Class Number: 1053321
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Placed the classification into the new format.
- Exhibit I: Class Title: *Network Manager*
Class Number: 1053113
Pay Grade: 12B/Exempt
* PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
- Exhibit J: Class Title: *Senior Budget Management Analyst*
Class Number: 1052212
Pay Grade: 16A/Exempt
* Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
- Exhibit K: Class Title: *Senior Account Clerk*
Class Number: 1013212
Pay Grade: 4A/Non- Exempt (No change)
* PRC routine maintenance. Placed the classification into the new format.
- Exhibit L: Class Title: *Senior Facilities Superintendent*
Class Number: 1042142
Pay Grade: 14A/Non-Exempt (No change)
* PRC routine maintenance. Placed the classification into the new format.
- Exhibit M: Class Title: *Senior Grants Coordinator*
Class Number: 1052132
Pay Grade: 9A/Exempt
* PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
- Exhibit N: Class Title: *Sewer Maintenance Superintendent*
Class Number: 1043123
Pay Grade: 16A/Exempt
* Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.

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:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	12A
Dept:	All departments	EXHIBIT A	

Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise the grant staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Manages the administration and implementation of the department's grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.
- 20% +/- 10%
- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.
- 15% +/- 5%
- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Analyst	Class Number:	1086121
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology	EXHIBIT B	

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection; Tier-II security analysis; monitor and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for **monitoring** network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of **defined** procedures in troubleshooting and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise 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.

- 50% +/- 10%
- Monitors all intrusion **detection and protection systems**, web traffic security, and other security intelligence and event **monitoring systems**; **monitors** other applicable appliances that protect the County against spam, **viruses**, phishing, and other threats; monitors security compliance and audits of critical controls; **follow up with** the appropriate departments to ensure network security infrastructure is maintained; **provides reports** on security threats and intelligence.
- 20% +/- 10%
- **Maintains and coordinates all** documentation for all supported systems; reads, reviews, and records **technical documentation** for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements.
- 15% +/- 10%
- Provides full technical **support** on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances.
- 5% +/- 2%
- Provides technical support and assists with applicable security design and enterprise network configuration; serves as technical contact for current or potential vendors.
- 10% +/- 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; stays up-to-date on new technology and trends in the field; researches operational enhancements, solutions to problems, and trends; provides insight into monthly security advisory.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Engineer	Class Number:	1086131
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	EXHIBIT C	

Classification Function

The purpose of this classification is to provide security intelligence by investigating security gaps and optimization for critical systems, malware analysis, and security appliance architecture as well as monitoring and enforcing security policies and procedures.

Distinguishing Characteristics

This is an advanced journey-level classification that is responsible for leading security related projects and providing technical support on security related issues. Employees in this class work under a framework of defined procedures in implementing and researching technical solutions for network and informational security. Employees with in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative in project lead 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.

- 35% +/- 10%
- Provides primary technical support and assists in implementation for all security design and enterprise network configuration; installs, updates, repairs, and provides resets to any security related systems; leads technical test of new software and systems for potential operational enhancements and knowledge; manages security related test environments; serves as technical contact on support related issues and for vendors.

- 30% +/- 10%
- Provides technical support for Security Intelligence Systems, Firewalls, Web filtering, e-discovery (forensics), Honey Pots, Spam, Anti-Virus, Data Loss Prevention, Intrusion Detection/Prevention, and Vulnerability Management; provides full technical support on Incident Response events.

- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County Standards and Security policies and requirements.

- 5% +/- 2%
- Provides general technical insight for strategic security planning and optimization of projects and budgets; conducts security related training to upper level management; provides insight regarding security related issues.

- 10% +/- 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; stays up-to-date on new technology and trends in the field; creates and conducts user training for other supporting teams.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Analyst	Class Number:	1053691
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources	EXHIBIT D	

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

Essential Job Functions

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

- 45% +/- 10%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing, and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 5%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Facility Project Manager	Class Number:	1063121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works	EXHIBIT E	

Classification Function

The purpose of this classification is to provide project management for County, municipal, and private sanitary projects.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing project management for County, municipal, and private sanitary projects. The employee is expected to become fully aware of operating procedures and policies. 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%
- Provides project management for County, municipal, and private sanitary projects; reviews design plans; reviews design calculations; reviews easements; reviews engineer's estimates; recommends projects approval; provides leadership on project matters; informs project management team of project status; makes recommendations on design improvements, construction technology, schedules, and construction economies; analyzes effects of alternatives on the project cost and schedule.

- 25% +/- 10%
- Manages construction of County financed projects; evaluates bids submitted by contractors and consultants; reviews requests for change orders; negotiates with contractors and consultants; prepares change orders; recommends project approval.

- 20% +/- 10%
- Coordinates the construction activities of County inspector on private and municipal projects.

- 15% +/- 5%
- Prepares inflow/infiltration studies on existing County improvements; reviews flow data from metering; reviews and prepares existing design of improvement; prepares charts from inflow/infiltration data; prepares reports on the inflow/infiltration.

- 10% +/- 5%
- Performs related administrative responsibilities; monitors contractor payments, changes, claims, and inspection for conformance to design requirements; provides cost and progress information; reviews requests for sewer connections; reviews requests for septic tanks; reviews pump station plans; conducts meetings with city engineers; responds to written and verbal inquiries and complaints; maintains related records.

Minimum Training and Experience Required to Perform Essential Job Functions

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Manager	Class Number:	1041114
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works	EXHIBIT F	

Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services and equipment facilities for the Department of Public Works.

Distinguishing Characteristics

This is a management classification with responsibility for **supporting** the Maintenance Administrator with the maintenance and repair of all automotive and heavy equipment. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes. Supervision is exercised over the work of Fleet Services Supervisor(s), Automotive Mechanics and Foreman engaged in the repair of heavy equipment. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

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%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; prepares specifications; performs research for new and replacement vehicles and large capital equipment purchases; creates and executes the capital equipment replacement schedule for all departments in the County; maintains effective inventory levels; approves invoices; oversees preventative maintenance programs.
- 25% +/- 10%
- Supervises lower-level supervisors and other department staff; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 20% +/- 10%
- Assesses fleet services' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources, achieve goals and objectives.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs BUSTR inspections; maintains recordkeeping of maintenance; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; disposes of replaced and obsolete equipment through auction process or other means.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Coordinator	Class Number:	1052131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All departments	EXHIBIT G	

Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with day-to-day coordination of grant activities. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

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%
- Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources.
- 20% +/- 10%
- Assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.
- 20% +/- 10%
- Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	1053321
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services	EXHIBIT H	

Classification Function

The purpose of this classification is to maintain and account for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

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%
- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.
- 40% +/- 10%
- Performs related administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; makes court appearances or represents agency in litigation when medical records are subpoenaed for evidence; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables; makes resident identification cards.

Minimum Training and Experience Required to Perform Essential Job Functions

- Accredited Medical Records Technician certification is required.

Additional Requirements for all levels

- None

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Manager	Class Number:	1053113
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	EXHIBIT I	

Classification Function

The purpose of this classification is to manage a Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments.

Distinguishing Characteristics

This is a journey level classification with responsibility for managing the County's Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment. The employee is expected to become fully aware of operating procedures and policies. 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.

- 25% +/- 10%
- Manages Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments; develops information resource strategies within framework of existing software systems and applications; designs and utilizes software applications to load data from one system to another, verifies integrity of such transfer; recommends, installs, and optimizes computer hardware and software applications for users' needs; manages organizational mandated system such as purchasing, payroll/human resources, or budgeting; designs and develops computer applications within existing software programs; may serve as lead member on special project team.

- 25% +/- 10%
- Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems including hubs, switches, concentrators, bridges, and routers; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees; may be responsible for operational control of E-mail.

- 20% +/- 10%
- Develops and coordinates new project development and system changes; determines requirements for development of system modifications to existing systems; implements action plans for system development; develops specifications for system equipment including hardware, software and communications equipment; develops and recommends system access policies; establishes system procedures.

20% +/- 10%

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	OBM Manager	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	16A
Dept:	Office of Budget and Management	EXHIBIT J	

Classification Function

The purpose of this classification is to assist with the management of the County's Office of Budget and Management, responsible for overseeing the process and development of County budgets and the preparation of related reports, as well as to monitor and report on budget activity, program performance, agency operations, and environmental factors that impact the County throughout the year. Additionally, this position is responsible for developing County-wide financial policies and procedures, project plans for process improvement, and advising the elected officials on all budget-related matters. This classification supervises lower-level Budget and Planning Administrators.

Distinguishing Characteristics

This is a managerial classification with responsibility for managing and overseeing a variety of technical duties in the preparation, review, and presentation of the County budget including analyzing varied and complex data in order to formulate budget process and policy recommendations and supervising lower-level Budget and Planning Administrators. Incumbents work under limited supervision and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies, in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Oversees the budget development process and preparation of related reports for County departments, elected officials, independent boards, and agencies; assists Director with developing quarterly County budget documents and ensuring accuracy; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; compiles and analyzes financial records and data to determine availability of financial resources for programs and projects; prepares and presents data for collective bargaining negotiations; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; updates and reviews department expense and revenue projections; submits recommendations for the approval/rejection of funds requests to the County Executive and County Council; communicates budget decisions to departments, agencies, elected officials, and the public.

- 20% +/- 10%
- Designs and monitors a performance management reporting tool for the Executive, elected officials, boards, and commissions; coordinates with senior staff to update performance data; maintains budget and performance software to ensure system data availability and integrity.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Account Clerk	Class Number:	1013212
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments	EXHIBIT K	

Classification Function

The purpose of this classification is to function as lead worker over lower level account clerks and to prepare cash financial reports and statements and/or to maintain financial accounts and financial records.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing cash financial reports and statements for authorization and maintaining financial accounts and records. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. 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.

- 25% +/- 10%
- Functions as lead worker over lower level account clerks; assigns work and reviews completed work assignments; provides job training and instruction.

- 25% +/- 10%
- Prepares cash financial reports and statements for authorization; utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format.

- 20% +/- 10%
- Maintains financial accounts and financial records; reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information; performs complex monthly reconciliation of bank statement to computer application by balancing advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds (NSF) checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests.

- 20% +/- 10%
- Assists with budget preparation and quarterly and annual cost reports; retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials.

- 10% +/- 5%
- Performs related clerical duties; types documents using typewriter, computer, or word processing equipment; files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Facilities Superintendent	Class Number:	1042142
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works	EXHIBIT L	

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise custodial, housekeeping, building trades employees and contractors

Distinguishing Characteristics

This is a management classification with responsibility for supervising custodial, building trades employees, and other assigned staff in coordinates maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in multiple County buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning; inspects facilities for mechanical operating systems; prepares and monitors budgets for in-house construction projects; inspects construction project sites to inspect work.

35% +/- 10%

Supervises custodial, housekeeping, and building trades employees; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; provides training; conducts staff meetings; recommends discipline and selection.

- 20% +/- 10%
- Coordinates all contracted services relating to construction and maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

- 10% +/- 5%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

Minimum Training and Experience Required to Perform Essential Job Functions

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Grants Coordinator	Class Number:	1052132
FLSA:	Exempt	Pay Grade:	9A
Dept:	All departments	EXHIBIT M	

Classification Function

The purpose of this classification is to coordinate grant activities for assigned project areas and evaluate grant opportunities and proposals.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; maintains all grant programming with appropriate partners throughout the process

- 20% +/- 10%
- Monitors and audits grant funds for compliance with County, State, and Federal guidelines; evaluates procurement and contracting activities for assigned grants; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.

- 20% +/- 10%
- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works	EXHIBIT N	

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works and serve as the Operator of Record for all communities contracted with the County.

Distinguishing Characteristics

This is a management classification with responsibility for **planning**, directing and controlling the Sewer Maintenance section of the Public Works Office under **general direction**. This class requires the solution of operational, technical, administrative and **management problems** related to maintenance. The employee is expected meet, consult and **collaborate** with the Maintenance Administrator to discuss plans, projects, and objectives, and to present **solutions** to identified concerns. The incumbent exercises discretion in applying policies and **procedures** to resolve organizational issues and to ensure that assigned activities are completed in a timely and **efficient manner**.

Essential Job Functions

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

- 30% +/- 10%
- Serves as the Operator of Record for all communities contracted with the County; ensures all maintenance and repair activities, wastewater and stormwater best practices are fully documented, including all applicable monitoring and sampling requirements; follows and enforces all applicable MS4 regulations, SSO requirements, and Ohio Revised Water Pollution Control Code; completes and submits all applicable SSO compliance reports and Sanitary Sewer Overflow reports; ensures all correspondence from or to the EPA is properly administrated and shared with the designated community representative.
- 20% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
- 20% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
- 20% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 13, 2018

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 December 12, 2018, 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 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
Grants Supervisor	1052133	12A/Exempt	All Departments
Security Analyst	1086121	10B/Exempt	Information Technology
Security Engineer	1086131	13B/Exempt	Information Technology

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Benefits Analyst 1053663	9A/Exempt	9A/Exempt (No Change)	Human Resources
Facility Project Manager 1063121	12A/Exempt	12A/Exempt (No Change)	Public Works
Fleet Services Manager 1041114	13A/Exempt	13A/Exempt (No Change)	Public Works
Grants Coordinator 1052131	5A/Non-Exempt	6A/Non-Exempt	All Departments
Medical Records Technician 1053321	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human Services
Network Manager 1053113	12A/Exempt	12B/Exempt	All Departments
Senior Budget Management Analyst 1052212	15A/Exempt	16A/Exempt	Fiscal (OBM)
Senior Account Clerk 1013212	4A/Non-Exempt	4A/Non-Exempt (No Change)	All Departments
Senior Facilities Superintendent 1042142	14A/Exempt	14A/Exempt (No Change)	Public Works
Senior Grants Coordinator 1052132	7A/Exempt	9A/Exempt	All Departments
Sewer Maintenance Superintendent 1043123	15A/Exempt	16A/Exempt	Public Works

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

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Jeanne Schmotzer, Clerk of Council
 Robert Triozzi, Law Director
 Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052133	Grants Supervisor	All Departments	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
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No. of Employees Affected:	1
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 12: \$56,370.91 - \$78,923.52 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy	2/2/2016	Email	Sent drafted specifications

Carney, PSJS Administrator			
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	12A
Dept:	All departments		

Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise the grant staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

30% +/- 10%

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

20% +/- 10%

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

15% +/- 5%

- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

Grants Supervisor

15% +/- 5%

- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance.

10% +/-5%

- Coordinates with assigned agency/community regarding procurement needs; provides updates on status of current projects; provides training to department on purchasing policies, procedures; provides briefing materials and reports detailing procurement options; writes routine directives, instructions, or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing; assists other County departments with contracting and purchasing goods and services funded through various projects administered through assigned department.

10% +/- 5%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in grant program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with six (6) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 and advanced 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 grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, financial statements, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, 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
1086121	Security Analyst	Information Technology	Non-Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the IT Department based on department need. The classification 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 10B: \$54,371.20 - \$76,148.80 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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, Program Officer 4 Jeremy Mio, Information Security Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Analyst	Class Number:	1086121
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection; Tier-II security analysis; monitor and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for monitoring network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of defined procedures in troubleshooting and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise 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.

- 50% +/- 10%
- Monitors all intrusion detection and protection systems, web traffic security, and other security intelligence and event monitoring systems; monitors other applicable appliances that protect the County against spam, viruses, phishing, and other threats; monitors security compliance and audits of critical controls; follow up with the appropriate departments to ensure network security infrastructure is maintained; provides reports on security threats and intelligence.
- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements.
- 15% +/- 10%
- Provides full technical support on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances.
- 5% +/- 2%
- Provides technical support and assists with applicable security design and enterprise network configuration; serves as technical contact for current or potential vendors.
- 10% +/- 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; stays up-to-date on new technology and trends in the field; researches operational enhancements, solutions to problems, and trends; provides insight into monthly security advisory.

Proposed DATE:

Security Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer science or related field and three years of information technology experience including one (1) year of information security 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 and computer technology including computers, printers, servers, penetration devices, forensic tools, and security appliances.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages; calculate and make use of the principles of geometry, algebra, trigonometry, statistical theory and inference, and advanced mathematics.

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 technical security and forensic tools and software.
- Ability to comprehend a variety of informational documents including technical status and system logs, penetration test reports, risk assessments reports, threat intelligence reports, logs, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Security Documentation, SANS Top 20 Technical Documentation, CIS Benchmarks, Threat Intelligence, and technical information and instruction manuals.
- Ability to prepare operational monitoring report, technical and non-technical user guides; root cause analysis report, malware analysis report, test and monitoring scripts and codes; application security review, 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, vendor staff, and other County employees.

Security Analyst

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
1086131	Security Engineer	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the IT Department based on department need. The classification 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 12B: \$61,796.80 - \$86,528.00 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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, Program Officer 4 Jeremy Mio, Information Security Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Engineer	Class Number:	1086131
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide security intelligence by investigating security gaps and optimization for critical systems, malware analysis, and security appliance architecture as well as monitoring and enforcing security policies and procedures.

Distinguishing Characteristics

This is an advanced journey-level classification that is responsible for leading security related projects and providing technical support on security related issues. Employees in this class work under a framework of defined procedures in implementing and researching technical solutions for network and informational security. Employees with in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative in project lead 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.

- 35% +/- 10%
- Provides primary technical support and assists in implementation for all security design and enterprise network configuration; installs, updates, repairs, and provides resets to any security related systems; leads technical test of new software and systems for potential operational enhancements and knowledge; manages security related test environments; serves as technical contact on support related issues and for vendors.
- 30% +/- 10%
- Provides technical support for Security Intelligence Systems, Firewalls, Web filtering, e-discovery (forensics), Honey Pots, Spam, Anti-Virus, Data Loss Prevention, Intrusion Detection/Prevention, and Vulnerability Management; provides full technical support on Incident Response events.
- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County Standards and Security policies and requirements.
- 5% +/- 2%
- Provides general technical insight for strategic security planning and optimization of projects and budgets; conducts security related training to upper level management; provides insight regarding security related issues.
- 10% +/- 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; stays up-to-date on new technology and trends in the field; creates and conducts user training for other supporting teams.

Proposed DATE:

Security Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer science or related field and six (6) years of IT experience including two (2) years of information security 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 and computer technology including computers, printers, servers, penetration devices, and security appliances.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages; calculate and make use of the principles of geometry, algebra, trigonometry, statistical theory and inference, and advanced mathematics.

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 technical security tools and software.
- Ability to comprehend a variety of informational documents including technical design documents, penetration test reports, risk assessments reports, threat intelligence reports, logs, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Security Documentation, Executive Order 13663, CIS Benchmarks, threat intelligence, and technical instruction manuals.
- Ability to prepare technical design documents, technical and non-technical user guides; vulnerability reports, risk assessment reports, proposals, test and security scripts and codes; 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, vendor staff, and other County employees.

Security Engineer

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
1053663	Benefits Analyst	Human Resources	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053691	Employee Benefits Analyst	Human Resources	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	Minimum qualifications were updated to be consistent with other classifications in the series.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 9: \$47,507.20 – \$66,476.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Holly Woods, Director of Benefits and Compensation	06/21/2018	Email	Revisions sent to SME
Holly Woods, Director of Benefits and Compensation	07/11/2018	Email	Reminder to look at revisions
Holly Woods, Director of Benefits and Compensation	09/07/2018	Phone	Meeting to discuss the series
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Analyst	Class Number:	1053691
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

Essential Job Functions

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

- 45% +/- 10%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing, and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 5%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

Employee Benefits Analyst

5% +/- 2%

- Supports open enrollment by overseeing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system testing.

15% +/- 5%

- Performs related administrative duties; data entry, calculations, maintains and files records; participates in vendor evaluation, selection process and assists with managing and maintaining vendor relationships; coordinates and hears appeals; prepares and disseminates information about employee benefits; answers calls and correspondence concerning benefits general inquiries and issues; updates employee data; tracks attendance and other related performance data; develops and conducts benefits and wellness surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, human resource management, labor relations, employment relations, or a related field of study with three (3) years of benefits administration experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of 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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, 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.

Employee Benefits Analyst

- Ability to use and interpret human resources, health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, 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
1063121	Facility Project Manager	Public Works	Exempt	12A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063121	Facility Project Manager	Public Works	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into new format.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Facility Project Manager	Class Number:	1063121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide project management for County, municipal, and private sanitary projects.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing project management for County, municipal, and private sanitary projects. The employee is expected to become fully aware of operating procedures and policies. 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%
- Provides project management for County, municipal, and private sanitary projects; reviews design plans; reviews design calculations; reviews easements; reviews engineer's estimates; recommends projects approval; provides leadership on project matters; informs project management team of project status; makes recommendations on design improvements, construction technology, schedules, and construction economies; analyzes effects of alternatives on the project cost and schedule.

- 25% +/- 10%
- Manages construction of County financed projects; evaluates bids submitted by contractors and consultants; reviews requests for change orders; negotiates with contractors and consultants; prepares change orders; recommends project approval.

- 20% +/- 10%
- Coordinates the construction activities of County inspector on private and municipal projects.

- 15% +/- 5%
- Prepares inflow/infiltration studies on existing County improvements; reviews flow data from metering; reviews and prepares existing design of improvement; prepares charts from inflow/infiltration data; prepares reports on the inflow/infiltration.

- 10% +/- 5%
- Performs related administrative responsibilities; monitors contractor payments, changes, claims, and inspection for conformance to design requirements; provides cost and progress information; reviews requests for sewer connections; reviews requests for septic tanks; reviews pump station plans; conducts meetings with city engineers; responds to written and verbal inquiries and complaints; maintains related records.

Minimum Training and Experience Required to Perform Essential Job Functions

Facility Project Manager

- Bachelor's degree in architecture, engineering, or construction management with six (6) years of construction or maintenance experience; or an equivalent combination of education, 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

- No supervisory responsibilities.

Mathematical Ability

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

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 contracts, invoices, federal statutes, federal rules, flow charts, protocols, mechanical drawings, electrical diagrams, blueprints, pump station plans, flow meter charts, engineering site plans, technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, zoning maps, design manuals, computer software manuals, equipment handbooks and operating manuals, and Policies and Procedures Manuals.
- Ability to prepare construction progress reports, project management guidelines, project specifications, cost estimates, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, electrical, and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, directors, consultants, architects, contractors, city engineers, other government agencies, other County employees, and the general public.

Environmental Adaptability

Facility Project Manager

- Work is typically performed in an office, shop, and field construction 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
1041114	Fleet Services Manager	Public Works	Exempt	13A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041114	Fleet Services Manager	Public Works	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 13A: \$59,342.40 – \$83,054.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
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Kelli Neale, PO4	9/19/2018	Email	Request sent to the PRC
Brian Stapleton, Chief Deputy – Maintenance	9/20/2018	Email	Questions sent to SME
Brian Stapleton, Chief Deputy – Maintenance	9/25/2018	Email	Questions answered by SME
Brian Stapleton, Chief Deputy – Maintenance	9/28/2018	Email	Sent drafted specification
Brian Stapleton, Chief Deputy – Maintenance	10/3/2018	Email	Draft returned by SME
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Manager	Class Number:	1041114
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services and equipment facilities for the Department of Public Works.

Distinguishing Characteristics

This is a management classification with responsibility for supporting the Maintenance Administrator with the maintenance and repair of all automotive and heavy equipment. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes. Supervision is exercised over the work of Fleet Services Supervisor(s), Automotive Mechanics and Foreman engaged in the repair of heavy equipment. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

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%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; prepares specifications; performs research for new and replacement vehicles and large capital equipment purchases; creates and executes the capital equipment replacement schedule for all departments in the County; maintains effective inventory levels; approves invoices; oversees preventative maintenance programs.
- 25% +/- 10%
- Supervises lower-level supervisors and other department staff; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 20% +/- 10%
- Assesses fleet services' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources, achieve goals and objectives.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs BUSTR inspections; maintains recordkeeping of maintenance; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; disposes of replaced and obsolete equipment through auction process or other means.

Fleet Services Manager

10% +/- 5%

- Prepares and maintains reports and records; prepares monthly reports; maintains time and leave records; conducts parts and equipment inventories; maintains maintenance records; orders necessary parts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in business administration, industrial management, or related field or ASE Master Automotive Technician Certification in auto mechanics with six (6) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Class "A" Underground Storage Tank (UST) Operator Certification within six (6) months 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, calculator or, copier, vehicle analyzer, etc.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools and supplies.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

- May require the ability to understand and apply addition, subtraction, multiplication, division, fractions and percentages.

Language Ability & Interpersonal Communication

- 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 invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.

Fleet Services Manager

- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, budgeting and other terminology and language related to assignment.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, departmental employees and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage 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
1052131	Grants Coordinator	All Departments	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052131	Grants Coordinator	All Departments	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5A to PG 6A.
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No. of Employees Affected:	1
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 5: \$35,685.31 - \$49,921.25 PG 6: \$38,634.34 - \$54,100.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy Carney, PSJS Administrator	2/2/2016	Email	Sent drafted specifications
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Coordinator	Class Number:	1052131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All departments		

Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with day-to-day coordination of grant activities. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

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%
- Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources.

- 20% +/- 10%
- Assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.

- 20% +/- 10%
- Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

- 30% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

Grants Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with one (1) year of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, 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 basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Grants Coordinator

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
1053321	Medical Records Technician	Health and Human Services	Non-Exempt	6A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053321	Medical Records Technician	Health and Human Services	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Office of Budget and Management
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Fiscal Impact:	PG 6A: \$38,625.60 – \$54,100.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	1053321
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to maintain and account for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

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%
- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.

- 40% +/- 10%
- Performs related administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; makes court appearances or represents agency in litigation when medical records are subpoenaed for evidence; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables; makes resident identification cards.

Minimum Training and Experience Required to Perform Essential Job Functions

- Accredited Medical Records Technician certification is required.

Additional Requirements for all levels

- None

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Medical Records Technician

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

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 patient records, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, ICD-9-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, 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
1053113	Network Manager	All departments	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053113	Network Manager	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
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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 12A: \$56,368.00 – \$78,915.20 PG 12B: \$61,796.80 – \$86,528.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Manager	Class Number:	1053113
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to manage a Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments.

Distinguishing Characteristics

This is a journey level classification with responsibility for managing the County’s Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment. The employee is expected to become fully aware of operating procedures and policies. 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.

- 25% +/- 10%
- Manages Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments; develops information resource strategies within framework of existing software systems and applications; designs and utilizes software applications to load data from one system to another, verifies integrity of such transfer; recommends, installs, and optimizes computer hardware and software applications for users’ needs; manages organizational mandated system such as purchasing, payroll/human resources, or budgeting; designs and develops computer applications within existing software programs; may serve as lead member on special project team.

- 25% +/- 10%
- Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems including hubs, switches, concentrators, bridges, and routers; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees; may be responsible for operational control of E-mail.

- 20% +/- 10%
- Develops and coordinates new project development and system changes; determines requirements for development of system modifications to existing systems; implements action plans for system development; develops specifications for system equipment including hardware, software and communications equipment; develops and recommends system access policies; establishes system procedures.

20% +/- 10%

Proposed DATE

Network Manager

- Manages ongoing network operations; assists preparing annual budget for information technology; evaluates system performance and plans future system improvements; prepares purchase specifications; purchases software and equipment; develops system promotion and education; responsible for disaster recovery planning; maintains schedule for system upgrades.

10% +/- 5%

- Performs related administrative duties; responds to questions, complaints, and requests for information; reads and reviews various trade publications; composes and prepares routine correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with five (5) years of computer information systems experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to move and install computer and related hardware equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, utilize the principles of algebra, geometry and descriptive and inferential 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 computer periodicals, hardware software specifications, source materials, requests for proposals, proposals, budgets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, and computer hardware manuals.
- Ability to prepare flow charts, program data forms, procedural manuals, department reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Network Manager

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate with managers, supervisors, directors, County Data Center employees, other County employees, and 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052212	Senior Budget Management Analyst	Fiscal - Office of Budget and Management	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052212	OBM Manager	Fiscal - Office of Budget and Management	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Office of Budget and Management
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Fiscal Impact:	PG 15A: \$66,705.60 – \$93,392.00 PG 16A: \$72,633.60 – \$101,670.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Kelli Neale, PO4	9/11/2018	Email	Request sent to the PRC
Maggie Keenan, OBM Director	10/2/2018	Email	Draft sent to the SME
Maggie Keenan, OBM Director	10/5/2018	Email	Draft returned by the SME
Maggie Keenan, OBM Director	10/11/2018	Email	SME questions
Maggie Keenan, OBM Director	10/11/2018	Email	SME answers questions
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	OBM Manager	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	16A
Dept:	Office of Budget and Management		

Classification Function

The purpose of this classification is to assist with the management of the County’s Office of Budget and Management, responsible for overseeing the process and development of County budgets and the preparation of related reports, as well as to monitor and report on budget activity, program performance, agency operations, and environmental factors that impact the County throughout the year. Additionally, this position is responsible for developing County-wide financial policies and procedures, project plans for process improvement, and advising the elected officials on all budget-related matters. This classification supervises lower-level Budget and Planning Administrators.

Distinguishing Characteristics

This is a managerial classification with responsibility for managing and overseeing a variety of technical duties in the preparation, review, and presentation of the County budget including analyzing varied and complex data in order to formulate budget process and policy recommendations and supervising lower-level Budget and Planning Administrators. Incumbents work under limited supervision and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County’s ethics policies, in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Oversees the budget development process and preparation of related reports for County departments, elected officials, independent boards, and agencies; assists Director with developing quarterly County budget documents and ensuring accuracy; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; compiles and analyzes financial records and data to determine availability of financial resources for programs and projects; prepares and presents data for collective bargaining negotiations; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; updates and reviews department expense and revenue projections; submits recommendations for the approval/rejection of funds requests to the County Executive and County Council; communicates budget decisions to departments, agencies, elected officials, and the public.
- 20% +/- 10%
- Designs and monitors a performance management reporting tool for the Executive, elected officials, boards, and commissions; coordinates with senior staff to update performance data; maintains budget and performance software to ensure system data availability and integrity.

OBM Manager

15% +/- 5%

- Supervises lower-level employees; 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; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Analyzes and evaluates department and County fiscal policies and processes and serves as senior advisor on matters of policy and process to Director of Budget and Management; develops processes for budget preparation and development, including fiscal policies, parameters, and process guidelines; develops and oversees ongoing process improvement activities within the County; interprets budget directives and establishes policies for carrying out directives; monitors local, State, and Federal regulations and legislation and provides recommendations on the financial, operational, and legal implications for the County; advises and provides guidance to officials, directors, and budget contacts regarding budgetary and fiscal matters.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; works with department of Information Technology in planning budget/financial related system enhancements and functionality; advises and trains other agencies and departments; represents Director of OBM at various meetings or with the public; participates on departmental/program committees and task forces as requested; leads process improvement initiatives; manages special projects as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting, or related field with seven (7) years of budget management, financial analysis, or related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

OBM Manager

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics and to utilize the principles of basic algebra, and statistical inference.

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 payroll registers, financial statements and reports, budget adjustment requests, budget updates, purchase requisitions, personnel requisitions, timesheets, policy reports, program and financial performance reports, financial audits, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including OBM policy manual, Personnel Policies and Procedures Manual, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, County Charter, Government Finance Officers' Association Code of Professional Ethics, and general accounting standards and procedures.
- Ability to prepare forecasts, budgets, budget updates, financial reports, , performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with subordinates, co-workers, management, other County employees, , elected officials, auditors, consultants, 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
1013212	Senior Account Clerk	All departments	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013212	Senior Account Clerk	All departments	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format.
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No. of Employees Affected:	5
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 4: \$32,697.60 – \$45,801.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Account Clerk	Class Number:	1013212
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments		

Classification Function

The purpose of this classification is to function as lead worker over lower level account clerks and to prepare cash financial reports and statements and/or to maintain financial accounts and financial records.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing cash financial reports and statements for authorization and maintaining financial accounts and records. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. 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.

- 25% +/- 10%
- Functions as lead worker over lower level account clerks; assigns work and reviews completed work assignments; provides job training and instruction.

- 25% +/- 10%
- Prepares cash financial reports and statements for authorization; utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format.

- 20% +/- 10%
- Maintains financial accounts and financial records; reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information; performs complex monthly reconciliation of bank statement to computer application by balancing advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds (NSF) checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests.

- 20% +/- 10%
- Assists with budget preparation and quarterly and annual cost reports; retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials.

- 10% +/- 5%
- Performs related clerical duties; types documents using typewriter, computer, or word processing equipment; files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Senior Account Clerk

- High school diploma or equivalent and two (2) years of experience as an account clerk; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

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 balance reports, audit reports, debit memos, credit memos, warrants, bank statements, check registers, disposition of funds, vouchers, bills, and other financial reports and records.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and Personnel Policies and Procedures Manual.
- Ability to prepare daily, weekly, monthly, quarterly annual financial reports, invoices, cancel check orders, letters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, record and deliver information and to explain procedures.
- Ability to use and interpret basic accounting/bookkeeping terminology and language.
- Ability to communicate with the clients, contractors, companies, banks, payments processing personnel, data entry personnel, Auditor's Office, other County employees, supervisor and the general public.

Environmental Adaptability

Senior Account Clerk

- 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
1042142	Senior Facilities Superintendent	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042142	Senior Facilities Superintendent	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 14: \$62,275.20 – \$87,193.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Facilities Superintendent	Class Number:	1042142
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise custodial, housekeeping, building trades employees and contractors

Distinguishing Characteristics

This is a management classification with responsibility for supervising custodial, building trades employees, and other assigned staff in coordinates maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in multiple County buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning; inspects facilities for mechanical operating systems; prepares and monitors budgets for in-house construction projects; inspects construction project sites to inspect work.

35% +/- 10%

Supervises custodial, housekeeping, and building trades employees; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; provides training; conducts staff meetings; recommends discipline and selection.

- 20% +/- 10%
- Coordinates all contracted services relating to construction and maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

- 10% +/- 5%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

Minimum Training and Experience Required to Perform Essential Job Functions

Senior Facilities Superintendent

- Vocational or technical training in building trades with six (6) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, fluke meter, light meter, and plumber's tools.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, payroll documents, employee leave requests, discipline reports, mechanical drawings, electrical diagrams, material estimates, fire inspection reports, blueprints, technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, city building codes, Ohio fire code, equipment handbooks and operating manuals, elevator inspection report, architectural drawings, and Policies and Procedures Manuals.
- Ability to prepare payroll documents and reports, work orders, maintenance and construction reports, graphs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Senior Facilities Superintendent

- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret electrical, architectural, and mechanical terminology and language.
- Ability to communicate with supervisor, judges, prosecutors, County employees, contractors, vendors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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
1052132	Senior Grants Coordinator	All Departments	Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052132	Senior Grants Coordinator	All Departments	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 7: \$41,583.36 – \$58,237.92 PG 9: \$47,507.20 – \$66,476.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy Carney, PSJS Administrator	2/2/2016	Email	Sent drafted specifications
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Grants Coordinator	Class Number:	1052132
FLSA:	Exempt	Pay Grade:	9A
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate grant activities for assigned project areas and evaluate grant opportunities and proposals.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; maintains all grant programming with appropriate partners throughout the process

- 20% +/- 10%
- Monitors and audits grant funds for compliance with County, State, and Federal guidelines; evaluates procurement and contracting activities for assigned grants; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.

- 20% +/- 10%
- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

Senior Grants Coordinator

10% +/- 5%

- Researches, analyzes and evaluates existing operations, policies, and/or procedures of a specific grant program to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; compiles results of research data and identifies areas of program inadequacy; researches and conducts surveys to determine best practices.

20% +/- 10%

- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions and assists with training new or lower level grant staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with three (3) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.

Senior Grants Coordinator

- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1043123	Sewer Maintenance Superintendent	Public Works	Exempt	15A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1043123	Sewer Maintenance Superintendent	Public Works	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 15A: \$66,705.60 – \$93,392.00 PG 16A: \$72,633.60 – \$101,670.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist 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>
Kelli Neale, PO4	9/19/2018	Email	Request sent to the PRC
Brian Stapleton, Chief Deputy – Maintenance	9/20/2018	Email	Questions sent to SME
Brian Stapleton, Chief Deputy – Maintenance	9/25/2018	Email	Questions answered by SME
Brian Stapleton, Chief Deputy – Maintenance	9/28/2018	Email	Sent drafted specification
Brian Stapleton, Chief Deputy – Maintenance	10/3/2018	Email	Draft returned by SME
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works and serve as the Operator of Record for all communities contracted with the County.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Serves as the Operator of Record for all communities contracted with the County; ensures all maintenance and repair activities, wastewater and stormwater best practices are fully documented, including all applicable monitoring and sampling requirements; follows and enforces all applicable MS4 regulations, SSO requirements, and Ohio Revised Water Pollution Control Code; completes and submits all applicable SSO compliance reports and Sanitary Sewer Overflow reports; ensures all correspondence from or to the EPA is properly administrated and shared with the designated community representative.
- 20% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
- 20% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
- 20% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget

Sewer Maintenance Superintendent

disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Must possess an Ohio Class II Wastewater Collection License at the time of hire.

Additional Requirements

- Must obtain an Ohio Class I or higher Water Distribution License within six (6) months of hire or receive license reciprocity approval from EPA within twelve (12) months of hire if incumbent has a Class I or higher Water Distribution License from another state.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, peripheral equipment, and a two-way radio.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to understand and apply high school algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- 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.

Sewer Maintenance Superintendent

- Ability to comprehend a variety of informational documents including overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, EPA standards, municipal maps, Uniform Standards for Sewage Improvements, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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>RECOMMEND ED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Grants Supervisor	1052133	N/A	12A/Exempt	All Departments	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
Security Analyst	1086121	N/A	10B/Exempt	Information Technology	This is a new classification requested by the IT Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Security Engineer	1086131	N/A	13B/Exempt	Information Technology	This is a new classification requested by the IT Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Benefits Analyst	1053663	9A/Exempt	9A/Exempt (No Change)	Human Resources	Minimum qualifications were updated to be consistent with other classifications in the series.
Facility Project Manager	1063121	12A/Exempt	12A/Exempt (No Change)	Public Works	PRC routine maintenance. Placed the classification into new format.
Fleet Services Manager	1041114	13A/Exempt	13A/Exempt (No Change)	Public Works	Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.
Grants Coordinator	1052131	5A/Non-Exempt	6A/Non-Exempt	All Departments	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5A to PG 6A.
Medical Records Technician	1053321	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Placed the classification into the new format.
Network Manager	1053113	12A/Exempt	12B/Exempt	All Departments	PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
Senior Budget Management Analyst	1052212	15A/Exempt	16A/Exempt	Fiscal (OBM)	Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
Senior Account Clerk	1013212	4A/Non-Exempt	4A/Non-Exempt (No Change)	All Departments	PRC routine maintenance. Placed the classification into the new format.

Senior Facilities Superintendent	1042142	14A/Exempt	14A/Exempt (No Change)	Public Works	PRC routine maintenance. Placed the classification into the new format.
Senior Grants Coordinator	1052132	7A/Exempt	9A/Exempt	All Departments	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
Sewer Maintenance Superintendent	1043123	15A/Exempt	16A/Exempt	Public Works	Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.

County Council of Cuyahoga County, Ohio

Ordinance No. O2019-0001

Sponsored by: Councilmembers Brady, Miller and Jones	An Ordinance enacting Chapter 809 and amending Section 704.01 of the Cuyahoga County Code to establish the Cuyahoga County Housing Program.
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WHEREAS, the national foreclosure crisis of 2008 resulted in tens of thousands of foreclosures in Cuyahoga County and an over 13% drop in the county’s median home values, which resulted in eviction of, and abandonment by, homeowners, many of whom had fallen victim to predatory lending practices; and

WHEREAS, deterioration of aging housing stock, decrease in population, and vacancy and abandonment of residential properties has resulted in a cycle of structural disinvestment in many neighborhoods throughout Cuyahoga County; and

WHEREAS, the Cuyahoga County Land Reutilization Corporation (“Land Bank”) was established in 2009 in the wake of the national foreclosure crisis to strategically acquire blighted properties and return them to productive use, increase property values, and collaborate with community partners to improve the quality of life of Cuyahoga County’s residents; and

WHEREAS, the Land Bank has become a state and national model for metropolitan land banks facing mass residential foreclosure, has demolished over 7,000 vacant properties utilizing Property Demolition Program and other funding, and has facilitated the rehabilitation of over 1,800 homes in Cuyahoga County; and

WHEREAS, in 2014 Cuyahoga County Council enacted Ordinance No. O2014-0014 establishing the Cuyahoga County Property Demolition Program to mitigate the impact of the foreclosure crisis and remove blighted, vacant, and abandoned structures plaguing Cuyahoga County neighborhoods; and

WHEREAS, Ordinance No. 2014-0014 states that “Council intends that the County adopt a comprehensive housing policy and redevelopment strategy to promote a healthy housing market environment...” and that “strategic demolition of blighted properties in bulk is a necessary initial step towards the creation of a comprehensive County housing policy and redevelopment strategy;” and,

WHEREAS, in 2015 Council commissioned a Countywide Housing Study from the Cuyahoga County Planning Commission, published in 2016. The study recommended the county reinvest in its existing housing stock, support affordable housing, and continue foreclosure prevention initiatives, among other initiatives; and

WHEREAS, following the publication of the countywide housing study, the Cuyahoga County Department of Development, Division of Community Development published a Cuyahoga County Housing Plan, which identified six primary objectives to address the county's housing needs; and

WHEREAS, Council now seeks to strategically implement the recommendations of the Countywide Housing Study and the Cuyahoga County Housing Plan in partnership with the Cuyahoga Land Bank to further stabilize and strengthen home values, reduce housing insecurity, eliminate blight, incent renovation and construction of affordable housing, improve access to capital, and help residents maintain their homes in good repair and avoid foreclosure.

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

SECTION 1. Chapter 809 of the Cuyahoga County Code is hereby enacted to read as follows:

Chapter 809: Cuyahoga County Housing Program

Section 809.01 Definitions

A. For the purposes of this Chapter, the following definitions apply:

“Affordable neighborhood” means a census tract where the median single-family home value is at or below 100% of the countywide median home value.

“Department” means the Department of Development, Division of Community Development.

“High market neighborhood” means a census tract where the median single-family home values is in excess of 175% of the countywide median home value.

“Land Bank” means the Cuyahoga County Land Reutilization Corporation, a nonprofit community improvement corporation duly organized pursuant to Chapter 1724 of the Ohio Revised Code.

“Median home value” means the respective median residential property value as certified in the 2018 sexennial reappraisal, as may be revised in the 2021 triennial update.

“Middle market neighborhood” means a census tract where the median single-family home value is above 100% and at or below 175% of the countywide median home value.

“Neighborhood” means an affordable neighborhood, middle market neighborhood, and/or a high market neighborhood.

“Owner-occupant” means a resident of Cuyahoga County who owns or will own the home which they identify as his or her principal place of residence.

“Program” means the Cuyahoga County Housing Program.

“Small dollar mortgage” means a mortgage with a principal amount of \$70,000.00 or less.

Section 809.02 Program Establishment and Scope

A. The Cuyahoga County Housing Program is hereby established to bolster ongoing, community-wide efforts to stabilize and strengthen the County’s housing market, reduce housing insecurity, eliminate vacant and blighted residential structures, accelerate new construction and renovation of existing housing, improve access to capital and affordable housing, and help county residents maintain their homes in good repair and avoid foreclosure. The County seeks to augment existing efforts to address the six primary objectives identified in the 2017 Cuyahoga County Housing Plan authored by the Department of Development, which are:

1. Access to capital
2. Tax collection and delinquency
3. Housing insecurity
4. Special populations
5. Fair housing
6. Confidence in the housing market

B. Components. The Program shall consist of three components:

1. **Home Renovation.** The Home Renovation component prioritizes properties in emerging markets acquired by the Land Bank through tax foreclosure, direct transfer from the County’s forfeiture list, private market acquisition, and governmental/quasi-governmental or charitable sources. The Land Bank shall engage in renovation activities in neighborhoods to stimulate private market activities and maximize the availability of high quality housing.

a. In-house rehabilitation. The Land Bank shall identify and select properties with structures thereon in its inventory, or which can be readily acquired for “in-house” renovation and subsequent sale.

b. Short-term investor rehab. The Land Bank shall identify properties suitable for renovation, develop a written scope of renovations, and then post the property for sale. Pre-screened, interested buyers that demonstrate their capacity to complete the scope of renovation may

purchase the property on a negotiated basis with the Land Bank. The Land Bank may hold the deed in escrow until the buyer has satisfactorily pulled necessary permits and completed the renovation.

2. Home Owner Assistance. The Home Owner Assistance component provides financial and technical assistance to current and prospective home-owners and tenants seeking to acquire or maintain affordable housing consistent with local building and zoning laws.

a. Home repair assistance. The Department of Development shall provide home repair assistance to home-owners in the form of loans, grants, and/or technical assistance.

b. Small-dollar mortgage assistance for prospective owner-occupants. The Department of Development shall provide small-dollar mortgage assistance to prospective owner-occupants. Mortgage assistance may include loan origination, loan servicing, loan bundling, and/or the creation of a loan loss reserve.

3. Housing Market. The Housing Market component includes strategic activities specifically intended to spur private market investment in emerging and future markets.

a. Emerging markets. The Land Bank shall identify prospective affordable and middle market neighborhoods where the lack of reliable real estate comparables has resulted in a cycle of structural disinvestment. The Land Bank shall engage in strategic investment in these neighborhoods in cooperation with lending institutions to establish benchmark appraisals to maximize private investment capacity in under-capitalized neighborhoods.

b. New infill construction. The Land Bank shall identify and market houses and vacant lots in neighborhoods as potential sites for new construction. The Land Bank shall procure a building contract with one or more developers with a proven record of successfully completing high quality infill construction projects. To the extent practical, the Land Bank shall secure commitments from prospective owner-occupants prior to commencing construction.

c. Future markets. The Land Bank shall undertake strategic planning activities in markets where long-term disinvestment has occurred and private market actors have been unwilling to reinvest. Such activities may include commissioning feasibility studies, concept development, or strategic land assembly. The Land Bank shall undertake such activities in coordination with the Department of Development, municipalities, community development corporations, and/or other community partners.

Section 809.03 Program Administration

A. The Program shall be jointly administered by the Land Bank and the Department of Development, Division of Community Development. The Land Bank shall act as fiscal agent for the entire program and shall design and administer the Home Renovation and Housing Market components consistent with this Chapter. The Department shall design and promulgate rules for the Resident Assistance component consistent with this Chapter, including the establishment of eligibility criteria such as income requirements, property values, and/or any other factors the Department considers relevant. The Department shall also participate in the competitive selection, monitoring, and oversight of third-party service providers for the Resident Assistance Component. The Land Bank shall publish rules for all Program components on its website.

B. Ninety percent of the funding allocated to the Home Renovation and Housing Market components shall be invested in either affordable or middle market neighborhoods. The Program is intended to strategically allocate resources to positively impact housing metrics identified in Section 809.04. Program investment in high market neighborhoods shall be aimed at maximizing revenue for reinvestment in the Program in accordance with Section 809.05(B).

C. To the extent practical, the County and the Land Bank shall leverage additional funding or in-kind contributions from public and private sources to supplement Program activities, including but not limited to, financial institutions, real estate developers, municipalities, townships, community development corporations, and other charitable corporations.

D. Nothing in this Chapter shall serve to limit or abrogate any of the powers, authorities and activities of the Land Bank authorized in R.C. 1724.01 et seq. in administering non-Program activities or funding.

Section 809.04 Outcomes and Reporting

A. The Land Bank shall prepare and submit to Council a semiannual report concerning Home Renovation and Housing Market component activities, including statistical information regarding the Land Bank's acquisition and disposition of properties throughout the county, a program budget, contracting data including the use of minority-owned and women-owned business enterprises, and any other relevant information requested by Council.

B. The Department shall prepare and submit to Council a semiannual report concerning the Resident Assistance component activities, including statistical information regarding the number and demographic information of residents served by the program, and any other relevant information requested by Council.

C. The Department and Land Bank shall prepare and submit to Council a joint annual report tracking programmatic and countywide housing data, including:

1. Foreclosure rate/tax delinquency, countywide and by census tract
2. Vacancy rates, countywide and by census tract
3. Home values, countywide and by census tract
4. Private investment activities, countywide and by census tract
5. Default rate of program participants

D. The first semiannual report required by this Section shall be presented to Council no later than July 31, 2020. The first annual report required by this Section shall be presented to Council no later than January 31, 2021.

Section 809.05 Program Funding

A. The County and Land Bank shall commit \$5,000,000 per annum to support Program activities. The Program shall be supported by a combination of funding sources, including:

1. A combination of the Land Bank’s existing reserves and the “Additional DTAC Fee” designated to the Land Bank pursuant to Section 704.01 of this Code, in the following amounts:

- a. \$2,500,000 in the year 2020;
- b. \$3,500,000 in the years 2021 and 2022; and
- c. \$4,000,000 in the years 2023, 2024, and 2025.

2. The “Community Development Fund” established pursuant to Chapter 709 of the Cuyahoga County Code in the amount of \$1,000,000 per annum beginning in the year 2020 and ending in the year 2025.

3. The General Fund in the following amounts:

- a. \$1,500,000 in the year 2020;
- b. \$500,000 in the year 2021; and
- c. \$500,000 in the year 2022.

B. Due to the unpredictable nature of the housing market, the Land Bank shall retain flexibility to allocate Program resources to have the greatest impact in addressing housing market needs and propelling private development, while minimizing activities that would supplant needs already served by the private sector; provided however that not less than \$1,000,000 per annum shall be made available to support the Resident Assistance component of the Program. Any profits derived from Program activities, including loan repayments, market sales, and purchases for short-term investor rehab, less the real and actual cost of administration, shall be reinvested in the Program.

SECTION 2. Section 704.01 of the Cuyahoga County Code is hereby amended to read as follows (additions are underlined, deletions are stricken):

Section 704.01 Additional DTAC Fee

Pursuant to and in accordance with Section 321.261(B) of the Ohio Revised Code and subject to the other provisions of this Chapter, this Council hereby designates the Additional DTAC Fee in the annual amount of five percent (5%) to be applied on all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments solely for the use of the Corporation as part of its annual base funding, commencing on January 1, 2014 and continuing through December 31, 2025~~2019~~.

SECTION 3. 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 4. 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__

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0005

Sponsored by: County Executive Budish	A Resolution amending Resolution No. R2017-0197 dated 11/28/2017, which confirmed the County Executive’s appointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission, by changing the term for two Commission members from 12/1/2017 - 11/30/2021 to 12/1/2017 - 11/30/2019; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the Cuyahoga County Archives Advisory Commission is authorized under Cuyahoga County Code Section 206.11; and

WHEREAS, on November 28, 2017, the Cuyahoga County Council adopted Resolution No. R2017-0197 confirming the County Executive’s appointment of the following individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2017 – 11/30/2021:

- a. Deborah A. Abbott
- b. Kenneth A. Bravo
- c. Isabel G. Klein
- d. Kieth A. Peppers
- e. Chris H. Gerrett

WHEREAS, Cuyahoga County Code Section 206.11(E)(3) states that, “With regard to the initial terms of appointed Commission members, three members shall be appointed to full terms and two members shall be appointed to half terms.”

WHEREAS, the County Executive/Department of Law recommends that the term for the following Cuyahoga County Archives Advisory Commission members be changed from 12/1/2017 – 11/30/2021 to 12/1/2017 – 11/30/2019:

- a. Deborah A. Abbott
- b. Kieth A. Peppers

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

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

SECTION 1. The Cuyahoga County Council hereby amends Resolution No. R2017-0197 dated 11/28/2017, which confirmed the County Executive’s appointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission, by changing the term for the following two Commission members from 12/1/2017 - 11/30/2021 to 12/1/2017 - 11/30/2019:

- a. Deborah A. Abbott
- b. Kieth A. Peppers

SECTION 2. That all other provisions of Resolution No. R2017-0197 shall remain unchanged and in effect.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC033
January 8, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0006

<p>Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management</p>	<p>A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 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, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on December 12, 2017, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2018/2019 (Resolution No. R2017-0182) establishing the 2018/2019 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2019 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, 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 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 20A495 – Human Services Other Program	BA1900004
MI511410 – Human Services Other Contract	
Other Expenses	\$ (828,015.00)

Requesting a reduction in Human Services-Other Programs in the amount of \$828,015 as provided in this budget for the pay equity study. The pay equity adjustments posted in the respective Human Services agencies on pay 16 (first pay in August on 8/10/2018) in the total amount of \$1,457,639.46. The reduction represents the amount provided in 2018 and 2019 for those increases. Funding is from the Health and Human Services Levy Subsidy.

B.	01A001 – General Fund		BA1900005
	MI512657 – Miscellaneous		
	Other Expenses	\$	(242,429.00)

Requesting a reduction in Miscellaneous Obligations in the amount of \$242,429 as provided in this budget for the pay equity study. The pay equity adjustments posted in the respective General Fund agencies on pay 16 (first pay in August on 8/10/2018) in the total amount of \$2,539,617.60. The reduction represents the amount provided in 2018 and 2019 for those increases. The Funding is from the General Fund.

C.	01A001 – General Fund		BA1901501
	SH350868 – Bedford Jail		
	Personal Services	\$	6,375,759.33
	Other Expenses	\$	1,171,635.00

Additional appropriation is being requested to fully fund the Sheriff's Bedford jail index. This request was not funded within the approved 2018-2019 biennial budget. Previously approved funding came in 2018. This appropriation allows for the continued operation of the Bedford Jail facility. Funding comes from the General Fund.

D.	24A301 – Children & Family Services		BA1901502
	CF135467 – Administrative Services - CFS		
	Other Expenses	\$	525,400.00
	24A301 – Children & Family Services		
	CF135509 – Direct Services		
	Personal Services	\$	686,201.00
	20A303 – Children Services Fund		
	CF134015 – Client Supportive Services		
	Other Expenses	\$	450,000.00

Additional appropriation is being requested to cover the expert panel recommendations, which include 10 retired Law Enforcement Officers, 12 Social Workers, and Neighborhood Collaborative contract. Source of funding comes from the Health and Human Services Levy Fund and will require an additional draw on HHS Levy Fund reserves. This item was previously approved by County Council on resolution R2018-0173 as a permanent increase.

E.	01A001 – General Fund		BA1901503
	HR018010 – Human Resources - GF		
	Personal Services	\$	76,961.00

67A100 – Workers’ Compensation Administration
 HR498006 – Workers’ Compensation Administration
 Personal Services \$ 5,537.00

68A100 – Hospitalization – Self Insurance Fund
 HR499038 – Wellness
 Personal Services \$ 1,887.00

68A100 – Hospitalization – Self Insurance Fund
 HR499053 – Benefits Administration
 Personal Services \$ 6,908.00

24A430 – Executive Office of HHS
 HS157362 – Executive HHS Human Resources
 Personal Services \$ 21,311.00

Additional appropriation is being requested to fund pay equity increases approved during the 2018 fiscal year. Funding for Human Resources - GF comes from the General Fund. Funding for the Workers' Compensation Administration comes from charges to user agencies based on claims experience. Funding for Wellness and Benefits Administration comes from charges to agencies and employees for health insurance premiums. Funding for Executive HHS Human Resources comes from the Health and Human Services Levy Fund.

F. 24A878 – HHS – Office of Reentry **BA1901504**
 HS749069 – HHS – Office of Reentry
 Personal Services \$ 24,715.00

The Additional appropriation is being requested for pay equity adjustments approved during the 2018 fiscal year. Funding comes from the Health and Human Services Levy Fund.

G. 20A195 – Self-Insurance Regionalization **BA1901505**
 HR499087 – Self-Insurance Regionalization
 Other Expenses \$ (15,406,478.00)

A reduction in appropriation is being requested due to the program ending in 2018. Funding comes from charges to participating regional entities for health insurance premiums.

H. 20A900 – Euclid Jail **BA1901506**
 SH350140 – Euclid Jail
 Other Expenses \$ 104,127.44

Additional appropriation is being requested to allow for a cash transfer to move cash from the old Euclid Jail index into the new General Fund Euclid Jail index. Funding comes from payments from the city of Euclid to the County for operation of the Euclid jail.

I. 01A001 – General Fund **BA1901507**
 SH350470 – Jail Operations - Sheriff
 Personal Services \$ 30,424.00

20A830 – Mental Health Services HHS SH352062 – Sheriff – Mental Health HHS Personal Services	\$	1,937.00
01A001 – General Fund SH350579 – Sheriff Operations Personal Services	\$	35,983.00
61A608 – Central Security Serv - Sheriff SH352021 – Bldg Security Svcs – Non-Bargaining Persnl Personal Services	\$	14,110.00

Additional Appropriation is being requested to fund pay equity adjustments within the Sheriff Department approved during the 2018 fiscal year. Funding comes from the General Fund, the Health and Human Services Levy Fund and charges to user agencies for building security at county owned and operated properties.

J. 24A301 – Children & Family Services CF135467 – Administrative Services - CFS Personal Services	\$	88,033.00	BA1901509
24A301 – Children & Family Services CF135608 – Contracted Placements Personal Services	\$	37,918.00	
24A301 – Children & Family Services CF135509 – Direct Services Personal Services	\$	291,675.00	
24A301 – Children & Family Services CF135442 – Caregiver Parent Recruitment Personal Services	\$	10,142.00	
24A301 – Children & Family Services CF135616 – CFS Foster Homes/Resource Mgt Personal Services	\$	41,690.00	
24A301 – Children & Family Services CF135491 – Information Services Personal Services	\$	20,821.00	
24A301 – Children & Family Services CF135582 – Permanent Custody Adoptions Personal Services	\$	37,966.00	
24A301 – Children & Family Services CF135525 – Supportive Services Personal Services	\$	35,566.00	

Additional appropriation is being requested to fund the approved pay equity increases from 2018. Funding comes from the Health and Human Services Levy Fund.

K. 24A301 – Children & Family Services **BA1901510**
 CF135012 – Tapestry System of Care
 Personal Services \$ 10,387.00

24A301 – Children & Family Services
 CF135483 – Training
 Personal Services \$ 22,071.00

Additional appropriation is being requested to fund the approved pay equity increases from 2018. Funding comes from the Health and Human Services Levy Fund.

L. 24A301 – Children & Family Services **BA1901511**
 CF135509 – Direct Services
 Personal Services \$ 3,463,500.00

Additional appropriation increase is being requested for the Direct Services division of Children & Family Services. Funding us being requested to fully funded the index for payroll and fringe benefits. During the 2018-2019 budget process Children & Family Services cut over \$2 million from this budget as part of their reduction plan. This reduction has not been achieved. Funding comes from the Health and Human Services Levy Fund.

M. 24A301 – Children & Family Services **BA1901512**
 CF135509 – Direct Services
 Other Expenses \$ (1,400,000.00)

An appropriation reduction is being requested to move this appropriation to the correct fund and subfund within Children and Family Services. This appropriation was budgeted incorrectly during the 2018-2019 biennial budget; a corresponding increase (BA1901513) will correct this. Funding comes from the Health and Human Services Levy Fund.

N. 20A303 – Children Services Fund **BA1901513**
 CF134015 – Client Support Services
 Other Expenses \$ 1,400,000.00

An appropriation increase is being requested to move this appropriation to the correct fund and subfund within Children and Family Services. This appropriation was budgeted incorrectly during the 2018-2019 biennial budget; a corresponding decrease (BA1901512) will correct this. Funding comes from the Health and Human Services Levy Fund.

O. 30A905 – Gateway Arena **BA1909006**
 DS100370 – Gateway Arena Project
 Other Expenses \$ (1,229,799.10)

30A910 – Brownfield Debt Service
 DS039966 – Brownfield Debt Service
 Other Expenses \$ (351,955.81)

30A913 – Community Redevelopment Debt Service		
DS040121 – Community Redevelopment Debt Service		
Other Expenses	\$	(439,680.00)
30A915 – DS – Medical Mart Series 2010 Bonds		
DS039115 – DS – Medical Mart Series 2010 Bonds		
Other Expenses	\$	(340,334.34)
30A921 – DS–Med Mart Refunding Series 2014C		
DS039024 – DS – Med Mart Refunding Series 2014C		
Other Expenses	\$	(3,600.00)
30A916 – DS – Series '13 Econ. Dev. Revenue Bonds		
DS039198 – Series 2013A Steelyard Commons Debt S.F.		
Other Expenses	\$	(694,112.00)
30A916 – DS – Series '13 Econ. Dev. Revenue Bonds		
DS039206 – Series 2013B – Westin Hotel Debt Service		
Other Expenses	\$	(694,112.00)
30A919 – Debt Service County Hotel		
DS511543 – Debt Service County Hotel		
Other Expenses	\$	(9,321,992.77)

The Office of Budget and Management requests appropriation decreases to debt service funds for fiscal year 2019. The original appropriation levels have exceeded the scheduled and estimated payments due during 2019. Funding source General Fund subsidy to each issue specific debt service fund, with the exception of General Obligation Bonds which receive inside property tax millage, and Steelyard and Westin which are TIF payments are made to the County by the City of Cleveland.

P.	30A912 – Shaker Square Series 2000A		BA1909007
	DS039974 – Shaker Square Series 2000A		
	Other Expenses	\$	85,875.00
	30A931 – 2013A Steelyard Commons Debt Service		
	DS039040 – 2013A Steelyard Commons Debt Service		
	Other Expenses	\$	285,218.76
	30A933 – 2013B Westin Hotel Debt Service		
	DS039065 – 2013B Westin Hotel Debt Service		
	Other Expenses	\$	399,532.50
	30A920 – DS–Western Reserve Series 2014B		
	DS039016 – DS – Western Reserve Series 2014B		
	Other Expenses	\$	784,480.00

The Office of Budget and Management requests appropriation increases to debt service funds for fiscal year 2019. The original appropriation levels are insufficient for the scheduled and estimated payments due during 2019. Funding source General Fund subsidy to Shaker Square,

City of Cleveland property TIF payments to Steelyard Commons and Westin Hotel, and Job Creation Fund subsidy for Western Reserve.

Q.	01A001 – General Fund		BA1909008
	CX016014 – Communications		
	Personal Services	\$	19,524.00

The Office of Budget and Management requests appropriation increase for the Department of Communications. Communications employees received pay equity adjustment during 2018, this appropriation is necessary to cover the 2019 budget impact. Funding source is General Fund.

R.	30A924 – Sales Tax Bonds		BA1909010
	DS039914 – 2014 Sales Tax Bonds		
	Other Expenses	\$	7,045,881.26
	30A924 – Sales Tax Bonds		
	DS039915 – 2015 Sales Tax Bonds		
	Other Expenses	\$	2,000.00
	30A924 – Sales Tax Bonds		
	DS039916 –2016 Sales Tax Bonds		
	Other Expenses	\$	1,535,050.00
	30A924 – Sales Tax Bonds		
	DS039917 – 2017 Sales Tax Bonds		
	Other Expenses	\$	8,838,379.16

The Office of Budget and Management requests appropriation for Sales Tax Revenue Bonds Debt Service payments due in fiscal year 2019. Reporting debt service expenditures on the sales tax bonds began during 2018 and was not included within the 2018-2019 Biennial Budget. Funding Source is General Fund sales tax revenues, General Fund subsidy to Series 2017A and 2017B Bonds and Destination Cleveland Bed Tax contribution to Series 2017A Bonds.

S.	01A001 – General Fund		BA1909012
	BE474064 – Election Administration		
	Other Expenses	\$	226,847.00
	01A001 – General Fund		
	CL200055 – Clerk of Courts		
	Other Expenses	\$	216,266.00
	24A635 – EC-Invest in Children-PA		
	EC451484 – Early Childhood Admin Serv		
	Other Expenses	\$	82,628.00
	24A640 – FCFC Public Assistance		
	FC451492 – Family and Children First Council PA		
	Other Expenses	\$	16,722.00

20A264 – County Law Library Resource Board (CLLRD)
 LL440008 – County Law Library Resource Board (CLLRD)
 Other Expenses \$ 9,520.00

28W038 – WF Innovation & Opportunities Act
 WI150904 – WF Innovation & Opportunities Act
 Other Expenses \$ 170,167.00

The Office of Budget and Management requests additional appropriation for Controlled Services to be incurred during Fiscal Year 2019. Funding source is, General Fund for Board of Elections and Clerk of Courts, Health and Human Services Levy for Early Childhood and Family and Children First Council, fines credited to the Law Library Resource Board Fund, Pass-Through Federal WIOA Funding for Workforce Development.

T. 54A901 – Sanitary Engineer/Note Retirement **BA1909013**
 ST540625 – Sanitary Engineer-Note Retirement
 Other Expenses \$ (323,050.00)

The Office of Budget and Management requests appropriation reduction to Sanitary Engineer Note Retirement, there are no outstanding Sanitary Engineer notes payable from this fund and the appropriation is unneeded. Funding source is Sanitary Engineer Note Retirement Fund.

U. 20A815 – Solid Waste Convenience Center **BA1909015**
 SM522573 – Solid Waste Convenience Center
 Capital Outlays \$ 1,596,665.00

The Solid Waste Management district requests additional appropriation to allow for building purchase, including legal fees and closing costs associated with purchase. Solid Waste District currently leases and occupies the building and will be receiving a loan \$1,204,200 from the Ohio Department of Water for the purchase price above the \$500,000 down payment. Solid Waste District board has approved building purchase and loan agreement on November 1, 2018 Resolution 181101-A and December 6, 2018 Resolution 181206-A. OWDA loan will be deposited into Solid Waste Convenience Center Fund, and funding source is the same fund.

V. 20A625 – Solid Waste District-Admin **BA1909016**
 SM522466 – Solid Waste District-Admin
 Personal Services \$ 22,829.00
 Other Expenses \$ 19,523.00
 Capital Outlays \$ 5,360.00

20A816 – Solid Waste Plan Update
 SM522581 – Solid Waste Plan Update 2012
 Other Expenses \$ 6,425.00

20A625 – Solid Waste District-Admin
 SM522607 – Solid Waste Envior Crimes Task Force
 Other Expenses \$ 28,700.00
 Capital Outlays \$ 15,000.00

The Solid Waste Management district requests additional appropriation to match Solid Waste District Board approved 2019 budget, Resolution 181206-B. Funding source is solid waste generations fees credited to Solid Waste District funds.

W.	01A001 – General Fund		BA1909017
	CL200055 – Clerk of Courts		
	Personal Services	\$ 50,630.00	

The Office of Budget and Management requests appropriation increase for the Clerk of Courts. Clerk of Courts employees received pay equity adjustment during 2018, this appropriation is necessary to cover the 2019 budget impact. Funding source is General Fund.

X.	28W038 – WF Innovation & Opportunities Act		BA1909018
	WI150904 – WF Innovation & Opportunities Act		
	Personal Services	\$ 27,410.00	

The Office of Budget and Management requests appropriation increase for the Department of Workforce Development. Workforce Development employees received pay equity adjustment during 2018, this appropriation is necessary to cover the 2019 budget impact. Funding source is WIOA Federal Pass-Through funding.

Y.	20A585 – Legal Computerization		BA1910507
	JC514919 – Legal Computerization		
	Other Expenses	\$ 50,000.00	

An appropriation increase to allow for the full encumbrance of Juvenile Court's court reporting contract. This contract had previously been held in a General Fund index, but the court, moved this expense to their special revenue account. As of 11/29/2018 there is \$381,510.15 in available cash within this fund.

Z.	24A641 – PA – Homeless Services		BA1910508
	HS158097 – PA – Homeless Services		
	Personal Services	\$ 21,750.56	

An appropriation increase for the 2018 pay equity adjustment, received by three employees in the Office of Homeless Services. These increases cover salary and applicable benefits.

AA.	01A001 – General Fund		BA1910509
	IT601047 – Web & Multi-Media Development		
	Personal Services	\$ 248,318.87	

An appropriation increase for all Department of Information Technology (DoIT) employees in General Fund cost centers, who received an equity salary adjustment in 2018. This increase will cover for the salary and benefits increase in 2019.

AB.	20A301 – Real Estate Assessment Fund		BA1910510
	IT470625 – Geographic Information System RPL		
	Personal Services	\$ 8,744.31	

An appropriation increase for all Department of Information Technology (DoIT) employees in the Geographic Information cost center, who received an equity salary adjustment in 2018. This increase will cover for the salary and benefits increase in 2019.

AC. 24A430 – Executive Office of HHS		BA1910511
HS157396 – Human Services Applications		
Personal Services	\$	63,463.62

An appropriation increase for all Department of Information Technology (DoIT) employees in the HHS DoIT cost center, who received an equity salary adjustment in 2018. This increase will cover for the salary and benefits increase in 2019.

AD. 01A001 – General Fund		BA1912010
VS490052 – Veterans Service Commission		
Personal Services	\$	(131,478.00)
Other Expenses	\$	(51,529.00)

Office of Budget Management is requesting an appropriation decrease for the Veterans Services Commission for \$183,007.00. This is for the purpose of correcting the budget to match the 2019 Veteran Services Commission approved budget. At the time, the original Adopted Budget for 2017 was not able to account for the 2019 changes, this item, along with item BA1912011 will correct for these changes. Funding is provided by the General Fund.

AE. 01A001 – General Fund		BA1912011
VS490052 – Veterans Service Commission		
Other Expenses	\$	256,808.00
Capital Outlays	\$	30,000.00

Office of Budget Management is requesting an appropriation increase for the Veterans Services Commission for \$286,808.00. This is for the purpose of correcting the budget to match the 2019 Veteran Services Commission approved budget. At the time, the original Adopted Budget for 2017 was not able to account for the 2019 changes, this item, along with item BA1912010 will correct for these changes. Funding is provided by the General Fund.

AF. 01A001 – General Fund		BA1912012
DV014100 – Economic Development		
Personal Services	\$	112,000.00

Office of Budget Management is requesting an appropriation increase for the Department of Development for \$112,000.00. This is for the purpose of correcting the budget to ensure support for equity increases within the department as well as the Senior Development Finance Analyst position included in the budget. Funding is provided by the General Fund.

AG. 20D447 – Economic Development Fund		BA1912013
DV520676 – Cuyahoga County Western Reserve Fund		
Other Expenses	\$	(250,000.00)

Office of Budget Management is requesting an appropriation decrease for the Department of Development in the Economic Development/Job Creation/Western Reserve Fund for \$250,000.00. This is for the purpose of correcting the budget to reflect the non-occurrence of the

Loan Servicing Contract that was to be paid out of this fund. Funding is provided by the Economic Development/Job Creation/Western Reserve Fund through a series of loan repayments and Casino/Community Development Fund subsidies. Current Cash Balance (as of 20-Dec-18 when including legislative encumbrances of \$9.5 mil) is \$7.8 million.

AH. 20D447 – Economic Development Fund **BA1912014**
 DV520676 – Cuyahoga County Western Reserve Fund
 Other Expenses \$ 2,500,000.00

Office of Budget Management is requesting an appropriation increase for the Department of Development in the Economic Development/Job Creation/Western Reserve Fund for \$2,500,000.00. This is for the purpose of appropriating for legislatively approved projects with Fairmount Santrol (R2018-0150 \$500,000) and Church & State (R2018-0048 \$2 million). Funding is provided by the Economic Development/Job Creation/Western Reserve Fund through a series of loan repayments and Casino/Community Development Fund subsidies. Current Cash Balance (as of 20-Dec-18 when including legislative encumbrances of \$9.5 mil) is \$7.8 million.

AI. 20D448 – Casino Tax Revenue Fund **BA1912015**
 DV520791 – Casino Tax Revenue Fund
 Other Expenses \$ 1,269,698.00

Office of Budget Management is requesting an appropriation increase for the Department of Development in the Casino Tax Revenue/Community Development Fund for \$1,269,698.00. This is for the purpose of appropriating for legislatively approved projects with the Community Development Supplemental Grant Program (R2018-0032 \$1,019,698) and Neighborhood Health Services (Eastside Market) (R2018-0208 \$250,000). Funding is provided by the Casino Tax Revenue/Community Development Fund through a series of Casino Tax Revenue payments quarterly from the State of Ohio. Current Cash Balance (as of 20-Dec-18 when including legislative encumbrances of \$4 mil) is \$6.1 million.

AJ. 20D449 – Property Demolition Fund **BA1912016**
 DV520809 – Property Demolition Fund
 Other Expenses \$ 1,374,000.00

Office of Budget Management is requesting an appropriation increase for the Department of Development in the Property Demolition Fund for \$1,374,000.00. This is for the purpose of appropriating for Demolition agreements not completed in 2018 for North Randall, Cuyahoga Heights, Parma, Cleveland Heights, and Lakewood. Funding is provided by the Property Demolition Fund through General Fund Subsidies. Current Cash Balance (as of 20-Dec-18 when including legislative encumbrances of \$13.1 mil) is \$3.2 mil. Property Demolition Fund is still expected to go \$4.4 million into its reserves on balance of \$8 million in 2019 to complete aforementioned legislative encumbrances of \$13.1 million, as well as remaining 2018 and pending 2019 agreements totaling \$7.1 million.

AK. 20A312 – Coroner’s Lab **BA1912017**
 CR180034 – Medical Examiner - Lab
 Capital Outlays \$ (700,010.00)

Office of Budget Management is requesting an appropriation decrease for the Medical Examiner's Office in the Medical Examiner's Coroner's Lab Fund for \$700,010.00. This is for

the purpose of correcting the budget for Capital Expenses for the beginning of the year. Funding is provided by the Medical Examiner's Coroner's Lab Fund through a series of payments for Out of County Autopsies. Current Cash Balance as of 21-Dec-18 is \$33,132.

AL. 01A001 – General Fund		BA1912018
CR180026 – Medical Examiner - Operations		
Personal Services	\$	248,218.00

Office of Budget Management is requesting an appropriation increase for the Medical Examiner's Office for \$248,218.00 across Personnel Services. This is for the purpose of supporting the equity adjustments that took place throughout the department in 2018 that are being accounted for in this year. Funding is provided by the General Fund, which will be a permanent use of General Fund reserves.

AM. 20A076 – Cuy Co Reg Forensic Science Lab SR		BA1912019
CR180265 – Medical Examiner - Operations		
Personal Services	\$	292,089.00

Office of Budget Management is requesting an appropriation increase for the Medical Examiner's Crime Lab for \$292,089.00 across Personnel Services. This is for the purpose of supporting the equity adjustments that took place throughout the department in 2018 that are being accounted for in this year. Funding is provided by the Cuyahoga County Forensic Science Lab funded by a General Fund Subsidy, which will be a permanent use of General Fund reserves. Current Cash Balance (as of 21-Dec-18) is \$372,210.

AN. 20A337 – Domestic Relations – Legal Research		BA1913511
DR495697 – Domestic Relation Legal Research		
Other Expenses	\$	11,464.00

Domestic Relations Legal Research is requesting an appropriation increase due to the increasing cost of publications. The expenses here are funded by the \$3.00 Computer & Legal Research Fees. The current cash balance in this account as of December 6, 2018 is \$102,366.07.

AO. 20A606 – Fatherhood Initiative		BA1913512
SE507152 – Fatherhood Initiative		
Personal Services	\$	(247,492.00)
Other Expenses	\$	(840,053.00)

Requesting an appropriation reduction to move the appropriations to the proper index code. As of May 2018, this index close was no longer being utilized. Fatherhood is not required to have their own subfund and has been moved under the Child Support Enforcement Agency. Fatherhood Initiative is funded by Grants and Health and Human Services Levy Funds.

AP. 20A600 – Cuyahoga Support Enforcement Agency		BA1913513
SE496018 – Fatherhood Initiative		
Personal Services	\$	247,492.00
Other Expenses	\$	840,053.00

Requesting an appropriation increase to place the appropriations into the proper index codes. Currently, the appropriations are in the SE507152 (refer to BA1913512) which as of May 2018

is no longer being utilized. Fatherhood Initiative is not required to have their own subfund and have been moved under the Child Support Enforcement Agency. Fatherhood Initiative is funded by Grants and Health and Human Service Levy Funds.

AQ. 20A600 – Cuyahoga Support Enforcement Agency		BA1913514
SE496000 – Child Support Enforcement Agency		
Personal Services	\$	242,489.38
Other Expenses	\$	569,422.00

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018 and the increase in controlled services based on 2019 and 2020 projected cost. The Child Enforcement Agency is funded by Title IV-D Reimbursements, 76.9% and Health and Human Service Levy Funds, 23.1%.

AR. 20A600 – Cuyahoga Support Enforcement Agency		BA1913515
SE496018 – Fatherhood Initiative		
Personal Services	\$	5,462.13
Other Expenses	\$	20,666.00

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018 and the increase in controlled services based on 2019 and 2020 projected cost. Fatherhood Initiatives is funded by Grants and Health and Human Service Levy Funds.

AS. 01A001 – General Fund		BA1913516
JA050088 – Justice Affairs Admin		
Personal Services	\$	27,916.30

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. Justice Affairs Administration is funded by the General Fund.

AT. 20A809 – Witness Victim HHS		BA1913517
JA107425 – Witness Victim HHS		
Personal Services	\$	75,114.54
Other Expenses	\$	89,203.00

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018 and the increase in controlled services based on 2019 and 2019 projected cost. Witness Victim is funded by the Health and Human Services Levy Funds.

AU. 20A390 – Emergency Management		BA1913518
JA100123 – Justice Affairs – Emergency Mgt.		
Personal Services	\$	6,891.90

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. Emergency Management is funded by Grants and the Health and Human Services Levy Funds.

AV. 20A824 – Family Justice Ctr		BA1913519
JA107441 – Family Justice Center		
Personal Services	\$	4,802.72

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. The Family Justice Center is funded by a City of Cleveland Agreement, 50% and the Health and Human Services Levy Funds, 50%.

AW. 01A001 – General Fund		BA1913520
JA100354 – Justice Affairs - CECOMS		
Personal Services	\$	4,322.45

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. CECOMS is funded by the General Fund.

AX. 20A814 – Wireless 9-1-1 Government Assistance		BA1913521
JA106773 – Wireless 9-1-1 Government Assistance		
Personal Services	\$	16,737.48

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. Wireless 9-1-1 Government Assistance is funded by Communication Agreements, 6.1% and Local Government Revenue, 93.9%.

AY. 01A001 – General Fund		BA1913522
JA302224 – Public Safety Grants Administration (RPL)		
Personal Services	\$	16,690.90

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. Public Safety Grants Administration is funded by the General Fund.

AZ. 01A001 – General Fund		BA1913523
JA302232 – Fusion Center		
Personal Services	\$	8,308.70

Requesting an appropriation increase to cover compression and equity adjustment payments paid out in 2018. The Fusion Center is funded by the General Fund.

BA. 20R320 – Board of Developmental Disabilities		BA1913524
MR845024 – County Bd of Developmental Disabilities		
Personal Services	\$	2,491,942.18
Other Expenses	\$	578,000.00
Capital Outlays	\$	1,552,335.00

Requesting an appropriation increase based on the Cuyahoga County Board of Developmental Disabilities 2019 approved budget.

BB. 20R320 – Board of Developmental Disabilities		BA1913525
MR845024 – County Bd of Developmental Disabilities		
Other Expenses	\$	(9,106,323.14)

Requesting an appropriation reduction based on the Cuyahoga County Board of Developmental Disabilities approved 2019 budget.

BC. 24A430 – Executive Office of HHS		BA1913526
HS157289 – Executive Office of H&HS		
Personal Services	\$	46,562.37
Other Expenses	\$	571,300.74

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018 and to increase controlled services based on 2019 and 2020 projected cost. The Executive Office of H&HS is fund by 100% Public Assistance Funds.

BD. 24A510 – Work & Training Admin		BA1913527
WT137109 – Admin Services – General Manager		
Personal Services	\$	33,467.88
Other Expenses	\$	1,270,201.00

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018 and controlled services based on the 2019 and 2020 projected costs. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Service Levy Funds, 8.9%.

BE. 24A510 – Work & Training Admin		BA1913528
WT137430 – Ohio City NFSC		
Personal Services	\$	34,939.79

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Services Levy Funds, 8.9%.

BF. 24A510 – Work & Training Admin		BA1913529
WT137414 – Southgate NFSC		
Personal Services	\$	25,526.46

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Services Levy Funds, 8.9%.

BG. 24A510 – Work & Training Admin		BA1913530
WT137539 – West Shore NFSC		
Personal Services	\$	41,711.62

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Services Levy Funds, 8.9%.

BH. 24A510 – Work & Training Admin		BA1913531
WT137141 – Client Support Services		
Personal Services	\$	254,902.52

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Services Levy Funds, 8.9%.

BI. 24A510 – Work & Training Admin		BA1913532
WT137315 – Work First Services		
Personal Services	\$	75,570.80

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Services Levy Funds, 8.9%.

BJ. 24A510 – Work & Training Admin		BA1913533
WT137463 – VEB Building SFSC		
Personal Services	\$	25,526.46

Requesting an appropriation increase to cover compression and equity adjustments paid out in 2018. Jobs and Family Services is funded by Public Assistance Funds, 91.1% and Health and Human Services Levy Funds, 8.9%.

BK. 01A001 – General fund		BA1913534
DR391052 – Domestic Relations		
Other Expenses	\$	131,124.00

Requesting an appropriation increase to cover controlled services based on the 2019 and 2020 projected cost. Domestic Relations is funded by the General Fund.

BL. 01A001 – General fund		BA1913535
DR495515 – Domestic Relation Child Support		
Other Expenses	\$	(138,293.00)

Requesting an appropriation reduction for controlled services based on the 2019 and 2020 projected costs. Domestic Relation Child Support is funded by the General Fund and Title IV-D Reimbursements based on allowable expenses within the agreement.

BM. 01A001 – General fund		BA1913536
PR191056 – Prosecutor – General Office		
Other Expenses	\$	321,924.00
01A001 – General fund		
PR194720 – Prosecutor – Children & Family Serv		
Other Expenses	\$	63,502.00

Requesting an appropriation increase to cover controlled services based on the 2019 and 2020 projected cost. The Prosecutor-General Office and Prosecutor-Children and Family Services is funded by the General Fund.

BN. 20A820 – Delinquent R E Tax Assmt - Prosecutor		BA1913538
PR495572 – Delinquent R E Tax/Assmt - Prosecutor		
Other Expenses	\$	149,183.00

Requesting an appropriation increase to cover controlled services based on the 2019 and 2020 projected cost. The Prosecutor-Delinquent Tax Assessment and Collections is funded by the Housing and Urban Development Hardest Hit Funds.

BO. 20A390 – Emergency Management		BA1913539
JA100123 – Justice Affairs – Emergency MGT.		
Other Expenses	\$	(240,409.00)

Requesting an appropriation reduction for controlled services based on the 2019 and 2020 projected costs. Emergency Management is funded by Grants and Health and Human Services Levy Funding.

BP. 01A001 – General Fund		BA1913540
PR191056 – Prosecutor – General Office		
Personal Services	\$	58,879.50

Requesting an appropriation increase to cover the equity cost of a Civil Attorney which was approved in October 2018 (R20018-0198). The Prosecutor's Office is funded by the General Fund.

BQ. 01A001 – General Fund		BA1913541
PR194720 – Prosecutor – Children & Family Serv		
Personal Services	\$	153,086.70

Requesting an appropriation increase to cover the equity cost of two Civil Attorney's which was approved in October 2018 (R20018-0198). The Prosecutor-Children and Family Services is funded by the General Fund.

BR. 20A301 – Real Estate Assessment Fund		BA1915015
FS109702 – Fiscal Oper – Tax Assessments		
Personal Services	\$	20,111.00

Appropriation increase to cover the pay equity adjustment employees received in 2018. This increase will cover the impact to the 2019 Budget. Funding comes from the collection of Real Estate Taxes.

BS. 01A001 – General Fund		BA1915016
FS109678 – Office of Procurement and Diversity		
Personal Services	\$	44,484.00

Appropriation increase to cover the pay equity adjustment employees received in 2018. This increase will cover the impact to the 2019 Budget. Funding comes from the General Fund.

BT. 01A001 – General Fund		BA1915017
FS109942 – Consumer Affairs		
Personal Services	\$	5,120.00

Appropriation increase to cover the pay equity adjustment employees received in 2018. This increase will cover the impact to the 2019 Budget. Funding comes from the General Fund.

BU. 01A001 – General Fund		BA1915018
FS109959 – Weights & Measures		
Personal Services	\$	5,683.00

Appropriation increase to cover the pay equity adjustment employees received in 2018. This increase will cover the impact to the 2019 Budget. Funding comes from the General Fund.

BV. 01A001 – General Fund		BA1915019
FS109983 – General Service/Call Center		
Personal Services	\$	5,021.00

Appropriation increase to cover the pay equity adjustment employees received in 2018. This increase will cover the impact to the 2019 Budget. Funding comes from the General Fund.

BW. 01A001 – General Fund		BA1915020
FS109611 – Fiscal Office Administration		
Personal Services	\$	5,389.00

Appropriation increase to cover the pay equity adjustment employees received in 2018. This increase will cover the impact to the 2019 Budget. Funding comes from the General Fund.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund		BA1900000
MT805432 – Municipal Judicial Costs		
Other Expenses	\$	4,500.00
TO: 01A001 – General Fund		
MT805440 – Village & Township Costs		
Other Expenses	\$	4,500.00

Transfer from Municipal Judicial Costs to Village & Township for Prosecutor charges projected for the year. The budget for Municipal Costs includes the Village portion but requires the transfer each year specifically within the Village & Township account.

B. FROM: 01A001 – General Fund		BA1900003
CT577106 – Property Management		
Other Expenses	\$	289,400.00
TO: 01A001 – General Fund		
MI512657 – Miscellaneous		
Other Expenses	\$	289,400.00

The General Fund pays for the building operating expenses for the Cuyahoga County Board of Health pursuant to O.R.C. 3709.34 and by Agreement (Resolution 031656 extended to 2038 by Resolution 2018-0085). This expense has been paid from the Public Works/Facilities Management General Fund budget. This appropriation transfer would allow

the expense to move to the Miscellaneous General Fund budget where other statutory obligations are paid and to keep the expense isolated from those of County-maintained buildings.

C.	FROM: 61A608 – Central Security Serv - Sheriff SH352005 – Bldg Security Svcs-OPBA-Officers Personal Services	\$ 1,970,731.00	BA1901508
TO: 61A608 – Central Security Serv - Sheriff SH352021 – Bldg Security Svcs-OPBA-Non-Bargaining Persnl Personal Services			
		\$ 398,778.00	
61A608 – Central Security Serv - Sheriff SH352039 – Bldg Security Svcs-Crt Security Monitors Personal Services			
		\$ 477,138.00	
61A608 – Central Security Serv - Sheriff SH352013 – Bldg Security Svcs-OPBA_Sergeants Personal Services			
		\$ 1,094,815.00	

Appropriation adjustment is requested to properly align budget in specific personnel accounts from the 2019 approved budget within the Sheriff's Protective Service Division. Funding comes from charges to user agencies for protective services at county owned and operated facilities covering the period January 1, 2019 through December 31, 2019 .

D.	FROM: 01A001 – General Fund CT577106 – Property Management Other Expenses	\$ 220,000.00	BA1903002
TO: 01A001 – General Fund CR180026 – Medical Examiner - Operations Other Expenses			
		\$ 220,000.00	

The contract for the property management of the County-owned Samuel R. Gerber Medical Examiner's building was budgeted in the Public Works Facilities budget. However, the 177378contract expense has moved to the Medical Examiner's budget to stay consistent with the County's general practice of posting facilities expenses in the respective agencies' budgets. The transfer of \$220,000 between General Fund accounts covers the 2019 contract amount with Hanna Holdings Inc, contract # CE1300495-04 for property management services.

E.	FROM: 01A001 – General Fund IA018002 – Internal Audit Department Personal Services	\$ 51,000.00	BA1912008
TO: 01A001 – General Fund IG030411 – Inspector General Personal Services			
		\$ 51,000.00	

The Office of Budget Management is requesting an appropriation transfer between the Internal Audit Department and the Agency of Inspector General for \$51,000.00. A position

approved by Council within the 2018-2019 Biennial Budget was split between the Inspector General and Internal Audit. The position is held within the Inspector General budget to prevent unnecessary splitting of personnel costs. The adopted budget was split between departments, this transfer will allow for the full costs of expenses to be placed within the Agency of Inspector General. Funding source is General Fund.

F.	FROM: 01A001 – General Fund		BA1915014
	FS109637 – Financial Reporting		
	Personal Services	\$	114,767.00
	TO: 01A001 – General Fund		
	FS109611 – Fiscal Office Administration		
	Personal Services	\$	114,767.00

Appropriation transfer from Financial Reporting to Fiscal Office Administration for the salaries and benefits of the Tax Administrator position that is under Fiscal Office Administration. Funding comes from the General Fund.

SECTION 3. That the 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following cash transfers between County funds:

	<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A.	FROM: 01A001 – General Fund		JT1900001
	MI512657 – Miscellaneous		
	Transfer Out	\$	673,867.00
	TO: 20A643 – 27 th Pay Period Reserve		
	MI742643 – GF 27 th Pay Period Reserve		
	Revenue Transfer	\$	673,867.00

Operating transfer to move cash from Miscellaneous Obligations to the 27th General Fund Reserve Fund. The Reserve Fund is designed to build the 27th pay reserve annually from 2016 through 2027. The 2019 amount includes a 2% COLA from the amount in 2018. Funding is from the General Fund covering the period January 1, 2019 through December 31, 2019.

B.	FROM: 20A495 – Human Services Other Program		JT1900002
	MI511410 – Human Services Other Contract		
	Transfer Out	\$	326,901.00
	TO: 29A635 – 27 th Pay Period Reserve		
	MI742635 – HHS 27 th Pay Period Reserve		
	Revenue Transfer	\$	326,901.00

Operating transfer to move cash from Human Services Other Contract (Programs) to the 27th Health and Human Services (HHS) Reserve Fund. The Reserve Fund is designed to build the 27th pay reserve annually from 2016 through 2027. The 2019 amount includes a 2% COLA from the 2018 amount. Funding is from the Health and Human Services Fund covering the period January 1, 2019 through December 31, 2019.

C. FROM: 20A900 – Euclid Jail			JT1901501
SH350140 – Euclid Jail			
Transfer Out	\$	104,127.44	
TO: 01A001 – General Fund			
SH350850 – Euclid Jail – G.F.			
Revenue Transfer	\$	104,127.44	

A cash transfer is being requested to move cash from the old Euclid Jail subfund into the General Fund. The original index is no longer in use. Funding comes from payments from the city of Euclid to the County for operation of the Euclid jail.

D. FROM: 01A001 – General Fund			JT1913510
JA302224 – Public Safety Grants Administration (RPL)			
Transfer Out	\$	5,613.20	
TO: 21A579 – VAWA Administration Grant			
JA760504 – FY2018 VAWA Admin Fund CY2019			
Revenue Transfer	\$	5,613.20	

Operating Requesting a cash transfer for the 25% cash match required for the FY18 Violence Against Women Administration Grant, effective January 1, 2019 to December 31, 2019 (BOC 2018-74, 10/29/2018). The cash match is funded by the General Fund.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC033
January 8, 2019



TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office; Mary Louise Madigan, Communications
DATE: December 31, 2018
RE: Fiscal Agenda – 1/8/2019

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 **January 8, 2019**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2019 Budget against decisions made in 2018. Items of note on this agenda include:

- Request to increase appropriation to several agencies and departments to accommodate compression and pay equity salary increases approved for Executive-agency staff in 2018. The adopted 2018-2019 Biennial Budget included \$1 million and \$3 million for Compression and Pay Equity, respectively, but that funding was included in the Miscellaneous Obligations budget as the pay plans were not complete at the time that the budget was adopted. These adjustments seek to amend budgets based on the final plans.
- Request to increase funding to HHS/Children and Family Services in the amount of \$1.6 million in response to panel recommendations forwarded to the County in 2018. Council approved additional funding on a fiscal agenda in 2018, but will need to do so again to impact the 2019 budget. This increase will draw on cash reserves in the Health and Human Services Levy Fund.
- Request to increase funding to HHS/Children and Family Services to cover projected payroll costs based on 2018 activity. The division's personnel budget was cut in the 2018-2019 Biennial Budget as part of the budget reduction plan, but this cut was not sustainable due, in large part, to the increase in the number of children in out of home placement.
- Request to appropriate funds to the Bedford Jail. Bedford was not included in the adopted 2018-2019 Biennial Budget, funds were appropriated in 2018 in anticipation of a midyear start.
- Request to decrease appropriation to the Regional Benefits budget, which was terminated effective December 2018. There are existing encumbrances that will cover the cost of run-out claims. Please note that as of December 27, 2018, the cash balance in the Regional Benefits Fund totaled approximately \$530,000, which includes \$2.3 million from General Fund reserves to cover a shortfall in revenue. Any remaining cash balance in the fund after run-out claims are paid will be returned to the General Fund.
- Request to amend appropriation levels in various debt service funds based on payments due in 2019. Many of the County's outstanding debt is supported by other revenue sources – these changes take into consideration the performance of those other sources. The largest decrease is to the debt service fund for the hotel, totaling more than \$9 million. When the budget was

adopted, it was anticipated that the payment from Hilton for debt service would come directly to the County, as it did in 2016. Instead, that payment is being forwarded to the trustee, which offsets the County's contribution. These changes do not impact what has been projected for debt service in 2019.

- Request to appropriate debt service and related payments for the 2017 Sales Tax Revenue Bonds issued in support of the Q Transformation project. The County's sales tax revenue flows through a trustee – in this case, Huntington Bank – who withholds all revenue necessary to cover all costs on the outstanding Sales Tax debt (Series 2014, Series 2016, Series 2017). Prior to 2018, the activity associated with these bonds was not reflected in the County's financial reports and therefore not included in the adopted Biennial Budget. In the interest of transparency and accountability, this changed in 2018 and appropriation is needed to post the entries in 2019.
- Request to amend the budgets for the Board of Developmental Disabilities, the Solid Waste Management District, and the Veterans Services Commission to match what was approved by the Board of Directors for those agencies.
- Request to decrease surplus appropriation to the Sanitary Fund that was budgeted for debt service. All of Sanitary's outstanding debt was refunded by the County's General Obligation and Sales Tax bonds. This was discussed in the 3rd Quarter Update (page 8) and
- Request to increase appropriation to the Solid Waste District to effectuate the purchase of the building currently leased by the District. The District secured a loan from the Ohio Department of Water for costs above the \$500,000 down payment and closing costs. This was approved by the District's Board on November 1, 2018. This purchase was previously communicated to Council in OBM's September 2018 Update. The District has been advised by OBM to confirm whether this purchase requires approval of County Council (whether County Code Section 401.04(F) applies to the District).
- Request to increase appropriation to the special revenue funds in the Department of Development (Economic Development, Casino Tax, and Demolition) to support funding for projects that were approved by Council in 2018, but never encumbered and therefore needs to be re-appropriated.
- Request to increase appropriation to the Prosecutor's Office to support three new positions recommended by the Executive, the funding for which was approved by Council in 2018. Additional positions include one new civil attorney and two new attorneys working in the Prosecutor's Children and Family Services division, which has experienced a substantial increase in caseloads, as well as funding for equity salary increases.
- Request to transfer cash from the General Fund and the HHS Levy Fund to the reserves established for the 27th pay period, which occurs once every 11 years. The last time the County had a 27th pay period was in 2015.

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, I am always happy to discuss in more detail.

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
Clerk of Courts	\$266,896.00	General Fund
Communications	\$19,524.00	General Fund
Consumer Affairs	\$10,803.00	General Fund
Development	\$5,005,698.00	Special Revenue – No General/HHS Levy Fund Impact
Developmental Disabilities	(\$4,484,045.96)	Special Revenue – No General/HHS Levy Fund Impact
Domestic Relations	\$11,464.00	Special Revenue – No General/HHS Levy Fund Impact
Domestic Relations	(\$7,169.00)	General Fund
Elections	\$226,847.00	General Fund
Fiscal	\$20,111.00	Special Revenue – No General/HHS Levy Fund Impact
Fiscal	\$54,894.00	General Fund
Fiscal/OBM/Debt Service	\$6,597,942.72	Special Revenue – General Fund Impact
HHS/Administration	\$617,863.11	Special Revenue – HHS Levy Fund Impact
HHS/Child Support Services	\$811,911.38	Special Revenue –HHS Levy Fund Impact
HHS/Children & Family	\$5,721,370	Special Revenue – HHS Levy Fund Impact
HHS/Early Childhood	\$82,628.00	Special Revenue – HHS Levy Fund Impact
HHS/Family & Children First	\$16,722.00	Special Revenue – HHS Levy Fund Impact
HHS/Homeless Services	\$21,750.56	Special Revenue – HHS Levy Fund Impact
HHS/Job & Family Services	\$1,761,846.53	Special Revenue – HHS Levy Fund Impact
HHS/Office of Re-Entry	\$24,815.00	Special Revenue – HHS Levy Fund Impact
HHS Other Programs	(\$828,015.00)	Special Revenue – HHS Levy Fund Impact
Human Resources	\$35,643.00	Special Revenue – General & HHS Levy Fund Impact
Human Resources	\$76,961.00	General Fund
Human Resources/Benefits	(\$15,406,478.00)	Special Revenue – No General/HHS Levy Fund Impact
Information Technology	\$320,526.80	Special Revenue – General & HHS Levy Fund Impact
Juvenile Court	\$50,000.00	Special Revenue – No General/HHS Levy Fund Impact
Law Library Resource Board	\$9,520.00	Special Revenue – No General/HHS Levy Fund Impact
Medical Examiner	(\$700,000.00)	Special Revenue – No General/HHS Levy Fund Impact
Medical Examiner	\$248,218.00	General Fund
Medical Examiner	\$292,089.00	Special Revenue – General Fund Impact
Miscellaneous Obligations	(\$242,429.00)	General Fund
Prosecutor	\$149,183.00	Special Revenue – General Fund Impact
Prosecutor	\$597,392.20	General Fund
Public Safety	\$16,737.48	Special Revenue – No General/HHS Levy Fund Impact
Public Safety	(\$233,517.10)	Special Revenue – General Fund Impact
Public Safety	\$169,120.26	Special Revenue – HHS Levy Fund Impact
Public Works/Sanitary	(\$323,050.00)	Special Revenue – No General/HHS Levy Fund Impact
Sheriff's Office	\$7,717,928.77	General Fund
Sheriff's Office	\$1,937.00	Special Revenue – HHS Levy Fund Impact
Sheriff's Office	\$14,110.00	Special Revenue – General & HHS Levy Fund Impact
Solid Waste	\$1,685,599.00	Special Revenue – No General/HHS Levy Fund Impact
Veterans Services Commission	\$103,801.00	General Fund
Workforce Development	\$197,577.00	Special Revenue – No General/HHS Levy Fund Impact

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
Fiscal Office	\$114,767.00	General Fund
Internal Audit/Inspector General	\$51,000.00	General Fund
Miscellaneous Obligations	\$289,400.00	General Fund
Municipal Courts	\$4,500.00	General Fund
Public Works/Medical Examiner	\$220,000.00	General Fund
Sheriff's Office	\$1,970,731.00	Special Revenue – General and HHS Levy Fund Impact

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
Non-Departmental	\$673,867.00	General Fund
Non-Departmental	\$326,901.00	HHS Levy Fund
Public Safety	\$5,613.20	General Fund
Sheriff's Office	\$104,127.44	General Fund

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0007

Sponsored by: County Executive Budish/Department of Law and County Sheriff	A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and United Automobile, Aerospace and Agricultural Implement Workers of America, Region 2-B, Local 70, representing approximately 42 employees in the classification of Correction Officer Corporal at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the United Automobile, Aerospace and Agricultural Implement Workers of America, Region 2- B, Local 70 ("UAW Local 70"), in an effort to negotiate a collective bargaining agreement ("CBA") that includes approximately 42 employees in the Correction Officer Corporal classification at the Sheriff's Department; and

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

WHEREAS, the members of the bargaining unit met and voted to ratify the proposed collective bargaining agreement in full; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

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

WHEREAS, the County Sheriff, Department of Law and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement for the period 1/1/2018 – 12/31/2020; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Sheriff's Department.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and UAW Local 70, representing approximately 42 employees in the Correction Officer Corporal classification at the Sheriff's Department for the period 1/1/2018 - 12/31/2020, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between Cuyahoga County and UAW Local 70 shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC033
January 8, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0008

Sponsored by: County Executive Budish/Departments of Law and Public Works	A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18, representing approximately 8 employees in the classifications of Heavy Machine Operator and Construction Backhoe Operator at the Department of Public Works for the period 1/1/2019 - 12/31/2021; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with International Union of Operating Engineers, Local 18, in an effort to negotiate a new successor collective bargaining agreement (“CBA”) that includes approximately 8 full time employees in the Cuyahoga County Department of Public Works; and,

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

WHEREAS, on December 21, 2018, the members of the bargaining unit met and voted to ratify the proposed successor collective bargaining agreement in full; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and,

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

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

WHEREAS, the Department of Law and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Department of Public Works.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18, representing approximately 8 employees in the classifications of Heavy Machine Operator and Construction Backhoe Operator at the Department of Public Works for the period 1/1/2019 - 12/31/2021, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and the International Union of Operating Engineers, Local 18, shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC033
January 8, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0009

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund representing the Great Lakes Region for an unexpired term ending 5/25/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a region may appoint up to two representatives to the Great Lakes Regional Prevention Council of the Ohio Children’s Trust Fund to represent the county on overseeing its work; and

WHEREAS, pursuant to Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children’s Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children’s Trust Fund; and

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

WHEREAS, County Executive Budish has nominated Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund representing the Great Lakes Region for an unexpired term ending 5/25/2020 (replacing Robin Martin); 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 Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for an unexpired term ending 5/25/2020.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2019



December 28, 2018

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

Re: Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Brady:

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Carlin N. Culbertson, CPA, open unexpired term ending: 05/25/2020 (replacing Robin Martin)**

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

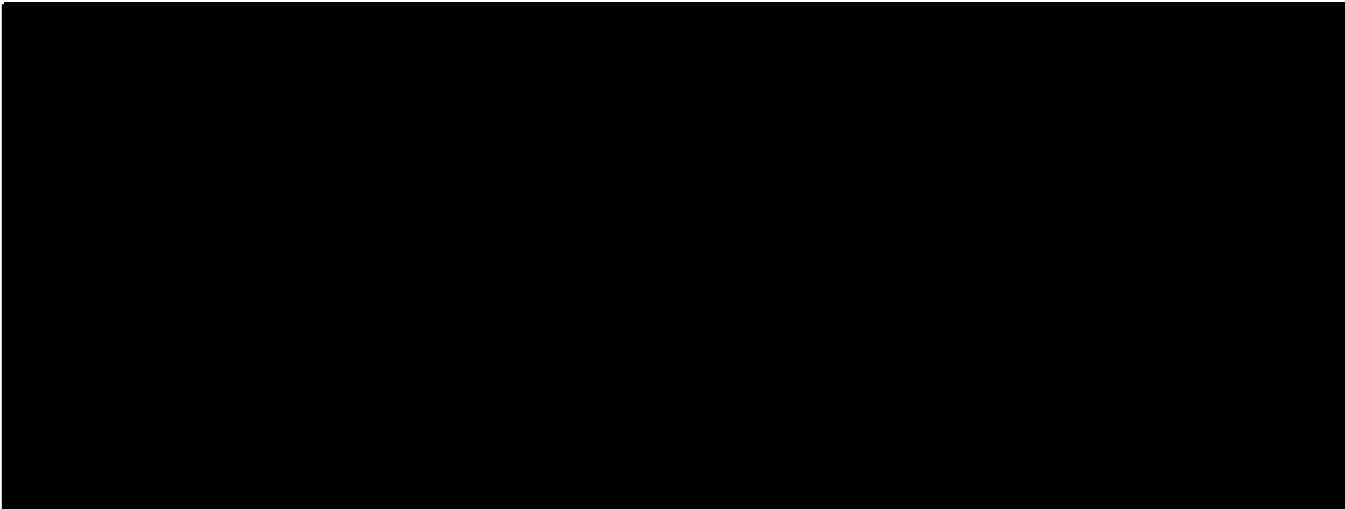
A handwritten signature in black ink that reads "Armond Budish".

Armond Budish
Cuyahoga County Executive

Pertinent Background Information:

- **Meaden & Moore, Ltd.**
 - Public accountant with audit background
 - Worked at M&M for 14 years, currently a senior manager
 - Background in internal controls, processes and procedures and making improvements
 - Currently point person on researching and developing a plan to incorporate data analytics and robotic process automation into our work and for our clients
 - Work with people daily and have learned to approach people and situations differently depending on the circumstances
 - Important to make people feel like you're a partner and not an adversary if you want to get anything done

 - **Adoption Network of Cleveland ("ANC")**
 - Board member since 2017 and finance committee member since 2016
 - Have learned a lot of about the adoption, foster care, and child welfare landscape in Cuyahoga County and Ohio from my time with ANC and I'm still learning
 - Have developed relationships with other board members who have some connection to adoption as either adoptees, having adopted children, or as birthmothers/fathers to get more perspective on their views of child welfare, adoption, foster care, etc.

 - **Sullivan-Deckard Scholarship Program at Cleveland State University**
 - Program that provides tuition assistance and room and board to incoming students that have aged out of foster care
 - Involved since inception of program in 2015 and interview potential scholarship recipients each year and help determine who will receive scholarship
 - Currently working with the first three students to reach graduation (two in December, one in May) on personal finance topics for life after graduation
 - Working with program now to incorporate a personal finance program and strategy for freshman through graduation
- 

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0010

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of county hospital trustees and the means by which appointments are made; and

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six-year term; and

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and

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

WHEREAS, the County Executive has nominated John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021 (replacing Rev. Tony Minor); 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 John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021.

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__



December 21, 2018

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: MetroHealth System Board of Trustees

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 339, I submit the following information for service on the MetroHealth System Board of Trustees:

- John M. Hairston, Jr, open unexpired term ending: 02/28/2021 (Replacing Rev. Tony Minor)

Candidates for this board shall:

1. "Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"

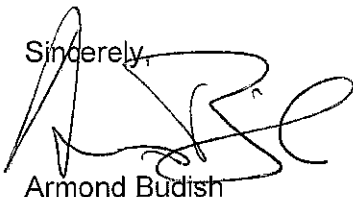
Mr. Hairston qualified electors residing in the county.

2. "...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas

Mr. Hairston has been jointly selected by the County Executive and the Judge, "of the most senior in point service" for the Common Pleas Court (the Honorable Stuart Friedman) and for the Probate Courts (the Honorable Anthony Russo). Correspondence from the Honorable Stuart Friedman and the Honorable Anthony Russo in support of his nomination will be sent separately.

For your review, I have attached pertinent document submitted by the candidate. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,



Armond Budish



December 3, 2018
Judge Stuart Friedman
Cuyahoga County Common Pleas Court
1200 Ontario Street
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Friedman,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **John M. Hairston, Jr.**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. Hairston's biography is attached hereto for your review. John meets the qualifications to serve on this board.

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

Sincerely,

Armond Budish
County Executive

Approved:

Judge Stuart Friedman



December 3, 2018
Judge Anthony Russo, Presiding Judge
Probate Court of Cuyahoga County
1 Lakeside Avenue
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **John M. Hairston, Jr.**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

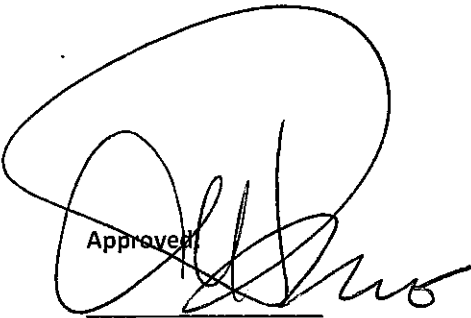
Mr. Hairston's biography is attached hereto for your review. John meets the qualifications to serve on this board.

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

Sincerely,



Armond Budish
County Executive



Approved:
Judge Anthony Russo

BIOGRAPHY

JOHN M. HAIRSTON, JR.



Corporate executive John M. Hairston, Jr. was born on January 16, 1943 in Johnson City, Tennessee. His family later settled in Gary, West Virginia, where Hairston attended Wilcoe Grade School in nearby Wilcoe, West Virginia. Hairston graduated from Gary District High School at seventeen years old, and went on to receive his B.A. degree in English at Bluefield State College in 1964. He then earned his M.A. degree in education administration from Cleveland State University in 1971.

Hairston began his teaching career in 1964 at Kennard Junior High school in Cleveland, Ohio. He also taught at East High School. During his 27 year career with the Cleveland Public School District, Hairston held various positions such as Project Manager in the Compensatory Education Department, Staff Development Director and Chief of Community Relations. In 1991, he was hired as the Director of External Programs at the NASA Lewis Research Center (NASA Glenn) in Cleveland. In this role, he worked closely with individuals like Congressman Louis Stokes and Dr. Julian Earls, Director of NASA Glenn Research Center to facilitate a relationship between the Center and the Cleveland community. Hairston promoted scientific literacy and developed outreach programs to support the community and local businesses. Hairston continued to serve in the school district as an appointee on the Cleveland School Board, receiving the designation from State Schools Superintendent John M. Goff and Governor George Voinovich. He was elected and became President to the Cuyahoga County Board of Elections in 1998. In 2006, Hairston became the Assistant Administrator for the Office of Education at NASA Headquarters. He returned as External Programs Coordinator at NASA Glenn Research Center. He retired from his tenure of 17 years as Senior Executive Service in 2008.

From 2008 to 2011, Hairston acted as the Chief of Communications for Cleveland Public Schools, after being recruited by then CEO Dr. Eugene T.W. Sanders. He also joined the Board of Trustees of the Cleveland Public Library. In 2012, Hairston became the District Director for the 11th District Congressional office in Warrensville Heights, under Congresswoman Marcia Fudge.

BIOGRAPHY**JOHN M. HAIRSTON, JR.**

Page 2

Hairston received the following awards:

Award	Distributor	Year
Program Innovation Award	Ohio Continuing Higher Education Association	1994
Accolade	Congresswoman Stephanie Tubbs Jones	2008
Proclamation	City of Cleveland Mayor Frank G. Jackson	2088
State of Michigan Special Tribute	Marsha G. Cheeks, State Representative, The 6 th District	2008
Recognition for Service to the Cleveland Empowerment Zone	City of Cleveland, Mayor Frank G. Jackson	2010
Outstanding Leadership and Service	Bluefield State College Alumni Association	1989
Presidential Rank Award of Meritorious Executive	NASA	2006
NASA's Exceptional Achievement Medal		
Outstanding Leadership Medal and Educational Distinguished Service Award		
Leadership Cleveland's Civic Volunteer of the Year Award		
Established FIRST Buckeye Regional Robotics Competition, making \$1000 " Gift of Education" to fund a student scholarship to Cuyahoga Community College.		
Key to the City	City of Cleveland Mayor R. Michael	

Hairston is affiliated with the following organizations:

Name of Organization	Type of Organization	Start Date End Date	Position
Cleveland Public Library	Non profit	2008	Member, Board of Trustees
Glenville Development Corporation	Community Development		President, Board of Directors
Cleveland Empowerment	City Development	2006-2010	Co-Chair
United Way of Greater Cleveland	Non profit	1984-1986	Collaboration Chair
Imani Temple	Church	2003-Present	Chair, Deacon Board

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0011

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Pamela K. Jankowski to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, 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 outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise 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 Pamela K. Jankowski to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides 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 Pamela K. Jankowski to serve on the City of Cleveland/ Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021.

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 _____
_____, 2019



December 5, 2018

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady:

As you know, the Cleveland/Cuyahoga County Workforce Investment Board was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to offer the following new appointment:

1. Pamela K Jankowski, 3-year term ending: June 30, 2021

Supporting documentation, including biographical information about the nominee and appropriate nomination materials are attached for your review. The appointee will serve a three-year term on this Board.

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 Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish

Pamela K Jankowski

Professional Summary

Innovative public library program director with experience managing multiple projects simultaneously, building strong relationships and developing collaborations with local organizations while supporting and engaging staff to initiate library programming and services to meet community needs and system-wide goals.

Competences

- Change Leadership
- Project Manager
- Talent Developer
- Team Builder
- Collaborator
- Visionary

Career Highlights

Literacy and Learning Division Director
Cuyahoga County Public Library

July 2013 to present
Parma, OH

As the first Literacy and Learning Division Director of Cuyahoga County Public Library, implemented performance metrics, set standards, established strong collaborations, oversaw pilot projects and identified best practices to meet community needs while supporting library's strategic plan.

- * Successfully integrate WIOA funded adult education services with existing library programs that result in integrated technology certification training for ESOL students, additional support services for adult learners, and job readiness training.
- * Developed and oversee Innovation Centers that support entrepreneurs with technological tools such as laser cutters, 3-D printers, and embroidery machines.
- * Managed the development of an impactful two generational program successful in increasing both adult and child education levels.

Youth Services Manager
Cuyahoga County Public Library

March 2013 to July 2013
Parma, OH

Oversaw system-wide youth programming; set standards and identified best practices while supervising administrative staff.

- * Oversaw the creation of several parent education programs that led to increased parent engagement and school readiness skills in children.
 - * Successfully managed the integration of Family Place Library core principals into four branches.
 - * Developed a plan to utilize volunteers to support impactful youth programs.
-

Branch Manager
Cuyahoga County Public Library

October 2012 to March 2013
North Olmsted/Olmsted Falls

Managed day to day operations of two public library branches, supervised library staff in a unionized environment, provided excellent customer service and fostered positive public relations with local agencies including community, government and other non-profits.

- * Oversaw the opening of a new building in Olmsted Falls by guiding staff on how to adapt to building changes, maintaining positive relations with local government officials, and reassuring the public of the library's continued commitment.

Branch Manager
Cuyahoga County Public Library

December 2009 to October 2012
Middleburg Heights

Managed the day to day operations of the public library branch, supervised library staff in a unionized environment, provided excellent customer service and fostered positive public relations with local agencies including community, government and other non-profit.

Education

Master of Library and Information Science
Kent State University

Class of 2003
Kent, OH

Bachelor of Arts
Kent State University

Class of 1987
Kent, OH

Committees/Memberships

Cleveland/Cuyahoga County Workforce Development Board Youth and Young Adult Council Member
MetroHealth Arts in Medicine Advisory Committee Member
Coalition on Adult Basic Education Member
American Library Association Member
Ohio Library Council Member

Conference Presentations

- *Innovative Programming Beyond Library Walls*, National Families Learning Conference, September 2018
- *Aspire Grant: Increasing Adult Education Opportunities at Your Library*, Ohio Library Council Annual Conference, May 2018
- *Parenting as a Career Pathway*, COABE National Conference, April 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0012

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5149 of the Ohio Revised Code (ORC) provides for the organization of a community-based corrections program; and

WHEREAS, ORC 5149.34 provides for the creation of a County Corrections Planning Board and further provides for the composition of the board and the means by which appointments are made; and

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

WHEREAS, County Executive Budish has nominated various individuals for reappointment to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 1/1/2022 as follows:

- a. Russell R. Brown III
- b. Arthur B. Hill III
- c. Dean P. Jenkins
- d. Christopher P. Viland

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 1/1/2022 as follows:

- a. Russell R. Brown III
- b. Arthur B. Hill III
- c. Dean P. Jenkins
- d. Christopher P. Viland

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 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 _____
_____, 2019



December 21, 2018

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E. 9th, 8th Floor
Cleveland, OH 44115

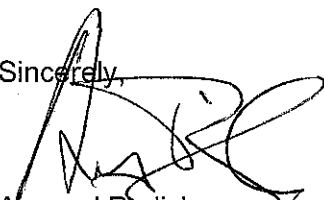
Re: Cuyahoga County Corrections Planning Board

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 5149, I submit the following individuals for reappointment to the Cuyahoga County Corrections Planning Board:

1. Russell R. Brown III, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *Officials from the largest municipal corporation located in the county*
2. Arthur B. Hill, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *An administrator of a halfway house serving that county, if any, or the administrator's*
3. Dean Jenkins, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *An administrator of a Community Corrections Act-funded program in the court, if any, or the administrator's designee*
4. Christopher P. Viland, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *One or more additional representatives of the law enforcement community*

I ask that this appointment be set for confirmation as soon as the Council schedule allows. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

Armond Budish

Russell R. Brown III, J.D., C.C.E.

Supreme Court of Ohio: Attorney Registration # 0056225

Work Experience:

Cleveland Municipal Court, Judicial Division, September 1997- Present.

Court Administrator – (August 2006- Present) Supervise non-judicial operations on behalf of Judges including strategic planning, caseload management strategies, computer information systems, facility management, disaster recovery, community relations, and implementation of special projects. Supervise eight departments, over 340 court employees, and court processes including hiring, benefits, discipline, separations, acquisition of services, equipment and supplies, and dealing with outside vendors. Assist with legal research, drafting of Court Rules, review of operational policies and procedures and act as liaison with city and other outside agencies.

Deputy Court Administrator and Special Projects Officer– (July 1998- July 2006) Assisted judges and Court Administrator in the coordination of human resource activities, drafting policies and procedures, strategic planning, agent of court in contract negotiations, implementation of special projects, case flow and program development, grant administration, high school mock trial competitions, and town hall meetings.

Magistrate and Mediation Coordinator – (September 1997- June 1998) Heard and decided small claims and general division civil cases as assigned by the Judges. Managed court's Mediation Program as an alternative dispute resolution to trial. Conducted mediations and supervised and trained law clerks in mediation techniques. Provided legal research and performed other legal support duties as needed by the Court.

City of Cleveland, Department of Law, May 1992-September 1997.

Assistant Director of Law – (May 1995- August 1997) Negotiated and drafted various development documents and contracts for the Departments of Community Development, Economic Development, Parks Recreation and Properties, and the City Planning Commission. Advised development departments regarding legal opinions requested and represented those departments as corporate counsel. Served as counsel to the Cleveland City Council- Economic and Community Development Council Committee, and amended legislation before the committee as needed.

Assistant Prosecutor – (May 1992- November 1994) Reviewed citizen complaints and police investigations to verify probable cause and sufficiency of evidence. Issued charges on misdemeanor and felony crimes committed within the city of Cleveland and prosecuted misdemeanor cases. Prosecutions included conducting pre-trial discovery, plea negotiations, and presenting the city's case at trial. Consulted with victims of crime, police officers, and city building and housing inspectors regarding evidence, procedures,

and preparation for court hearings; conducted over 200 trials to the Bench and at least eight to jurors; and managed a docket of approximately 200 cases per week.

Graves Haley Horton & Muttalib – (June 1990- April 1992) Associate and Law Clerk-

Counsel to corporate clients including issues of accounting and taxes, contracts, civil and criminal corporate defense, including employment discrimination, and litigation.

Education:

Legal **Case Western Reserve University School of Law**
Cleveland, Ohio Juris Doctor, 1990

Undergraduate **Kent State University**
Kent, Ohio, Bachelor of Business Administration, 1987

Court Management **Harvard University**
John F. Kennedy School of Government
Cambridge, Massachusetts

Executive Session (2008-2011)

Meeting with emerging and influential state judicial leaders and pre-eminent academics and selected others to think expansively about challenges facing the judicial branch of state government, and how judicial leaders can address those challenges.

National Center for State Courts (NCSC)
Institute for Court Management (ICM)
Williamsburg, Virginia

Certified Court Executive and ICM Fellow, May 2006

Research Project: "Expungement and Collateral Sanctions: The Other Side of Justice: A Look at Rehabilitated and Otherwise Harmless Persons and the Long Term Effect of Having A Criminal Record"

Ohio Court Management Program (CMP), September 2004

Military History: United States Air Force, July 1978- July 1982. Honorable Discharge. Crew Chief. Lockheed C-5A 1,000 Flight Hour Club.

Associations: National Association for Court Management (NACM); Ohio Association for Court Administration (OACA) (Past President); Ohio State, Cleveland Metropolitan and Norman S. Minor Bar Association; Antioch Baptist Church.

References: Furnished upon request.

Arthur B. Hill III – Beau



- Objective** To continue career growth by finding a position within an organization that will utilize my passion for helping others while improving the standing of the organization in the community.
- Experience**
- The Salvation Army Harbor Light Complex
Executive Director October 2007 - Present
- Responsible for management of all program and operating activities
Residential Human Service Programs (500 beds in eight different Programmatic areas), Human Resources, Information Technology, Building, Food Service and Accounting Functions
 - Preparation of Applications and Government Reporting for Harbor Light programming:
 - Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County (ADAMHSCC)
 - Cuyahoga County Office of Homeless Services (OHS)
 - Department of Housing and Urban Development (HUD)
 - Ohio Mental Health and Addiction Services (OMHAS)
 - Ohio Department of Rehabilitation and Correction (ODRC)
 - Ohio Development Services Agency (ODSA)
 - City of Cleveland
 - Director of Business Operations January 2002- October 2007
 - Manager of Accounting Services July 1999 – January 2002
 - Accountant II November 1997 – June 1999
 - Accountant I January 1997 – November 1997
- The Salvation Army Cleveland Temple Corps
Community Center Director 1996 – 1997
- Planning, development and implementation of programs for children in the community
 - Maintain compliance with grant received from the City of Cleveland
 - Positive Interaction with children and parents
- Education** Youngstown State University 1992 – 1996
Bachelor of Science in Business Administration
- Finance Major
- Skills** Lotus Notes, Excel, Word, Shelby, JD Edwards, Lotus, WordPerfect, TESCO
- Interests** Family Time, Technology, Golf, Music (Trumpet/Cornet), Basketball, Volleyball, Corps/Church Activities

REFERENCES AVAILABLE UPON REQUEST

Arthur Bramwell Hill, III
"Beau"

Beau has been an employee of The Salvation Army Harbor Light Complex since September 1996. He began as an accountant, moved up to Director of Business Operations, and in 2007 became the Executive Director of the Harbor Light Complex. He is eager, confident and mission-minded. He has built a reputation as someone who gets things done!

Beau has maintained the caliber and integrity of the Harbor Light programs and continues to seek ways to improve their efficiency. He gives careful attention to detail and is committed to the overall mission of The Salvation Army.

Beau has negotiated on behalf of The Salvation Army with a number of 3rd party funders, including HUD, State of Ohio, Cuyahoga County, City of Cleveland, United Way, Office of Homeless Services, etc. He has prepared numerous contracts and agreements. He maintains extensive networking contacts in Cuyahoga County, in Columbus at the State of Ohio level as well as nationally and internationally.

In May of 1912, the Founder of The Salvation Army, General William Booth, spoke the following words:

*While women weep as they do now, I'll fight!
While little children go hungry, as they do now, I'll fight!
While men go to prison, in and out, in and out, I'll fight!
While there is a drunkard left,
While there is a poor girl left upon the streets,
While there remains one dark soul without the light of God, I'll fight!
I'll fight to the very end!*

Beau can recite these words by heart. They are what motivate him to do what he does. He's a fighter. He's passionate about others. He's determined.

The mission of The Salvation Army is:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

DEAN P. JENKINS



Summary of Qualifications

Experienced in many facets of the criminal justice system with expert specialty in domestic violence

Skilled in group facilitation and psycho educational group treatment

Experienced working as part of an interdisciplinary team

Relevant Employment

Baldwin Wallace University and Bryant & Stratton College

2008-present

Berea and Parma, Ohio

Adjunct Instructor in the area of Criminal Justice

CITY OF CLEVELAND, CLEVELAND MUNICIPAL COURT

1993-Present

Cleveland, OH

Chief Probation Officer

2015- Present

- Develop procedures, programs, and policies to assure efficient functioning of the Probation Department.
- Direct the day to day operations
- Evaluate the performance of personnel; recommend promotions, salary increases, or terminations to the Judges.
- Conduct meetings and conferences with staff members.

Deputy Chief Probation Officer

2006-2015

- Assist Chief Probation Officer in the administration of the Probation Department consistent with state laws and statutes.
- Serve as a liaison between the department and the Judges of Cleveland Municipal Court.
- Supervise, coordinate, and monitor specialized programs within the department.
- Direct assignments, schedule training, and supervise the evaluation of the Probation Supervisors.

Probation Officer Supervisor

2001-2006

- Directly supervise team of probation officers maintaining caseload consisting of domestic violence offenders
- Resolve daily issues with offenders and their corresponding officers
- Verify all correspondence to judicial officials in effort to ensure accuracy and serve as liaison between administration and line staff
- Compile and analyze monthly statistics

Probation Officer/Domestic Violence Supervision Officer

1997-2001

- Supervise a caseload of approximately 100 clients who had been convicted of domestic violence
- Conduct in-depth interviews with clients as well as victims in an effort to assess unmet needs and to refer to proper treatment agencies
- Conduct home visits to ensure safety of the victim and to ascertain knowledge regarding home environment

Probation Officer/Domestic Violence Pre-Sentence Investigator

1996-1997

- Conduct thorough investigation of all convicted domestic violence offenders, including research into his/her criminal and social history, education and employment.
- Formulate psychosocial history and wrote pre-sentence report outlining recommended sentence

Probation Officer/Bond Investigator

1993-1996

- Conduct daily interviews with persons in custody in an effort to assess their eligibility for personal bond
- Advise families of those persons in custody briefing them as to the correction/probation processes
- Formulate post-sentence reports and documented statistical data of jail population

Cuyahoga County Department of Justice Affairs

2000-2005

Batterer's Intervention Program, Cleveland, OH

Assessment Specialist (Part-Time)

- Co-facilitate psycho educational groups for court ordered domestic violence offenders
- Conduct psychosocial assessments
- Complete case notes and various reports

Berea Children's Home and Family Services

Berea, OH

Nurturing Program Facilitator (Part-Time)

1993-1999

- Taught proper discipline techniques to children and adults enrolled in the family behavioral modification program
- Facilitated parental understanding of maintaining behavioral difficulties of emotionally disturbed children
- Prepared youths to reintegrate into society while maintaining their behavioral achievements

Community Respite Provider

1992-1993

- Provided mentoring for emotionally disturbed children within the community
- Served as a liaison between parents, teachers and social workers associated with the youths
- Counseled youths regarding new social skill development and behavior modification

City of Cleveland

1988-1990

Cleveland, OH

Assistant Councilman: Ward 20, Dale Miller, Councilman

- Conducted various campaign activities and attended community meetings
- Received and resolved ward constituent complaints
- Completed special assignments and various administrative duties

Special Qualifications

Federal Bureau of Investigation

1998

Quantico, VA

- Completed special agent training at FBI Academy
- Successfully met all qualifications

Licensed Social Worker

1995-Present

License Number S21240

LEADS and NCIC Certified

1993

Professional Activities

- Member of Domestic Violence Coordinating Task Force of Cuyahoga County
- Chair monthly meetings of Cuyahoga County Fatality Review Committee
- Presented at several national and local trainings
- Presented at Ohio Chief Probation Officer Association
- Syscon and Courtview computer implementation team member
- Member of the American Association of Probation and Parole
- Participant in the American Association of Pre-Trial Services
- Member of the Ohio Domestic Violence Network
- Volunteer with the Victim/Offender Dialogue Program of ODRC
- Assisted in various grant development projects
- Domestic Violence and Child Advocacy Center Board Member
- Graduate of Ohio Supreme Court's Court Management Program
- Church Elder

Education

Master of Arts: Criminal Justice

6/2002

Kent State University, Kent, OH

Bachelor of Arts: Criminal Justice

6/1990

Minor: Psychology

Baldwin-Wallace College, Berea, OH

REFERENCES AVAILABLE UPON REQUEST

CHRISTOPHER PAUL VILAND

EDUCATION

Cleveland-Marshall College of Law, Cleveland State University, Cleveland, Ohio
Juris Doctor, *summa cum laude*, 2004; 3rd of 246, top 5%; Bar passed July 2004

Honors and Activities

Cleveland State Law Review, Managing Editor 2002-03, Associate 2001-02

Note topic: Malicious Prosecution and §1983 litigation

Dean's List, Albert Knopp Scholarship, Law Fellows Scholarship, McMonagle Scholarship

CALI Certificates of Excellence in Professional Ethics, First Amendment, Computers & Law

Cleveland State University, Cleveland, Ohio

Bachelor of Arts, *cum laude*, 1999, Dean's List, Major in Philosophy, Minor in Criminal Justice

Northwestern University Traffic Institute, School of Police Staff and Command #119 1998

F.E.M.A., Emergency Management Institute, Certification – Professional Development Series 2014

Lean Ohio, Lean Six Sigma Boot Camp – Camouflage Belt 2014

FBI Great Lakes Leadership Seminar XVIII 2015

EMPLOYMENT

Police Officer, City of Solon, Ohio 1987 – Present

Chief of Police 2011

CEO, CFO, COO of all aspects of an organization of over 100 employees and \$8M budget.

Collective Bargaining negotiation (both sides of table), administration and arbitration.

Policy and procedure development, implementation and administration.

Proposal and development of new and amended legislation with City Council.

Detective Lieutenant - P.I.O., Legal Services, Community Relations, Major Crimes 2000

Patrol Lieutenant - Department Training Commander, Shift Supervisor 1998

Patrol Sergeant - Supervisor of patrol shift of 10 officers 1996

Detective - Major case investigation, Juvenile Court liaison 1990

Patrol Officer - Field Training Officer, Advanced Patrol Officer 1987

Certifications:

Polygraph Certification, Academy for Scientific Investigative Training, 1993, Philadelphia, PA.

Basic Peace Officer Certification, Ohio Peace Officer Training Commission, 1987

Christopher Paul Viland, Attorney at Law, LLC 2009 – Present

General Practice Attorney

Bedford Municipal Court, Bedford, Ohio

Magistrate – Small Claims 2010

Ohio Organized Crime Investigations Commission

Commission Board Member 2016 -

Appointment by Ohio Governor John Kasich

Task Force Director 2008 – 2009

Task Force #08-01, Cuyahoga County Mortgage Fraud Task Force

PERSONAL

Heritage Landing Homeowner's Association, Secretary 2005 – 2008

Solon Blue Devils, 6th Grade Boys Basketball, Coach 2005 – 2006

PRESENTATIONS

City of Solon, Citizen’s Police Academy – Management of Law Enforcement, Constitutional Criminal Procedure, Forensics Review	2011-Present
City of Solon, Chamber of Commerce; State of the Police Department	2011
Ohio Auditor of State; Emerging Trends in Fraud Investigation and Prevention Conference	2008
-workshop presenter “Mortgage Fraud: Investigative and Prosecutorial Perspectives”	
United States Attorney’s Office / Northern District of Ohio; White Collar Crime Conference	2008
Presented by the Economic Crimes Unit and the Law Enforcement Coordinating Committee	
-presenter “Mortgage Fraud Panel Discussion”	
Organization of Chinese Americans of Greater Cleveland (OCAGC); Town Hall Meeting	2008
-moderator/presenter “Relations Between Immigrants and Law Enforcement”	
Greater Cleveland Mortgage Bankers Association; Annual Seminar	2008
-presenter “Fraud in the Mortgage Industry & Northeastern Ohio”	
City of Solon / KeyCorp. - Society Bank; Town Hall Meeting	1996
-presenter “How You and Your Family Can Avoid Being a Victim of Crime”	
Ohio Peace Officer Training Commission; Basic Police and Basic Corrections Academies	1996 - 2009
-unit instructor, various instructional blocks	2012 - 2015

AWARDS/COMMENDATIONS

American Police Hall of Fame – Legion of Honor	1989
Mothers Against Drunk Driving (MADD)	1991
-Certificate of Appreciation	
WTAM Radio 1100 AM / Ganley Auto Group - Officer of the Week	2007
Solon Police Department – Medal of Honor	1987
Solon Police Department – Exceptional Service Award (x4)	1990, 1992, 1992, 1994
Solon Police Department – Educational Achievement (x4)	1995, 1999, 2004, 2005

ORGANIZATIONS / AFFILIATIONS

Chagrin Falls Alumni Association	Life Member
Greater Cleveland Peace Officer Memorial Society	Life Member
Solon 100 Club	Life Member
Ohio Patrolmen's Benevolent Association	1987 – Present
Fraternal Order of Police, George Murray Lodge #67	1989 – Present
Ohio Identification Officers Association	1993 – Present
National Association of Bunco Investigators	1993 – 1997
Midwest Gang Investigator’s Association	1993 – 1997
American Polygraph Association	1993 – 2003
Solon Teen Court Task Force (Founding Member)	1995 – 1996
Northern Ohio Fraud Investigators Association	2000 – Present
Ohio Bar Association	2004 – Present
Federal Bar Association – Northern District of Ohio	2010 – 2016
Solon Chamber of Commerce	2010 – 2011
Cuyahoga County Police Chief's Association	2011 – Present
Jail Committee	2012 – 2015
Board of Governors, Senior Governor	2013 – Present
Ohio Association of Chiefs of Police	2011 – Present
International Association of Chiefs of Police	2011 – Present
Solon 100 Club, Inc. – Executive Board, Ex-Officio Trustee	2011 – Present
Southeast Area Law Enforcement Network – Board of Trustees	2011 – Present
Cuyahoga County Sexual Assault Policy Working Group	2012
Valley Enforcement Group – Board of Trustees	2012 – Present
Constitution and Bylaws Committee	2013 – Present
Fraternal Order of Eagles, Aerie #2436, Chagrin Falls	2011 – 2014
FBI Law Enforcement Executive Development Association	2015 – Present
Cuyahoga County Corrections Planning Board	2016 – Present
Chagrin Valley Regional Dispatch Center – Technical Advisory Committee (Vice Chair)	2016 – Present
Cuyahoga County Automated License Plate Reader RFP Vendor Review Committee	2017

Christopher Viland has been a police officer with the City of Solon since 1987. He worked his way through the ranks both in uniform and as a detective, serving as sergeant and lieutenant in both divisions before being promoted to Chief in January 2011. He is a 1998 graduate of Northwestern University's Traffic Institute School of Police Staff and Command. In 2008 and 2009 he served as the Task Force Director of the Cuyahoga County Mortgage Fraud Task Force under the Ohio Organized Crime Commission. In 2016, Governor John Kasich appointed him to the Ohio Organized Crime Investigations Commission. He is certified as a unit instructor in both basic police and basic corrections academies by the Ohio Peace Officer Training Commission. Chief Viland is also a licensed attorney, graduating *summa cum laude* from the Cleveland-Marshall College of Law at Cleveland State University in 2004. He has served as a municipal court small claims magistrate.

Chief Viland is a current member of the Ohio Bar Association, the Federal Bar Association – Northern District of Ohio, the Cuyahoga County Police Chiefs Association, the Ohio Association of Chiefs of Police, the International Association of Chiefs of Police, the Ohio Identification Officers Association, the Fraternal Order of Police – George Murray Lodge, the Ohio Patrolmen's Benevolent Association, the Greater Cleveland Police Officer's Memorial Society (Life Member), and the Solon 100 Club (Life Member). He serves on the Board of Trustees of the Southeast Area Law Enforcement organization and is on the Constitution and Bylaws Committee of the Valley Enforcement Group. He is a current member of the Cuyahoga County Corrections Planning Board, appointed by County Executive Armond Budish.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0013

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; and

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

WHEREAS, the County Executive has nominated Keith J. Libman to be reappointed to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022; and

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the County Executive's reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 2019



December 28, 2018

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

RE: Cuyahoga County Audit Committee Reappointment

Dear President Brady:

Pursuant to Article XI, Section 11.01 of the Cuyahoga County Charter, I submit the following nominee for reappointment to the Cuyahoga County Audit Committee:

1. Keith J. Libman, 4-year term: January 1, 2019 – December 31, 2022

The Charter broadly stipulates that the Audit Committee shall provide internal auditing in order to assist the County in providing taxpayers of the County with efficient and effective services. It also directs the functioning of the County's Department of Internal Auditing.

The Committee is comprised of five voting members. Four members are appointed by the County Executive, with the President of County Council or a member of Council appointed by the President serving as the fifth voting member. The County Executive and the County Fiscal Officer serve as ex-officio, non-voting members. The four members appointed by the County Executive shall be residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting. As shown in the attached resume, Mr. Abouserhal is a Certified Public Accountant with thirty years of public-sector experience in the fields of financial administration and auditing.

No other individuals have submitted applications to the County Executive's Office expressing interest in service on the Audit Committee.

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

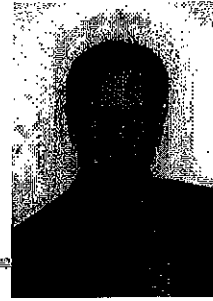
Sincerely,

A handwritten signature in black ink that reads "Armond Budish".

Armond Budish
Cuyahoga County Executive

CC: Cory Swaisgood, Director, Department of Internal Auditing

Keith J. Libman, CPA
Partner
Assurance and Advisory Services



Keith serves privately held, middle-market, high-growth clients in a variety of industries. Specifically, he has extensive experience working with closely held and family held businesses and their attendant issues including financing, growth strategies, capital formation projects, restructuring and financial accounting. Keith also performs in a high level and advisory role to the firm's clients providing strategic planning and best practices.

Keith was with Libman, Goldstine, Kopperman & Wolf, Inc. for over 30 years before joining BMF.

Certifications

Certified Public Accountant (CPA)

Specializations

- Family Business
- Mergers and Acquisitions
- Nonprofit
- Professional services

Education

Bachelor of Science in Business and Accounting, Indiana University

Professional Service Memberships

- American Institute of Certified Public Accountants (AICPA)
- Ohio Society of Certified Public Accountants (OSCPA)

Civic Memberships, Activities and Awards

- Private Trust Company (a nationally chartered bank), director and audit committee chair
- Jewish Federations of North America, trustee, audit committee chair and member of committees focused health and domestic policies
- Mt. Sinai Health Care Foundation, former board chair and Life Trustee
- United Way of Greater Cleveland, executive committee member and audit committee chair
- Global Cleveland, treasurer
- Jewish Community Federation of Cleveland, board member and officer, present and/or past chair of several committees and task forces
- Maltz Museum of Jewish History, vice president
- Menorah Park Center for Senior Living, past board chair, Life Trustee, active on many committees
- Karamu House, treasurer
- Temple Tifereth Israel, past board chair, Life Trustee, active on many committees
- Cleveland Jewish News Class of 2016 "Difference Maker"
- Also present and past participation on civic committees and other non-profit boards

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0014

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving a Right-of-Way Exhibit for Adele Lane Culvert No. 00.04 between Crestwood Drive and Fitch Road in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; 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 approving a Right-of-Way Exhibit for Adele Lane Culvert No. 00.04 between Crestwood Drive and Fitch Road in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the primary goal of this project is to obtain Council's approval of the right-of-way exhibit and approval of the required acquisitions needed for the Adele Lane Culvert Project between Crestwood Drive and Fitch Road in Olmsted Township; and

WHEREAS, special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the project is located in Council District 5; and

WHEREAS, the current estimated project cost is \$2,000.00 and will be funded by 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 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 approves a Right-of-Way Exhibit for Adele Lane Culvert No. 00.04 between Crestwood Drive and Fitch Road in Olmsted Township.

SECTION 2. That the County Executive through the Department of Public Works is hereby authorized to acquire the Rights-of-Way necessary for said improvement.

SECTION 3. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 4. That all proceedings relative to the Right-of-Way Exhibit are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 5. 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 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2019

Seeking Authority to Acquire Right-of-Way for the Adele Lane Culvert Project

A. Scope of Work Summary

1. This Legislative Action Request does not involve a contract.

The Department of Public Works is seeking the following in connection with the Adele Lane Culvert Project: (1) approval of the Right-of-Way Exhibit (2) authority to acquire required right-of-way; and (3) ruling that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements.

Since November 9, 2018 and continuing until the Resolution granting the requested action is either adopted or rejected, the Department of Public Works has posted and provided continuous notice of the following on its website:

- The Department of Public Works has submitted the Project's Right of Way Property Map for County Council approval and that the same are available for viewing on said website;
- The Department of Public Works intends to acquire right-of-way for said improvement;
- That a First Reading of the Resolution approving the revised right-of-way plans will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on January 8, 2019; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There are a total of 4 ownerships and 4 parcels associated with the acquisition of right-of-way for this project – all acquisitions are for temporary easements

- a. The primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for the Adele Lane Culvert Project
- b. Location: Adele Lane between Crestwood and Fitch Road, Olmsted Township, Ohio
- c. District 5

B. Procurement –N/A

C. Contractor Information- N/A

D. Project Status

1. Acquisition must be completed by Spring 2019. The Project is anticipated for construction in Spring 2019.

E. Funding

1. The right-of-way estimate is \$2,000.00 – Road & Bridge Funds

Prior Resolutions: None

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0015

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving a Right-of-Way Exhibit for Westwood Lane Culvert No. 00.08 between Crestwood Drive and Fitch Road in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended approving a Right-of-Way Exhibit for Westwood Lane Culvert No. 00.08 between Crestwood Drive and Fitch Road in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the primary goal of this project is to obtain Council's approval of the right-of-way exhibit and approval of the required acquisitions needed for the Westwood Lane Culvert Project between Crestwood Drive and Fitch Road in Olmsted Township; and

WHEREAS, special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the project is located in Council District 5; and

WHEREAS, the current estimated project cost is \$2,000.00 and will be funded by 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 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 approves a Right-of-Way Exhibit for Westwood Lane Culvert No. 00.08 between Crestwood Drive and Fitch Road in Olmsted Township.

SECTION 2. That the County Executive through the Department of Public Works is hereby authorized to acquire the Rights-of-Way necessary for said improvement.

SECTION 3. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 4. That all proceedings relative to the Right-of-Way Exhibit are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 5. 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 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

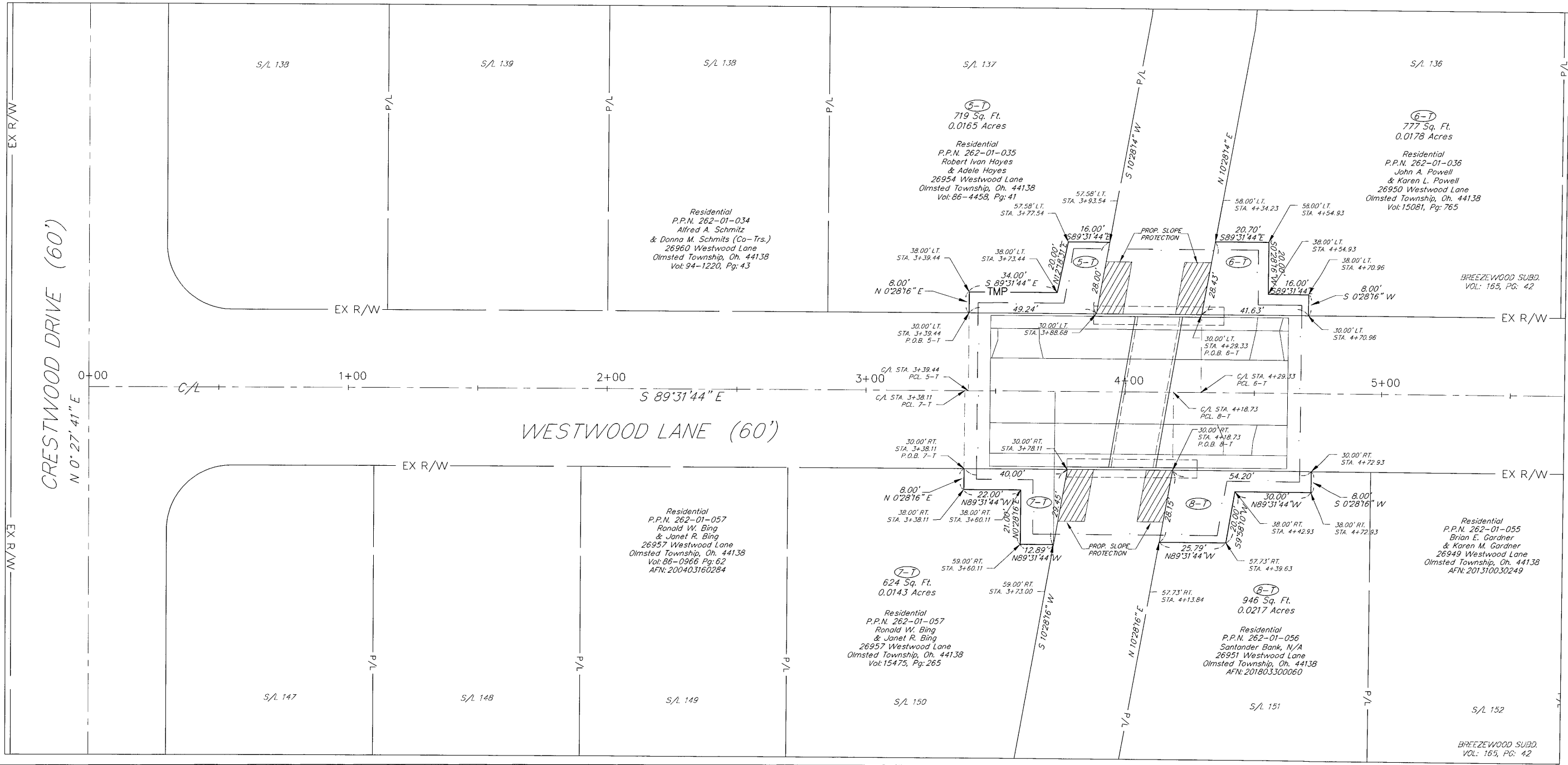
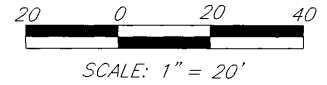
Date

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

Journal _____
_____, 2019

CUYAHOGA COUNTY
WESTWOOD CULVERT 00.08
 RIGHT OF WAY EXHIBIT
 OLMSTED TOWNSHIP
 STATE OF OHIO

PART OF ORIGINAL OLMSTED TOWNSHIP LOT NO. 18, TRACT 6



Seeking Authority to Acquire Right-of-Way for the Westwood Lane Culvert Project

A. Scope of Work Summary

1. This Legislative Action Request does not involve a contract.

The Department of Public Works is seeking the following in connection with the Westwood Lane Culvert Project: (1) approval of the Right-of-Way Exhibit (2) authority to acquire required right-of-way; and (3) ruling that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements.

Since December 4, 2018 and continuing until the Resolution granting the requested action is either adopted or rejected, the Department of Public Works has posted and provided continuous notice of the following on its website:

- The Department of Public Works has submitted the Project's Right of Way Property Map for County Council approval and that the same are available for viewing on said website;
- The Department of Public Works intends to acquire right-of-way for said improvement;
- That a First Reading of the Resolution approving the revised right-of-way plans will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on January 8, 2019; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There are a total of 4 ownerships and 4 parcels associated with the acquisition of right-of-way for this project – all acquisitions are for temporary easements

- a. The primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for the Westwood Lane Culvert Project
- b. Location: Westwood Lane between Crestwood and Fitch Road, Olmsted Township, Ohio
- c. District 5

B. Procurement –N/A

C. Contractor Information- N/A

D. Project Status

1. Acquisition must be completed by Spring 2019. The Project is anticipated for construction in Spring 2019.

E. Funding

1. The right-of-way estimate is \$2,000.00 – Road & Bridge Funds

Prior Resolutions: None

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0016

<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 resurfacing West 130th Street from Bagley Road to Snow Road in the Cities of Brook Park, Middleburg Heights, Parma and Parma Heights; total estimated project cost \$7,274,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said 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 resurfacing West 130th Street from Bagley Road to Snow Road in the Cities of Brook Park, Middleburg Heights, Parma and Parma Heights; and

WHEREAS, the anticipated start date for construction of the project is 2019; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; 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 project is located in Council Districts 2 and 4.

WHEREAS, the current estimated project cost is \$7,274,000.00, which will be funded as follows: (a) \$785,000.00 from County Road and Bridge Funds, (b) \$144,200.00 from City of Brook Park, (c) \$216,300.00 from City of Middleburg Heights, (d) \$144,200.00 from City of Parma, (e) \$216,300.00 from City of Parma Heights, (f) \$5,768,000.00 from Federal 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 declares that public convenience and welfare requires resurfacing West 130th Street from Bagley Road to Snow Road in the Cities of Brook Park, Middleburg Heights, Parma and Parma Heights.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

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 _____
_____, 2019

A. Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of West 130th Street Bagley Road to Snow Road in the Cities of Brook Park, Middleburg Heights, Parma and Parma 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 \$7,274,000. The project is to be funded \$785,000 with County Road and Bridge Fund and \$144,200 Brook Park, \$216,300 Middleburg Heights, \$144,20 Parma, \$216,300 Parma Heights and \$5,768,000 Federal Share. The anticipated start date for construction is 2019.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

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 West 130th Street Bagley Road to Snow Road in the Cities of Brook Park, Middleburg Heights, Parma and Parma Heights.

3b. The project is located in Council District 2 and 4.

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 project is to be funded \$785,000 with Road and Bridge Fund, \$144,200 Brook Park, \$216,300 Middleburg Heights, \$144,200 Parma, \$216,300 Parma Heights and \$5,768,000 Federal Funds. Total cost of project is \$7,274,000.



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – West 130th Street Cities of Brook Park, Middleburg Heights, Parma & Parma Heights

Project Type	Resurfacing
Project Limits	Bagley Road to Snow Road
Average Daily Traffic	12,377 Vehicles per day
NOACA Pavement Rating	In Need of Repair
Council Districts	2 & 4
Project Construction Cost	\$7,274,000
Proposed Funding	\$785,000 County Road & Bridge, \$144,200 Brook Park, \$216,300 Middleburg Hts., \$144,200 Parma, \$216,300 Parma Hts., \$5,768,000 Federal Share
Project Design Cost	Cuyahoga County Department of Public Works
Construction Admin	Cuyahoga County Department of Public Works



County Council of Cuyahoga County, Ohio

Resolution No. R2019-0017

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing Ridge Road from Memphis Avenue to Denison Avenue in the Cities of Brooklyn and Cleveland; total estimated project cost \$2,121,800.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing Ridge Road from Memphis Avenue to Denison Avenue in the Cities of Brooklyn and Cleveland; and

WHEREAS, the anticipated start date for construction of the project is 2020; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; 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 project is located in Council District 3.

WHEREAS, the current estimated project cost is \$2,121,800.00, which will be funded as follows: (a) \$212,180.00 from County Road and Bridge Funds, (b) \$106,090.00 from City of Brooklyn, (c) \$106,090.00 from City of Cleveland, and (d) \$1,697,440.00 from Federal 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 declares that public convenience and welfare requires resurfacing Ridge Road from Memphis Avenue to Denison Avenue in the Cities of Brooklyn and Cleveland.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

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 _____
_____, 2019

A. Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of Ridge Road Memphis Avenue to Denison Avenue in the Cities of Brooklyn and Cleveland. 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 \$2,121,800. The project is to be funded \$212,180 with County Road and Bridge Fund and \$106,090 with funds from Brooklyn, \$106,090 Cleveland and \$1,697,440 Federal Share. The anticipated start date for construction is 2020.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

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 Ridge Road Memphis Avenue to Denison Avenue in Brooklyn and Cleveland.

3b. The project is located in Council District 3.

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 project is to be funded \$212,180 with Road and Bridge Funded \$106,090 City of Brooklyn \$106,090 City of Cleveland and \$1,697,440 Federal Funds. Total cost of project is \$2,121,800.



CUYAHOGA COUNTY
DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Ridge Road
Cities of Brooklyn and Cleveland

Project Type	Resurfacing
Project Limits	Memphis Avenue to Denison Avenue
Average Daily Traffic	24,579 Vehicles per day
NOACA Pavement Rating	In Need of Repair
Council Districts	3
Project Construction Cost	\$2,121,800
Proposed Funding	\$212,180 County Road and Bridge \$106,090 Brooklyn, \$106,090 Cleveland, \$1,697,440 Federal Share
Project Design Cost	Cuyahoga County Department of Public Works
Construction Admin	Cuyahoga County Department of Public Works



County Council of Cuyahoga County, Ohio

Resolution No. R2019-0018

<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 resurfacing Brainard Road from Cedar Road to Wilson Mills Road in the Cities of Highland Heights and Lyndhurst; total estimated project cost \$3,708,286.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing Brainard Road from Cedar Road to Wilson Mills Road in the Cities of Highland Heights and Lyndhurst; and

WHEREAS, the anticipated start date for construction of the project is 2020; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; 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 project is located in Council District 11.

WHEREAS, the current estimated project cost is \$3,708,286.00, which will be funded as follows: (a) \$463,786.00 from County Road and Bridge Funds, (b) \$79,310.00 from City of Highland Heights, (c) \$281,190.00 from City of Lyndhurst, and (d) \$2,884,000.00 from Federal 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 declares that public convenience and welfare requires resurfacing Brainard Road from Cedar Road to Wilson Mills Road in the Cities of Highland Heights and Lyndhurst.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

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 _____
_____, 2019

A. Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of Brainard Road from Cedar Road to Wilson Mills Road in the Cities of Highland Heights and Lyndhurst. 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 \$3,708,286. The project is to be funded \$463,786 with County Road and Bridge Fund and \$79,310 with funds from City of Highland Heights, \$281,190 Lyndhurst and \$2,884,000 Federal Share. The anticipated start date for construction is 2020.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

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 Brainard Road from Cedar Road to Wilson Mills Road in Highland Heights and Lyndhurst.

3b. The project is located in Council District 11.

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

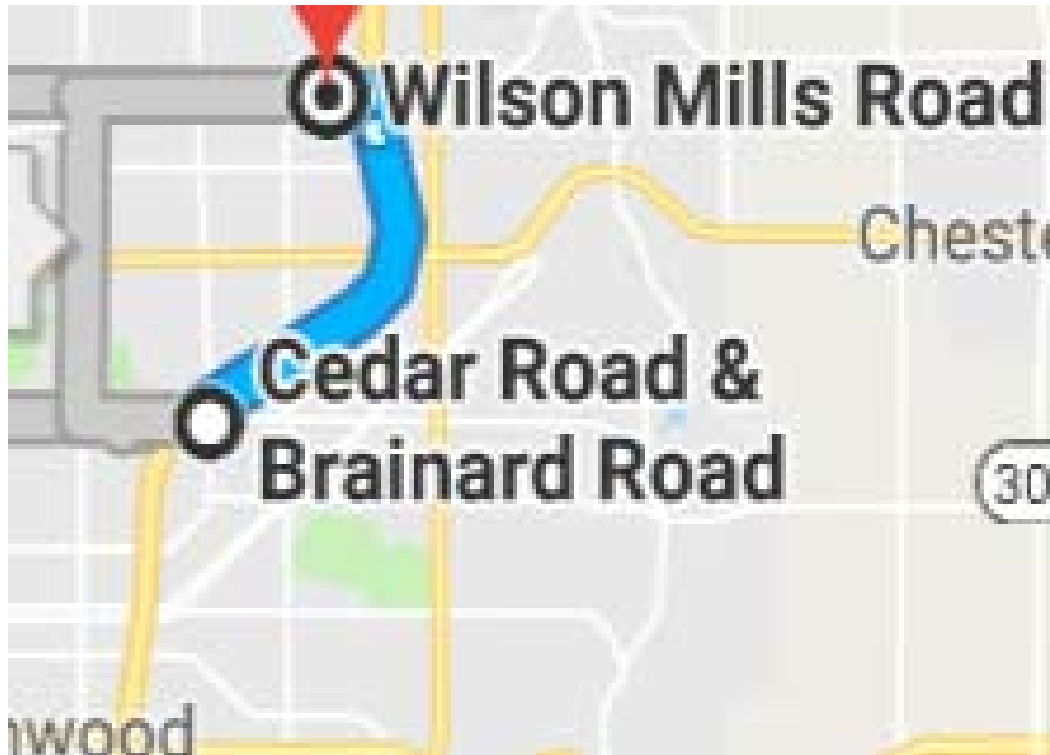
1. The project is to be funded \$463,786 with Road and Bridge Fund, \$79,310 Highland Heights, \$281,190 Lyndhurst, and \$2,884,000 Federal Funds. Total cost of project is \$3,708,286.



CUYAHOGA COUNTY
DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Brainard Road
Cities of Highland Heights and Lyndhurst

Project Type	Resurfacing
Project Limits	Cedar Road to Wilson Mills Road
Average Daily Traffic	19,370 Vehicles per day
NOACA Pavement Rating	In Need of Repair
Council Districts	11
Project Construction Cost	\$3,708,286
Proposed Funding	\$463,786 County Road and Bridge \$79,310 Highland Heights, \$281,190 Lyndhurst, \$2,884,000 Federal Share
Project Design Cost	Cuyahoga County Department of Public Works
Construction Admin	Cuyahoga County Department of Public Works



County Council of Cuyahoga County, Ohio

Resolution No. R2019-0019

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution making an award on RQ42514 to TEC Communications, Inc. in the amount not-to-exceed \$590,330.26 for wide area network Smartnet maintenance services for the period 1/1/2019 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ42514 to TEC Communications, Inc. in the amount not-to-exceed \$590,330.26 for wide area network Smartnet maintenance services for the period 1/1/2019 - 12/31/2021; and

WHEREAS, the primary goal for this project is to provide management and facilitation for WAN items; and

WHEREAS, this project is funded 100% by the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ42514 to TEC Communications, Inc. in the amount not-to-exceed \$590,330.26 for wide area network Smartnet maintenance services for the period 1/1/2019 - 12/31/2021.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County 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 _____
_____, 2019

DEPARTMENT OF IT

**WIDE AREA NETWORK SMARTNET MAINTENANCE SERVICES
TEC COMMUNICATIONS
RQ 42514 - 2019**

A. Scope of Work Summary

1. THE DEPT OF IT is requesting approval of a contract with TEC Communications INC for the anticipated cost not-to-exceed \$590,330.26.

This contract covers the WAN Smartnet Services from 1/1/2019 to 12/31/2021. Smartnet is a maintenance support program for Cisco items.

2. The primary goals of the project are

To ensure that items are covered once the manufacturer warranty expires
Items may be taken off or added as items move toward end of life

3. N/A

4. Technology Items - If the request is for the purchase of software or technical equipment:

a) Please state the date of TAC Approval 11/29/2018

b) Are the purchases compatible with the new ERP system? yes

c) Is the item ERP approved n/a

d) Are the services covered by the original ERP budget n/a

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$590,330.26.

2. The RFP closed on 7/27/2018. There is an SBE or DBE participation/goal 3%/12%/5%

3. There were 4 bids/proposals/applications pulled from OPD, 4 bids/proposals/applications submitted for review, 1 bids/proposals/applications approved.

4. n/a

5. n/a

6. n/a

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

TEC

20234 Detroit Road

Rocky River OH 44116

Council District (01)

2. The President of TEC Communications is Melanie Schilling

3.a *n/a*

3.b. *n/a*

D. Project Status and Planning

1. The contract extends to 12/31/2021.

2. *n/a*

3. *n/a*

4. *n/a*

5.*n/a*

E. Funding

1. The project is funded 100% by the General Fund

2. The schedule of payments is one time.

3. *n/a*

F. Items/Services Received and Invoiced but not Paid:

n/a

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 42514 CONTRACT PERIOD: to CCBB: Low Non-CCBB Bid\$: *PRICE PREFERENCE LOWEST BID REC'D \$
 RFB/RFP/Rfq DUE DATE: July 27, 2018 NUMBER OF RESPONSES: 14/4 Add 2%, Total is: RANGE OF LOWEST BID REC'D \$
 TYPE: (RFB/RFP/Rfq): Rfp ESTIMATE: \$450,000.00 Minus \$, = PRICE PREF % & \$ LIMIT:
 REQUESTING DEPARTMENT: Department of Information Technology GOALS: Goals: 3%SBE/12%MBE/5%WBE Does CCBB Apply: Yes No MAX SBE PRICE PREF \$
 COMMODITY DESCRIPTION: Wide Area Network Smartnet Maintenance Services DOES PRICE PREFERENCE APPLY? Yes No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)										
1.	AT & T 6889 W Snowville Rd Brecksville OH 44141			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0551 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No </td> </tr> <tr> <td>Total SBE %</td> <td>SBE% 0 MBE% 0 WBE% 0</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No LML 8/16/18 </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>Full waiver requested. "There will be no opportunity for subcontracting." EN – 8/15/2018 Vendor needs to explain in greater detail why there are no subcontracting opportunities. LML 8/16/18</td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE% 0 MBE% 0 WBE% 0	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/16/18	SBE Comments and Initials:	Full waiver requested. "There will be no opportunity for subcontracting." EN – 8/15/2018 Vendor needs to explain in greater detail why there are no subcontracting opportunities. LML 8/16/18	82	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:																			
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																		
Total SBE %	SBE% 0 MBE% 0 WBE% 0																		
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/16/18																		
SBE Comments and Initials:	Full waiver requested. "There will be no opportunity for subcontracting." EN – 8/15/2018 Vendor needs to explain in greater detail why there are no subcontracting opportunities. LML 8/16/18																		

Transaction ID:

	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 type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A			SBE Subcontractor Name: SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		
2.	BlackBox 26100 First Street Westlake OH 44145			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: Not Yet Registered MCF:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Total SBE % SBE% 0 MBE% 0 WBE% 0 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/16/18 SBE Comments and Initials: Full waiver requested. "...there were not many SMBE business available..." No contact listed. EN – 8/15/2018 LML 8/16/18	Non-compliant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<table border="1"> <tr><td colspan="2"></td></tr> <tr><td colspan="2"></td></tr> <tr><td colspan="2">SBE Subcontractor Name:</td></tr> <tr><td>SBE Prime: (Y/N)</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> <tr><td colspan="2">Total SBE %</td></tr> <tr><td>SBE Comply: (Y/N)</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> <tr><td colspan="2">SBE Comments and Initials:</td></tr> </table>					SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
SBE Subcontractor Name:																							
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																						
Total SBE %																							
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																						
SBE Comments and Initials:																							
3.	Logicalis One Penn Plaza 51 st Floor Suite 5130 New York NY 10119			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr><td>SBE Subcontractor Name:</td><td></td></tr> <tr><td>SBE Prime: (Y/N)</td><td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td></tr> <tr><td>Total SBE %</td><td>SBE% 0 MBE% 0 WBE% 0</td></tr> <tr><td>SBE Comply:</td><td><input type="checkbox"/> Yes</td></tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE% 0 MBE% 0 WBE% 0	SBE Comply:	<input type="checkbox"/> Yes	55	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
SBE Subcontractor Name:																							
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
Total SBE %	SBE% 0 MBE% 0 WBE% 0																						
SBE Comply:	<input type="checkbox"/> Yes																						

Transaction ID:

	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 type="checkbox"/> No IG Number: 15-0221 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			(Y/N) SBE Comments and Initials: SBE Subcontractor Name: SBE Prime: (Y/N) Total SBE % SBE Comply: (Y/N) SBE Comments and Initials:	<input checked="" type="checkbox"/> No LML 8/16/18 Only submitted DIV-1 form. EN – 8/15/2018 LML 8/16/18 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
4.	TEC 20234 Detroit Road Rocky River OH 44116			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	(FW) TEC Communications, Inc – SBE/WBE – 20%	88	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	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 type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2676 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<table border="1"> <tr> <td data-bbox="1327 310 1553 386">SBE Prime: (Y/N)</td> <td data-bbox="1553 310 2085 386"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 386 1553 423">Total SBE %</td> <td data-bbox="1553 386 2085 423">SBE% 20 MBE% 0 WBE% 0</td> </tr> <tr> <td data-bbox="1327 423 1553 500">SBE Comply: (Y/N)</td> <td data-bbox="1553 423 2085 500"> <input checked="" type="checkbox"/> Yes LML 8/16/18 <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 500 1553 610">SBE Comments and Initials:</td> <td data-bbox="1553 500 2085 610">Waiver requested, list provided on DIV-3 contacted. EN -8/15/2018 LML 8/16/18</td> </tr> <tr> <td colspan="2" data-bbox="1327 610 2085 651" style="background-color: #cccccc;"></td> </tr> <tr> <td data-bbox="1327 651 1553 756">SBE Subcontractor Name:</td> <td data-bbox="1553 651 2085 756"></td> </tr> <tr> <td data-bbox="1327 756 1553 833">SBE Prime: (Y/N)</td> <td data-bbox="1553 756 2085 833"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 833 1553 870">Total SBE %</td> <td data-bbox="1553 833 2085 870"></td> </tr> <tr> <td data-bbox="1327 870 1553 946">SBE Comply: (Y/N)</td> <td data-bbox="1553 870 2085 946"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 946 1553 1021">SBE Comments and Initials:</td> <td data-bbox="1553 946 2085 1021"></td> </tr> </table>	SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %	SBE% 20 MBE% 0 WBE% 0	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/16/18 <input type="checkbox"/> No	SBE Comments and Initials:	Waiver requested, list provided on DIV-3 contacted. EN -8/15/2018 LML 8/16/18			SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %	SBE% 20 MBE% 0 WBE% 0																												
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/16/18 <input type="checkbox"/> No																												
SBE Comments and Initials:	Waiver requested, list provided on DIV-3 contacted. EN -8/15/2018 LML 8/16/18																												
SBE Subcontractor Name:																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %																													
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													

Transaction ID:

	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)

Transaction ID:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1		CC - DoIT RFP:	42514	SMARTNET	8/29/2018									
2														
3		Vendor	Proposed Solution	Methodology	PM	Perform Eval.	Work Sched.	Vendor Qual.	Staff Qual.	Budget	T's & C's	Tally	Participants	
4		<i>RFP Max Points</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>15</i>	<i>0</i>	<i>65</i>	<i>5</i>	<i>100</i>	Michael Young	
5													Andy Molls	
6		AT&T	0	0	2	0	0	12	0	65	3	82	Jason Snowbrick	
7													Stan Kozlowski	
8		Logicalis	0	0	4	0	0	11	0	35	5	55		
9														
10		TEC	0	0	5	0	0	14	0	64	5	88		
11														
12		vend 4												
13														
14														
15														
16														
17						Check Considerations (i.e. 1)								
18		Considerations (optional):					AT&T	Logicalis	TEC	vend 4				
19														
20														
21		Vendor is in good standing with County					0	0	0	0				
22		Vendor performed/exceeded expectations & timelines					0	0	0	0				
23		Vendor highlighting their 'A' team in proposal					0	0	0	0				
24		Vendor proposal is concise & complete					0	0	0	0				
25		Vendor followed County's instructions					0	0	0	0				
26		Vendor references had positive results					0	0	0	0				
27		Vendor support team cooperative and responsive					0	0	0	0				
28		Vendor training was a positive experience for users					0	0	0	0				
29		Vendor pricing model is fair & a solid value					0	0	0	0				
30		Vendor negotiations were a positive experience					0	0	0	0				
31				TOTAL CHECK MARKS			0	0	0	0				

County Council of Cuyahoga County, Ohio

Resolution No. R2010-0020

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution making an award on RQ42515 to TEC Communications, Inc. in the amount not-to-exceed \$1,813,920.00 for network professional services for the period 1/1/2019 - 12/31/2023; 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 Information Technology has recommended an award on RQ42515 to TEC Communications, Inc. in the amount not-to-exceed \$1,813,920.00 for network professional services for the period 1/1/2019 - 12/31/2023; and

WHEREAS, the primary goal of this project is to provide DoIT Network Professional Services; and

WHEREAS, this project is funded 100% by the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ42515 to TEC Communications, Inc. in the amount not-to-exceed \$1,813,920.00 for network professional services for the period 1/1/2019 - 12/31/2023.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County 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 _____
_____, 2019

OnBase Item Detail Briefing Memo - Form

Title:

DEPARTMENT OF IT

**NETWORK PROFESSIONAL SERVICES -TEC COMMUNICATIONS
RQ 42515; 2019**

A. Scope of Work Summary

1. The Department of IT is requesting approval of a contract with TEC Communications for the anticipated cost not to exceed \$1,813,920.00

TEC Communications will provide senior level engineers to support advanced services for the County infrastructure. The anticipated start-completion dates are 1/1/2019-12/31/2023.

2. The primary goals of the project are (list 2 to 3 goals).

To support the IT infrastructure

Provide high level engineers to support agencies to provide services to the county constituents

3. n/a

4. Technology Items - If the request is for the purchase of software or technical equipment:

a) Please state the date of TAC Approval 11/29/2018

b) Are the purchases compatible with the new ERP system? n/a

c) Is the item ERP approved n/a

d) Are the services covered by the original ERP budget no

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is 1,813,920.

2.The RFP was closed on 8/20/2018. There is an SBE or DBE participation/goal of 3%/12%/5%.

3There were 1 bids/proposals/applications pulled from OPD, 1 bids/proposals/applications submitted for review, 1 bids/proposals/applications approved.

4. n/a

5. n/a

6. n/a

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

TEC Communications
20234 Detroit Road
Rocky River OH 44116
Council District (01)

2. The President is Melanie Schilling.

3.a n/a

3.b. n/a

D. Project Status and Planning

1. The contract is for the purchase of ongoing support.

E. Funding

1. The project is funded 100% by the General Fund

2. The schedule of payments is monthly.

3. n/a

F. Items/Services Received and Invoiced but not Paid:

n/a

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 42515 CONTRACT PERIOD: to CCBB: Low Non-CCBB Bid\$: *PRICE PREFERENCE LOWEST BID REC'D \$
 RFB/RFP/RFQ DUE DATE: August 20, 2018 NUMBER OF RESPONSES: 11/1 Add 2%, Total is: RANGE OF LOWEST BID REC'D \$
 TYPE: (RFB/RFP/RFQ): Rfp ESTIMATE: \$1.2 million (over 5 years) Minus \$, = PRICE PEF % & \$ LIMIT:
 REQUESTING DEPARTMENT: Information Technology Div GOAL: 3%SBE/12%MBE/5%WBE Does CCBB Apply: Yes No MAX SBE PRICE PEF \$
 COMMODITY DESCRIPTION: Network Professional Services DOES PRICE PREFERENCE APPLY? Yes No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
1.	TEC Communications 20234 Detroit Road Rocky River OH 44116			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2676 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) Total SBE % SBE Comply: (Y/N) SBE Comments and Initials:	(FW) TEC Communications, Inc – SBE/WBE – 20% <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SBE% 20 MBE% 0 WBE% 0 <input checked="" type="checkbox"/> Yes LML 8/29/18 <input type="checkbox"/> No Prime filled out two DIV-2 with no Sub-contractor identified. Requested waiver for MBE goals. “ ..MBE’s ...not certified partners and/or are unable to provide certified CISCO resources..” EN – 8/29/2018 LML 8/29/18	94	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	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 type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<table border="1"> <tr> <td data-bbox="1327 316 1553 418">SBE Subcontractor Name:</td> <td data-bbox="1553 316 2085 418"></td> </tr> <tr> <td data-bbox="1327 418 1553 496">SBE Prime: (Y/N)</td> <td data-bbox="1553 418 2085 496"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 496 1553 535">Total SBE %</td> <td data-bbox="1553 496 2085 535"></td> </tr> <tr> <td data-bbox="1327 535 1553 613">SBE Comply: (Y/N)</td> <td data-bbox="1553 535 2085 613"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 613 1553 685">SBE Comments and Initials:</td> <td data-bbox="1553 613 2085 685"></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
SBE Subcontractor Name:																				
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Total SBE %																				
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
SBE Comments and Initials:																				

Transaction ID:

	A	B	C	D	E	F	G	H	I	J	K	L
1	CC - DoIT RFP:	42515	Network Professional Svcs		8/30/2018							
2												
3	Vendor	Proposed Solution	Scope of Work	PM	Perform Eval.	Work Sched.	Vendor Qual.	Staff Qual.	Budget	T's & C's	Tally	Participants
4	<i>RFP Max Points</i>	<i>5</i>	<i>35</i>	<i>5</i>	<i>0</i>	<i>5</i>	<i>20</i>	<i>10</i>	<i>15</i>	<i>5</i>	<i>100</i>	Michael Young
5												Andy Molls
6	TEC	5	33	3	0	4	20	10	15	4	94	Jason Snowbrick
7												Stan Kozlowski
8	vend 2										0	
9												
10	vend 3										0	
11												
12	vend 4											
13												
14												
15												
16												
17												
18	Considerations(optional):					AT&T	Logicalis	TEC	vend 4			
19												
20												
21	Vendor is in good standing with County					1	1	1	0			
22	Vendor performed/exceeded expectations & timelines					0	0	0	0			
23	Vendor highlighting their 'A' team in proposal					0	0	0	0			
24	Vendor proposal is concise & complete					0	0	0	0			
25	Vendor followed County's instructions					0	0	0	0			
26	Vendor references had positive results					0	0	0	0			
27	Vendor support team cooperative and responsive					0	0	0	0			
28	Vendor training was a positive experience for users					0	0	0	0			
29	Vendor pricing model is fair & a solid value					0	0	0	0			
30	Vendor negotiations were a positive experience					0	0	0	0			
31			TOTAL CHECK MARKS			0	1	1	0			

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0021

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution making awards on RQ42713 to various providers in the total amount not-to-exceed \$3,600,000.00 for traditional residential treatment services for the period 2/1/2019 - 1/31/2021; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended making awards on RQ42713 to various providers in the total amount not-to-exceed \$3,600,000.00 for traditional residential treatment services for the period 2/1/2019 - 1/31/2021; and

WHEREAS, the primary goal of this project is to provide out of home placement options for youth who can no longer be managed in a community-based setting; and

WHEREAS, this program is funded by 16% (or \$576,000.00) Health and Human Services Levy funds and 84% (or \$3,024,000.00) Title IV-E funds; and

WHEREAS, the service providers are as follows:

- a. Applewood Centers, Inc.
- b. Bellefaire Jewish Children's Bureau
- c. The Cleveland Christian Home, Inc.
- d. Community Specialists Corporation dba The Academy
- e. Cornell Abraxas Group, Inc.
- f. The Glen Mills Schools
- g. Keystone Richland Center, LLC dba Foundations for Living
- h. Lakeside for Children dba Lakeside Academy
- i. New Directions, Inc.
- j. OhioGuidestone
- k. The Summit School, Inc dba Summit Academy
- l. The Village Network
- m. Woodward Youth Corporation dba Woodward Academy

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 on RQ42713 to various providers in the total amount not-to-exceed \$3,600,000.00 for traditional residential treatment services for the period 2/1/2019 - 1/31/2021 as follows:

- a. Applewood Centers, Inc.
- b. Bellefaire Jewish Children's Bureau
- c. The Cleveland Christian Home, Inc.
- d. Community Specialists Corporation dba The Academy
- e. Cornell Abraxas Group, Inc.
- f. The Glen Mills Schools
- g. Keystone Richland Center, LLC dba Foundations for Living
- h. Lakeside for Children dba Lakeside Academy
- i. New Directions, Inc.
- j. OhioGuidestone
- k. The Summit School, Inc dba Summit Academy
- l. The Village Network
- m. Woodward Youth Corporation dba Woodward Academy

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2019

Title: **Juvenile Court FY2019 Master Contract for Traditional Residential Services with Various Vendors**

A. Scope of Work Summary

1. **Juvenile Court** requesting approval of a **contract** with **various vendors** as listed below for the anticipated cost of **\$3,600,000.00**.

1. **Applewood Centers, Inc.;**
2. **Bellefaire Jewish Children’s Bureau;**
3. **The Cleveland Christian Home, Inc.**
4. **Community Specialists Corporation dba The Academy;**
5. **The Cornell Abraxas Group, Inc.;**
6. **The Glen Mills Schools;**
7. **Keystone Richland Center, LLC dba Foundations for Living;**
8. **Lakeside for Children dba Lakeside Academy;**
9. **New Directions, Inc.;**
10. **OhioGuidestone;**
11. **Summit School, Inc. dba Summit Academy;**
12. **The Village Network; and**
13. **Woodward Youth Corporation dba Woodward Academy**

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

Describe the exact services being provided. **Each vendor provides residential treatment services to Court youth.** The anticipated start-completion dates are **February 1, 2019 through January 31, 2021.**

2. The primary goals of the project are (list 2 to 3 goals).
Provide residential treatment services to Court involved youth.
3. [*When applicable*] The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).
(When applicable, Municipality of project)
4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment:
 - a) Please state the date of TAC Approval
 - b) Are the purchases compatible with the new ERP system?
 - c) Is the item ERP approved
 - d) Are the services covered by the original ERP budget

B. Procurement

1. The procurement method for this project was an RFP. The total value of the RFP is \$3,600,000.00.
2. The (above procurement method) was closed on September 5, 2018. (When applicable) There is an SBE or DBE participation/goal (list the % of both).
3. [Option 1] There were sixteen (16) proposals received and reviewed.
4. [Option 2] The proposed (contract, loan, agreement, etc.) is an OPD approved sole source item with materials attached.
5. [Option 3] The proposed (contract, loan, agreement, etc.) received an (RFB, RFP, RFQ, or other [specify]) exemption on (list date). The approval letter is attached for review.
6. [Option 4] If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102

Bellefaire Jewish Children's Bureau
22001 Fairmount Boulevard
Shaker Heights, OH 44118

The Cleveland Christian Home, Inc.
4614 Prospect Avenue Suite 240
Cleveland, Ohio 44103

Community Specialists Corporation dba The Academy
900 Agnew Road
Pittsburgh, PA 15227

Cornell Abraxas Group, Inc.
2840 Liberty Avenue, Suite 300
Pittsburgh, PA 15222

The Glen Mills Schools
P.O. Box 5001
Concordville, PA 19331

Keystone Richland Center, LLC dba Foundations for Living
PO Box 102550
Atlanta, GA 30368-2552

Lakeside for Children dba Lakeside Academy
3921 Oakland Drive
Kalamazoo, MI 49008

New Directions, Inc.
30800 Chagrin Boulevard
Cleveland, OH 44124

OhioGuidestone
202 East Bagley Road
Berea, OH 44017

The Summit School, Inc. dba Summit Academy
900 Agnew Road
Pittsburgh, PA 15227

The Village Network
P.O. Box 518
Smithville, OH 44677

Woodward Youth Corporation dba Woodward Academy
1251 334th Street
Woodward, Iowa 50276

2. The (owners, executive director, other[specify]) for the contractor/vendor is ()
The President of both Applewood Centers, Inc. and Bellefaire Jewish Children's Bureau is Adam G. Jacobs.
The CEO of The Cleveland Christian Home, Inc. is Charles Tuttle.
The Executive Director of Community Specialists Corporation dba The Academy is Frank Wentzel.
The Chairman of the Board for Cornell Abraxas Group, Inc. is Jonathan Swatsburg.
The President of The Glen Mills Schools is Joseph Hand.
The CEO of Keystone Richland Center LLC dba Foundations for Living is Karen Spires.
The Executive Officer of New Directions, Inc. is Mike Matoney.
The Executive Vice President of OhioGuidestone is Donna Keegan.

The Executive Director of The Summit School, Inc. dba Summit Academy is John McCloud.

The President of The Village Network is Richard Graziano.

The Board President of Woodward Youth Corporation dba Woodward Academy is Aaron Peterson.

3.a *[When applicable]* The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):

Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102

Bellefaire Jewish Children's Bureau
22001 Fairmount Boulevard
Shaker Heights, OH 44118

The Cleveland Christian Home, Inc.
4614 Prospect Avenue Suite 240
Cleveland, Ohio 44103

Community Specialists Corporation dba The Academy
900 Agnew Road
Pittsburgh, PA 15227

Cornell Abraxas Group, Inc.
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The Glen Mills Schools
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Concordville, PA 19331

Keystone Richland Center, LLC dba Foundations for Living
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Atlanta, GA 30368-2552

Lakeside for Children dba Lakeside Academy
3921 Oakland Drive
Kalamazoo, MI 49008

New Directions, Inc.
30800 Chagrin Boulevard
Cleveland, OH 44124

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900 Agnew Road
Pittsburgh, PA 15227

The Village Network
P.O. Box 518
Smithville, OH 44677

Woodward Youth Corporation dba Woodward Academy
1251 334th Street
Woodward, Iowa 50276

3.b. [*When applicable*] The project is located in Council District (xx)

D. Project Status and Planning

1. The project **reoccurs every two (2) years.**
2. [*When applicable*] The project has (#) phases. The next steps, dates, and anticipated cost of these are (list each critical step and the date of start and completion).
3. [*When applicable*] The project is on a critical action path because (present the reason for the delay in the request or mitigating circumstances requiring expedited action).
4. [*When applicable*] The project's term has (already begun or ended). State the timeline and reason for late submission of the item.
5. [*When applicable*] The contract or agreement needs a signature in ink by (enter date).

E. Funding

1. The project is funded **16% by HHS Levy Funds and 84% by Title IV-E Funds.**
2. The schedule of payments is **monthly.**
3. [*When applicable*] The project is an amendment to a (contract, loan, lease, grant, amendment, agreement, or other [specify]). This amendment changes (list the changes to the value, term, scope, etc.) and is the (x) amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: JC-18-42713 CONTRACT PERIOD: to CCBB: Low Non-CCBB Bid\$: *PRICE PREFERENCE LOWEST BID REC'D \$
 RFB/RFP/RFQ DUE DATE: September 5, 2018 NUMBER OF RESPONSES: 55/16 Add 2%, Total is: RANGE OF LOWEST BID REC'D \$
 TYPE: (RFB/RFP/RFQ): Rfp ESTIMATE: \$3,600,000.00 Minus \$, = PRICE PREF % & \$ LIMIT:
 REQUESTING DEPARTMENT: Juvenile Court SBE GOAL: 0% Does CCBB Apply: Yes No MAX SBE PRICE PREF \$
 COMMODITY DESCRIPTION: Traditional Residential Treatment Services DOES PRICE PREFERENCE APPLY? Yes No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																
1.	Applewood Centers Inc 10427 Detroit Ave Cleveland OH 44102			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0518 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"> </td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
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2.	Bellefaire JCB One Pollock Circle 22001 Fairmount Blvd Shaker Hts OH 44118			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0611 MCF: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) Total SBE % SBE Comply: (Y/N) SBE Comments and Initials: SBE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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3.	Carrington Youth Academy LLC 2114 Noble Road Cleveland OH 44112			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 1140 1553 1242">SBE Subcontractor Name:</td> <td data-bbox="1553 1140 2088 1242"></td> </tr> <tr> <td data-bbox="1327 1242 1553 1318">SBE Prime: (Y/N)</td> <td data-bbox="1553 1242 2088 1318"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1318 1553 1362">Total SBE %</td> <td data-bbox="1553 1318 2088 1362"></td> </tr> <tr> <td data-bbox="1327 1362 1553 1433">SBE Comply: (Y/N)</td> <td data-bbox="1553 1362 2088 1433"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
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4.	Cleveland Christian Home 4614 Prospect Ave East Room 240			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 1279 1553 1388">SBE Subcontractor Name:</td> <td data-bbox="1553 1279 2083 1388"></td> </tr> <tr> <td data-bbox="1327 1388 1553 1427">SBE Prime: (Y/N)</td> <td data-bbox="1553 1388 2083 1427"><input type="checkbox"/> Yes</td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes <input type="checkbox"/> No										
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5.	Community Specialists Corporation dba The Academy 900 Agnew Road Pittsburgh PA 15227			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 13-0456 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 310 1553 418">SBE Subcontractor Name:</td> <td data-bbox="1553 310 2083 418"></td> </tr> <tr> <td data-bbox="1327 418 1553 496">SBE Prime: (Y/N)</td> <td data-bbox="1553 418 2083 496"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 496 1553 532">Total SBE %</td> <td data-bbox="1553 496 2083 532"></td> </tr> <tr> <td data-bbox="1327 532 1553 610">SBE Comply: (Y/N)</td> <td data-bbox="1553 532 2083 610"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 610 1553 688">SBE Comments and Initials:</td> <td data-bbox="1553 610 2083 688"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 688 1553 724"></td> <td data-bbox="1553 688 2083 724"></td> </tr> <tr> <td data-bbox="1327 724 1553 833">SBE Subcontractor Name:</td> <td data-bbox="1553 724 2083 833"></td> </tr> <tr> <td data-bbox="1327 833 1553 911">SBE Prime: (Y/N)</td> <td data-bbox="1553 833 2083 911"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 911 1553 946">Total SBE %</td> <td data-bbox="1553 911 2083 946"></td> </tr> <tr> <td data-bbox="1327 946 1553 1024">SBE Comply: (Y/N)</td> <td data-bbox="1553 946 2083 1024"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1024 1553 1102">SBE Comments and Initials:</td> <td data-bbox="1553 1024 2083 1102"></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
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6.	Cornell Abraxas Group Inc 2775 State Route 39 Shelby OH 44875			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0045 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 467 1553 570">SBE Subcontractor Name:</td> <td data-bbox="1553 467 2083 570"></td> </tr> <tr> <td data-bbox="1327 570 1553 651">SBE Prime: (Y/N)</td> <td data-bbox="1553 570 2083 651"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 651 1553 683">Total SBE %</td> <td data-bbox="1553 651 2083 683"></td> </tr> <tr> <td data-bbox="1327 683 1553 760">SBE Comply: (Y/N)</td> <td data-bbox="1553 683 2083 760"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 760 1553 836">SBE Comments and Initials:</td> <td data-bbox="1553 760 2083 836"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 836 1553 868"></td> <td data-bbox="1553 836 2083 868"></td> </tr> <tr> <td data-bbox="1327 868 1553 980">SBE Subcontractor Name:</td> <td data-bbox="1553 868 2083 980"></td> </tr> <tr> <td data-bbox="1327 980 1553 1057">SBE Prime: (Y/N)</td> <td data-bbox="1553 980 2083 1057"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1057 1553 1089">Total SBE %</td> <td data-bbox="1553 1057 2083 1089"></td> </tr> <tr> <td data-bbox="1327 1089 1553 1166">SBE Comply: (Y/N)</td> <td data-bbox="1553 1089 2083 1166"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1166 1553 1242">SBE Comments and Initials:</td> <td data-bbox="1553 1166 2083 1242"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.	Cornell Abraxas Group Inc PO Box 59 165 Abraxas Rd Marienville PA 16239 <i>*Couldn't find an IG number for Abraxas PA location. The one entered is for their Ohio location</i>			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0045 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 610 1553 719">SBE Subcontractor Name:</td> <td data-bbox="1553 610 2085 719"></td> </tr> <tr> <td data-bbox="1327 719 1553 797">SBE Prime: (Y/N)</td> <td data-bbox="1553 719 2085 797"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 797 1553 834">Total SBE %</td> <td data-bbox="1553 797 2085 834"></td> </tr> <tr> <td data-bbox="1327 834 1553 912">SBE Comply: (Y/N)</td> <td data-bbox="1553 834 2085 912"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 912 1553 980">SBE Comments and Initials:</td> <td data-bbox="1553 912 2085 980"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 980 1553 1024"></td> <td data-bbox="1553 980 2085 1024"></td> </tr> <tr> <td data-bbox="1327 1024 1553 1130">SBE Subcontractor Name:</td> <td data-bbox="1553 1024 2085 1130"></td> </tr> <tr> <td data-bbox="1327 1130 1553 1208">SBE Prime: (Y/N)</td> <td data-bbox="1553 1130 2085 1208"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1208 1553 1245">Total SBE %</td> <td data-bbox="1553 1208 2085 1245"></td> </tr> <tr> <td data-bbox="1327 1245 1553 1323">SBE Comply: (Y/N)</td> <td data-bbox="1553 1245 2085 1323"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1323 1553 1391">SBE Comments and Initials:</td> <td data-bbox="1553 1323 2085 1391"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.	The Glen Mills Schools P O Box 5001 Concordville PA 19331			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-1375 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1319 760 1553 870">SBE Subcontractor Name:</td> <td data-bbox="1553 760 2091 870"></td> </tr> <tr> <td data-bbox="1319 870 1553 948">SBE Prime: (Y/N)</td> <td data-bbox="1553 870 2091 948"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 948 1553 984">Total SBE %</td> <td data-bbox="1553 948 2091 984"></td> </tr> <tr> <td data-bbox="1319 984 1553 1062">SBE Comply: (Y/N)</td> <td data-bbox="1553 984 2091 1062"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 1062 1553 1172">SBE Comments and Initials:</td> <td data-bbox="1553 1062 2091 1172"></td> </tr> <tr> <td data-bbox="1319 1172 1553 1279">SBE Subcontractor Name:</td> <td data-bbox="1553 1172 2091 1279"></td> </tr> <tr> <td data-bbox="1319 1279 1553 1357">SBE Prime: (Y/N)</td> <td data-bbox="1553 1279 2091 1357"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 1357 1553 1393">Total SBE %</td> <td data-bbox="1553 1357 2091 1393"></td> </tr> <tr> <td data-bbox="1319 1393 1553 1429">SBE Comply:</td> <td data-bbox="1553 1393 2091 1429"> <input type="checkbox"/> Yes </td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply:	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes <input type="checkbox"/> No
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9.	Keystone Richland Center LLC dba Foundations for Living 1451 Lucas Road Mansfield OH 44903			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0229 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
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SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
SBE Comments and Initials:																			
10.	Lakeside for Children dba Lakeside Academy 3921 Oakland Ave Kalamazoo MI 49008			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 16-0235	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1325 1057 1553 1162">SBE Subcontractor Name:</td> <td data-bbox="1553 1057 2085 1162"></td> </tr> <tr> <td data-bbox="1325 1162 1553 1243">SBE Prime: (Y/N)</td> <td data-bbox="1553 1162 2085 1243"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1325 1243 1553 1276">Total SBE %</td> <td data-bbox="1553 1243 2085 1276"></td> </tr> <tr> <td data-bbox="1325 1276 1553 1357">SBE Comply: (Y/N)</td> <td data-bbox="1553 1276 2085 1357"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1325 1357 1553 1429">SBE Comments and Initials:</td> <td data-bbox="1553 1357 2085 1429"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
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11.	New Directions 30800 Chagrin Blvd Cleveland OH 44124			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %			<input type="checkbox"/> Yes <input type="checkbox"/> No						
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12.	OhioGuidestone 434 Eastland Rd			Compliant: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor			<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	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)																						
	Berea OH 44017			<input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0616 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td data-bbox="1327 316 1553 349">Name:</td> <td data-bbox="1553 316 2085 349"></td> </tr> <tr> <td data-bbox="1327 349 1553 427">SBE Prime: (Y/N)</td> <td data-bbox="1553 349 2085 427"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 427 1553 459">Total SBE %</td> <td data-bbox="1553 427 2085 459"></td> </tr> <tr> <td data-bbox="1327 459 1553 537">SBE Comply: (Y/N)</td> <td data-bbox="1553 459 2085 537"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 537 1553 615">SBE Comments and Initials:</td> <td data-bbox="1553 537 2085 615"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 615 1553 651"></td> <td data-bbox="1553 615 2085 651"></td> </tr> <tr> <td data-bbox="1327 651 1553 758">SBE Subcontractor Name:</td> <td data-bbox="1553 651 2085 758"></td> </tr> <tr> <td data-bbox="1327 758 1553 836">SBE Prime: (Y/N)</td> <td data-bbox="1553 758 2085 836"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 836 1553 868">Total SBE %</td> <td data-bbox="1553 836 2085 868"></td> </tr> <tr> <td data-bbox="1327 868 1553 946">SBE Comply: (Y/N)</td> <td data-bbox="1553 868 2085 946"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 946 1553 1018">SBE Comments and Initials:</td> <td data-bbox="1553 946 2085 1018"></td> </tr> </table>	Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
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																														
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SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
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SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
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	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 type="checkbox"/> No <input type="checkbox"/> N/A																									
13.	Rite of Passage Inc 2560 Business Parkwy Suite A Minden NV 89423			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 13-0017 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 391 1553 496">SBE Subcontractor Name:</td> <td data-bbox="1553 391 2083 496"></td> </tr> <tr> <td data-bbox="1327 496 1553 574">SBE Prime: (Y/N)</td> <td data-bbox="1553 496 2083 574"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 574 1553 613">Total SBE %</td> <td data-bbox="1553 574 2083 613"></td> </tr> <tr> <td data-bbox="1327 613 1553 691">SBE Comply: (Y/N)</td> <td data-bbox="1553 613 2083 691"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 691 1553 797">SBE Comments and Initials:</td> <td data-bbox="1553 691 2083 797"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 797 1553 902">SBE Subcontractor Name:</td> <td data-bbox="1553 797 2083 902"></td> </tr> <tr> <td data-bbox="1327 902 1553 980">SBE Prime: (Y/N)</td> <td data-bbox="1553 902 2083 980"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 980 1553 1019">Total SBE %</td> <td data-bbox="1553 980 2083 1019"></td> </tr> <tr> <td data-bbox="1327 1019 1553 1097">SBE Comply: (Y/N)</td> <td data-bbox="1553 1019 2083 1097"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1097 1553 1175">SBE Comments and Initials:</td> <td data-bbox="1553 1097 2083 1175"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %																													
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													
SBE Subcontractor Name:																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
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SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													

Transaction ID:

	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 type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																											
14.	Summit School Inc dba Summit Academy 839 Herman Road PO Box 13 Herman PA 16039			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2631 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 537 1553 646">SBE Subcontractor Name:</td> <td data-bbox="1553 537 2085 646"></td> </tr> <tr> <td data-bbox="1327 646 1553 724">SBE Prime: (Y/N)</td> <td data-bbox="1553 646 2085 724"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 724 1553 760">Total SBE %</td> <td data-bbox="1553 724 2085 760"></td> </tr> <tr> <td data-bbox="1327 760 1553 837">SBE Comply: (Y/N)</td> <td data-bbox="1553 760 2085 837"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 837 1553 915">SBE Comments and Initials:</td> <td data-bbox="1553 837 2085 915"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 915 1553 951"></td> <td data-bbox="1553 915 2085 951"></td> </tr> <tr> <td data-bbox="1327 951 1553 1060">SBE Subcontractor Name:</td> <td data-bbox="1553 951 2085 1060"></td> </tr> <tr> <td data-bbox="1327 1060 1553 1138">SBE Prime: (Y/N)</td> <td data-bbox="1553 1060 2085 1138"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1138 1553 1174">Total SBE %</td> <td data-bbox="1553 1138 2085 1174"></td> </tr> <tr> <td data-bbox="1327 1174 1553 1252">SBE Comply: (Y/N)</td> <td data-bbox="1553 1174 2085 1252"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1252 1553 1330">SBE Comments and Initials:</td> <td data-bbox="1553 1252 2085 1330"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:																															
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
Total SBE %																															
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
SBE Comments and Initials:																															
SBE Subcontractor Name:																															
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
Total SBE %																															
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
SBE Comments and Initials:																															

Transaction ID:

	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 type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																									
15.	The Village Network 2000 Noble Drive Wooster OH 44691			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2765 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1319 683 1553 797">SBE Subcontractor Name:</td> <td data-bbox="1553 683 2091 797"></td> </tr> <tr> <td data-bbox="1319 797 1553 873">SBE Prime: (Y/N)</td> <td data-bbox="1553 797 2091 873"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 873 1553 911">Total SBE %</td> <td data-bbox="1553 873 2091 911"></td> </tr> <tr> <td data-bbox="1319 911 1553 987">SBE Comply: (Y/N)</td> <td data-bbox="1553 911 2091 987"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 987 1553 1101">SBE Comments and Initials:</td> <td data-bbox="1553 987 2091 1101"></td> </tr> <tr> <td data-bbox="1319 1101 1553 1203">SBE Subcontractor Name:</td> <td data-bbox="1553 1101 2091 1203"></td> </tr> <tr> <td data-bbox="1319 1203 1553 1279">SBE Prime: (Y/N)</td> <td data-bbox="1553 1203 2091 1279"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 1279 1553 1317">Total SBE %</td> <td data-bbox="1553 1279 2091 1317"></td> </tr> <tr> <td data-bbox="1319 1317 1553 1393">SBE Comply: (Y/N)</td> <td data-bbox="1553 1317 2091 1393"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1319 1393 1553 1430">SBE Comments</td> <td data-bbox="1553 1393 2091 1430"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments			<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %																													
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SBE Subcontractor Name:																													
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SBE Comments																													

Transaction ID:

	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 type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			and Initials: <input type="text"/>																			
16.	Woodward Youth Corporation dba Woodward Academy 1251 133 4 th Street Woodward IA 50276			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 17-0085 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 834 1553 943">SBE Subcontractor Name:</td> <td data-bbox="1553 834 2085 943"></td> </tr> <tr> <td data-bbox="1327 943 1553 1024">SBE Prime: (Y/N)</td> <td data-bbox="1553 943 2085 1024"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1024 1553 1057">Total SBE %</td> <td data-bbox="1553 1024 2085 1057"></td> </tr> <tr> <td data-bbox="1327 1057 1553 1138">SBE Comply: (Y/N)</td> <td data-bbox="1553 1057 2085 1138"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1138 1553 1203">SBE Comments and Initials:</td> <td data-bbox="1553 1138 2085 1203"></td> </tr> <tr> <td data-bbox="1327 1203 1553 1235"></td> <td data-bbox="1553 1203 2085 1235"></td> </tr> <tr> <td data-bbox="1327 1235 1553 1349">SBE Subcontractor Name:</td> <td data-bbox="1553 1235 2085 1349"></td> </tr> <tr> <td data-bbox="1327 1349 1553 1429">SBE Prime: (Y/N)</td> <td data-bbox="1553 1349 2085 1429"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:																										
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																									
Total SBE %																										
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																									
SBE Comments and Initials:																										
SBE Subcontractor Name:																										
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																									

Transaction ID:

	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 type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<table border="1"> <tr> <td data-bbox="1327 316 1553 349">Total SBE %</td> <td data-bbox="1553 316 2085 349"></td> </tr> <tr> <td data-bbox="1327 349 1553 427">SBE Comply: (Y/N)</td> <td data-bbox="1553 349 2085 427"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 427 1553 500">SBE Comments and Initials:</td> <td data-bbox="1553 427 2085 500"></td> </tr> </table>		Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
Total SBE %																
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No															
SBE Comments and Initials:																

Transaction ID:

FY 2019 Traditional Residential RFP
Evaluation Tool Average Score Sheet

Proposal Format (Maximum 170 Points)	Applewood	Bellefaire	Carrington	CCH	Community Specialists	Cornell Abraxas Abraxas Ohio	Cornell Abraxas Abraxas I	Glen Mills	Keystone	Lakeside	New Directions	Ohio Guidestone	ROP	Summit	Village Network	Woodward
Sarah Baker	165	160	125	125	125	160	135	65	140	105	130	155	50	110	105	120
Michael Berry	170	170	165	170	170	160	170	170	170	170	170	170	160	170	160	170
Anthony Cook	170	170	100	170	170	150	150	170	170	170	150	170	170	170	170	170
Bridget Gibbons	165	165	50	155	90	160	130	50	100	145	160	160	150	90	120	110
Melisa McDaniel	170	150	100	170	150	170	170	80	170	150	170	170	170	150	100	170
Mary Rodgers	170	170	140	170	170	170	170	170	170	170	170	170	170	170	170	170
Mandy Shedrick	170	170	100	100	170	170	170	100	170	170	100	170	100	170	150	170
Elise Tompkins	170	170	100	150	160	150	150	150	150	150	170	170	150		140	150
SUBTOTAL	169	166	110	151	151	161	156	119	155	154	153	167	140	129	139	154

Methodology (Maximum 320 Points)	Applewood	Bellefaire	Carrington	CCH	Community Specialists	Cornell Abraxas Abraxas Ohio	Cornell Abraxas Abraxas I	Glen Mills	Keystone	Lakeside	New Directions	Ohio Guidestone	ROP	Summit	Village Network	Woodward
Sarah Baker	300	280	265	310	275	305	300	210	305	240	295	290	300	310	290	290
Michael Berry	300	315	290	300	300	315	300	305	315	275	195	315	270	300	280	280
Anthony Cook	320	300	300	320	290	300	320	300	300	300	320	320	300	290	320	300
Bridget Gibbons	300	300	90	300	190	300	280	100	210	300	300	290	250	190	210	100
Melisa McDaniel	280	280	200	300	230	280	150	150	260	260	300	280	150	230	260	260
Mary Rodgers	300	320	300	320	320	320	320	320	320	320	320	320	320	320	300	310
Mandy Shedrick	320	320	300	300	300	300	320	290	300	320	320	320	200	320	320	320
Elise Tompkins	300	320	150	300	300	170	300	250	250	250	300	300	300		280	300
SUBTOTAL	303	304	237	306	276	286	286	241	283	283	294	304	261	245	283	270

Project Management (Maximum 150 Points)	Applewood	Bellefaire	Carrington	CCH	Community Specialists	Cornell Abraxas Abraxas Ohio	Cornell Abraxas Abraxas I	Glen Mills	Keystone	Lakeside	New Directions	Ohio Guidestone	ROP	Summit	Village Network	Woodward
Sarah Baker	115	125	120	150	140	135	125	125	135	130	150	120	130	130	135	25
Michael Berry	140	150	145	140	140	130	140	140	130	150	150	140	125	135	130	135
Anthony Cook	130	130	100	150	130	130	140	130	100	130	120	150	100	130	120	120
Bridget Gibbons	145	145	40	150	70	140	100	50	80	100	135	120	100	70	90	50
Melisa McDaniel	150	150	100	150	120	100	75	120	110	100	120	120	80	120	120	150
Mary Rodgers	150	150	120	150	150	150	150	140	150	150	150	150	150	150	150	150
Mandy Shedrick	150	150	100	150	150	130	150	100	150	150	150	150	100	150	150	150
Elise Tompkins	140	150	100	150	130	140	150	100	130	130	140	140	125		100	100
SUBTOTAL	140	144	103	149	129	132	129	113	123	130	139	136	114	111	124	110

Qualifications & Experience (Maximum 130 Points)	Applewood	Bellefaire	Carrington	CCH	Community Specialists	Cornell Abraxas Abraxas Ohio	Cornell Abraxas Abraxas I	Glen Mills	Keystone	Lakeside	New Directions	Ohio Guidestone	ROP	Summit	Village Network	Woodward
Sarah Baker	115	120	110	120	120	120	100	115	115	115	130	130	125	120	130	50
Michael Berry	130	120	130	115	130	130	115	115	130	125	120	125	115	120	125	120
Anthony Cook	130	130	100	130	130	130	130	100	100	100	100	100	130	130	120	100
Bridget Gibbons	130	130	70	120	90	120	100	100	90	95	120	120	100	90	100	90
Melisa McDaniel	130	130	80	110	130	130	130	50	110	130	130	130	80	130	130	80
Mary Rodgers	115	130	120	120	130	130	130	120	120	130	100	130	120	130	130	110
Mandy Shedrick	130	130	130	130	130	130	130	130	130	130	130	130	100	130	130	130
Elise Tompkins	130	115	100	130	130	130	130	100	100	120	130	120	100		120	100
SUBTOTAL	126	126	105	122	124	128	121	104	112	118	120	123	109	106	123	98

Pricing (Maximum 230 Points)	Applewood	Bellefaire	Carrington	CCH	Community Specialists	Cornell Abraxas Abraxas Ohio	Cornell Abraxas Abraxas I	Glen Mills	Keystone	Lakeside	New Directions	Ohio Guidestone	ROP	Summit	Village Network	Woodward
Sarah Baker	180	200	190	220	230	230	215	230	190	115	230	220	230	230	210	190
Michael Berry	215	220	200	215	220	200	220	215	225	215	225	215	140	225	225	225
Anthony Cook	230	230	230	230	230	230	230	230	200	100	200	200	230	230	230	200
Bridget Gibbons	220	215	130	180	170	200	130	220	200	100	220	190	90	170	180	150
Melisa McDaniel	130	130	100	150	160	180	180	160	180	100	180	150	180	180	200	150
Mary Rodgers	200	220	230	230	230	220	230	230	230	220	230	230	200	230	230	230
Mandy Shedrick	230	230	230	230	230	230	230	230	230	230	200	200	230	230	230	230
Elise Tompkins	200	215	200	200	230	200	200	230	200	100	200	215	200		220	200
SUBTOTAL	201	208	189	207	213	211	204	218	207	148	211	203	188	187	216	197

TOTAL AVERAGE SCORE (Maximum 230 Points)	Applewood	Bellefaire	Carrington	CCH	Community Specialists	Cornell Abraxas Abraxas Ohio	Cornell Abraxas Abraxas I	Glen Mills	Keystone	Lakeside	New Directions	Ohio Guidestone	ROP	Summit	Village Network	Woodward
Sarah Baker	875	885	810	925	890	950	875	745	885	705	935	915	835	900	870	675
Michael Berry	955	975	930	940	960	935	945	945	970	935	860	965	810	950	920	930
Anthony Cook	980	960	830	1000	950	940	970	930	870	800	890	940	930	950	960	890
Bridget Gibbons	960	955	380	905	610	920	740	520	680	740	935	880	690	610	700	500
Melisa McDaniel	860	840	580	880	790	860	705	560	830	740	900	850	660	810	810	810
Mary Rodgers	935	990	910	990	1000	990	1000	980	990	990	970	1000	960	1000	980	970
Mandy Shedrick	1000	1000	860	910	980	960	1000	850	980	1000	900	970	730	1000	980	1000
Elise Tompkins	940	970	650	930	950	790	930	830	830	750	940	945	875	0	860	850
SUBTOTAL	938	947	744	935	891	918	896	795	879	833	916	933	811	778	885	828
RANKING	2	1	16	3	8	5	7	14	10	11	6	4	13	15	9	12

CONTRACT HISTORY/EVALUATION FORM

Contractor	Applewood Centers, Inc.				
Contract/Agreement No.	CE1700015-01 & 02				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$137,000.00				R2017-0114
Prior Amendment Amounts (List separately)		\$500,000.00		4/10/2018	R2018-0077
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$637,000.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, nine (9) youth have been referred and placed in this program and of those youth, five (5) have been terminated successfully, two (2) received a neutral termination, and the remaining youth are still residing at the facility for treatment.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor provides local, evidenced based treatment models to youth in need. This vendor works well with Court youth and families.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Monday, December 03, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Bellefaire Jewish Children's Bureau				
Contract/Agreement No.	CE1700015-03 & 04				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$208,000.00				R2017-0114
Prior Amendment Amounts (List separately)		\$550,000.00		4/10/2018	R2018-0077
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$758,000.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, eleven (11) youth have been referred and placed in this program and of those youth, ten (10) have been terminated successfully and the remaining youth are still residing at the facility for treatment.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	This vendor provides local, evidenced based treatment models to youth in need. This vendor works well with Court youth and families.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Monday, December 03, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Cleveland Christian Home, Inc.				
Contract/Agreement No.	CE1700026-07 & 08				
RQ#	RQ#37638B				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$426,500.00				R2017-0114
Prior Amendment Amounts (List separately)		\$212,000.00		4/10/2018	R2018-0077
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$638,500.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there have been nine (9) youth referred and placed at this facility, and of those youth two (2) were terminated successfully, three (3) were terminated unsuccessfully, two (2) received neutral terminations, and two (2) youth are still receiving services at the facility.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	The vendor is working towards meeting all contract goals.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, December 04, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Community Specialists Corporation dba The Academy					
Contract/Agreement No.						CE1700015-05					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$225,750.00								R2017-0114	
Prior Amendment Amounts (List separately)				\$21,000.00				4/10/2018		R2018-0077	
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$246,750.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		<p>During the time frame of the contract, six (6) youth have been referred and placed in this program and of those youth, two (2) have been terminated successfully, two (2) have received unsuccessful terminations, one (1) received a neutral termination and the remaining youth is still at the facility receiving services.</p>									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating		<p>This vendor provides evidenced based treatment models to youth in need. This vendor works well with Court youth and families.</p>									

Dept. Contact	Sarah A. Baker
User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, December 04, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Cornell Abraxas Group, Inc.				
Contract/Agreement No.	CE1700015-06				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$229,000.00				R2017-0114
Prior Amendment Amounts (List separately)		\$326,000.00		4/10/2018	R2018-0077
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$555,000.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, eleven (11) youth have been referred and placed in this program and of those youth, seven (7) have been terminated successfully, two (2) received an unsuccessful termination, one (1) youth was terminated on a neutral basis, and one (1) youth is still residing at the facility for treatment.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			

Justification of Rating	This vendor provides evidenced based treatment models to youth in need. This vendor works well with Court youth and families. The vendor also has a local community based prescense which assists in Aftercare planning for those youth returning home from these facilities.
Dept. Contact	Sarah A. Baker
User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
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CONTRACT HISTORY/EVALUATION FORM

Contractor						The Glen Mills Schools					
Contract/Agreement No.						CE1700015-09 & 10					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$549,000.00								R2017-0114	
Prior Amendment Amounts (List separately)				\$516,000.00				4/10/2018		R2018-0077	
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$1,065,000.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		<p>During the time frame of the contract, twenty three (23) youth have been referred and placed in this program and of those youth, twelve (12) youth have been terminated successfully, two (2) youth received an unsuccessful termination, and the remaining youth are still residing at the facility for treatment.</p>									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating		<p>This vendor provides residential treatment services to youth in need. This vendor works well with Court youth and families.</p>									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
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CONTRACT HISTORY/EVALUATION FORM

Contractor						Keystone Richland Center, LLC dba Foundations for Living					
Contract/Agreement No.						CE1700015-11 & 12					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$91,300.00								R2017-0114	
Prior Amendment Amounts (List separately)				\$110,000.00				4/10/2018		R2018-0077	
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$201,300.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		<p>During the time frame of the contract, six (6) youth have been referred and placed in this program and of those youth, three (3) youth have been terminated successfully, one (1) youth received an unsuccessful termination, and the remaining youth are still residing at the facility for treatment.</p>									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating		<p>This vendor provides residential treatment services to youth in need. This vendor works well with Court youth and families.</p>									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, December 04, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Lakeside for Children dba Lakeside Academy				
Contract/Agreement No.	CE1700015-13				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$2,500.00				R2017-0114
Prior Amendment Amounts (List separately)		\$101,000.00		4/10/2018	R2018-0077
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$103,500.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, five (5) youth have been referred and placed in this program and of those youth, one (1) youth was terminated successfully, two (2) youth received unsuccessful terminations, and the remaining youth are still receiving services at the facility.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor provides residential treatment services to youth in need. This vendor works well with Court youth and families.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
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CONTRACT HISTORY/EVALUATION FORM

Contractor						New Directions, Inc.					
Contract/Agreement No.						CE1700015-15					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$13,000.00								R2017-0114	
Prior Amendment Amounts (List separately)				\$85,000.00				4/10/2018		R2018-0077	
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$98,000.00									
Performance Indicators		1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, there has been one (1) youth referred and placed at this facility and that youth was terminated successfully.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)		X									
Justification of Rating		This vendor is a local facility that provides residential drug treatment services to Court involved youth. They work well with the youth and with Court staff.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
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CONTRACT HISTORY/EVALUATION FORM

Contractor						OhioGuidestone					
Contract/Agreement No.						CE1700015-16					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
						Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #	
Original Contract/Agreement Amount						\$48,250.00					R2017-0114
Prior Amendment Amounts (List separately)							\$315,000.00		4/10/2018		R2018-0077
Pending Amendment											
Total Amendment(s)											
Total Contract Amount						\$363,250.00					
Performance Indicators						1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.					
Actual performance versus performance indicators (include statistics):						During the time frame of the contract, there has been nine (9) youth referred and placed at this facility and of those youth, six (6) youth were terminated successfully, two (2) youth were terminated unsuccessfully, and one (1) youth received a neutral termination.					
Rating of Overall Performance of Contractor						Superior	Above Average	Average	Below Average	Poor	
Select One (X)							X				
Justification of Rating						This vendor is a local facility that provides residential treatment services to Court involved youth. They work well with the youth and with Court staff.					

Dept. Contact	Sarah A. Baker
User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, December 04, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Summit School, Inc. dba Summit Academy					
Contract/Agreement No.						CE1700026-04					
RQ#						RQ#37638B					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$268,700.00								R2017-0114	
Prior Amendment Amounts (List separately)				\$175,000.00				4/10/2018		R2018-0077	
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$443,700.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, there have been fifteen (15) youth referred and placed at this agency, and of those youth seven (7) were terminated successfully, six (6) were terminated unsuccessfully, and the remaining youth are still residing at the facility receiving treatment services.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X					
Justification of Rating		They work well with Court staff for the best interest of the youth they serve.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Wednesday, December 05, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Village Network					
Contract/Agreement No.						CE1700026-05 & 06					
RQ#						RQ#37638B					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$231,200.00								R2017-0114	
Prior Amendment Amounts (List separately)				\$226,000.00				4/10/2018		R2018-0077	
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$457,200.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, there have been four (4) youth referred to this program and of those youth, one (1) youth was terminated successfully, one (1) youth received a neutral termination, and the remaining youth are still at the facility receiving services.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating		The vendor works well with Court staff and youth and families that are referred. They are on track to meet their contract requirements.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Wednesday, December 05, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0022

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing an amendment to a Master Contract with various providers for the Supplemental Nutrition Assistance Program (SNAP) to Skills Program for the period 8/6/2018 - 9/30/2018 to extend the time period to 9/30/2019 and for additional funds in the total amount not-to-exceed \$1,771,626.06; 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 Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to a Master Contract with various providers for the Supplemental Nutrition Assistance Program (SNAP) to Skills Program for the period 8/6/2018 - 9/30/2018 to extend the time period to 9/30/2019 and for additional funds in the total amount not-to-exceed \$1,771,626.06; and

WHEREAS, the goal to this amendment is to continue to provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T); and

WHEREAS, the service providers are as follows:

- a. Cleveland Center for Arts and Technology dba NewBridge Cleveland
- b. Cuyahoga Community College District
- c. Cuyahoga County Public Library
- d. The Centers for Families and Children – El Barrio
- e. Towards Employment
- f. Youth Opportunities Unlimited, Inc.

WHEREAS, the project is funded by Federal FAET (Food Assistance Employment & Training); 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 a Master Contract with various providers for the Supplemental Nutrition Assistance Program (SNAP) to Skills Program for the period 8/6/2018 - 9/30/2018 to extend the time period to 9/30/2019 and for additional funds in the total amount not-to-exceed \$1,771,626.06 as follows:

- a. Cleveland Center for Arts and Technology dba NewBridge Cleveland
- b. Cuyahoga Community College District
- c. Cuyahoga County Public Library
- d. The Centers for Families and Children – El Barrio
- e. Towards Employment
- f. Youth Opportunities Unlimited, Inc.

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 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 _____
_____, 2019

OnBase Item Detail Briefing Memo - Form

Title: CJFS WT-18-43325 2018 MASTER AGREEMENT AMENDMENT #1 WITH VARIOUS PROVIDERS FOR SNAP TO SKILLS SERVICES

A. Scope of Work Summary

1. CJFS is requesting approval of a master agreement amendment with various providers for the anticipated cost of \$1,771,626.06 (not-to-exceed).

This item was originally walked on the 8/6/18 Board of Control meeting. Approval number is BC2018-520.

Approval Date	Approval Number
8/6/2018	BC2018-520

To provide employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.

The anticipated amendment start-completion dates are 10/01/2018- 09/30/2019.

2. The primary goals of the project are (list 2 to 3 goals).

- To continue to implement a 3rd party partner model that leverages non-federal funds.
- To continue to collaborate with local community and technical colleges as well as community-based organizations to offer employment, training and supportive services to SNAP recipients.

3. [*When applicable*] The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).

(When applicable, Municipality of project)

N/A

B. Procurement

1. The procurement method for this project is a contract amendment. The total value of the amendment is \$1,771,626.06.

2.The (above procurement method) was closed on (date). (*When applicable*) There is an SBE or DBE participation/goal (list the % of both).

N/A

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

The Centers for Families and Children
4500 Euclid Avenue
Cleveland, OH 44103
Council District (07)
Elizabeth Newman, CEO

Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH 44115
Council District (07)
Jerry Sue Thornton, President

Cuyahoga County Public Library
2111 Snow Road
Parma, OH 44134
Council District (09)
Pam Jankowski, Director

NewBridge Cleveland Center for Arts and Technology
3634 Euclid Avenue
Cleveland, OH 44115
Council District (07)
Bethany Friedlander, President/CEO

Towards Employment
1255 Euclid Avenue, Suite 300
Cleveland, OH 44115
Council District (07)
Faith Noble, Chief Financial Administrative Officer

Youth Opportunities Unlimited
1361 Euclid Avenue
Cleveland, OH 44115
Council District (07)
Eric Matheny, Vice President

D. Project Status and Planning

1. The project is a contract amendment.

4. *[When applicable]* The project’s term has already begun. One of the six providers would not sign the master contract or amendment due to the issues concerning insurance requirements. To prevent this from reoccurring, the process would have needed to take place several months sooner.

E. Funding

1. The project is funded 100% by Federal Food Assistance Employment and Training (FAET).

2. The schedule of payments is by monthly invoice.

3. *[When applicable]* The project is an amendment to a contract. This amendment changes the value and term and is the 1st amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

Original Contract (8/6/18 – 9/30/18)	\$200,000.00
Proposed Amend #1 (10/1/18 – 9/30/19)	\$1,771,626.06
Total	\$1,971,626.06

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

N/A

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cleveland Center for Arts and Technology dba NewBridge Cleveland					
Contract/Agreement No.						CE1800376					
RQ#						WT-18-43325					
Time Period of Original Contract						8/6/2018 - 9/30/2018					
Background Statement						Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.					
Service Description						To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T).					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$200,000.00						8/6/2018		BC2018-520	
Prior Amendment Amounts (List separately)											
Pending Amendment				\$1,771,626.06		9/30/2019					
Total Amendment(s)											
Total Contract Amount		\$1,971,626.06									
Performance Indicators						Providers will increase capacity to provide/enroll participants in: (1) job search and job readiness activities; (2) education and training activities; (3) vocational training; and (4) general education development.					
Actual performance versus performance indicators (include statistics):						Provider continues to offer high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Provider is currently meeting program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/16/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cuyahoga Community College District					
Contract/Agreement No.						AG1800149					
RQ#						WT-18-43325					
Time Period of Original Contract						8/6/2018 - 9/30/2018					
Background Statement						Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.					
Service Description						To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T).					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$200,000.00						8/6/2018		BC2018-520	
Prior Amendment Amounts (List separately)											
Pending Amendment				\$1,771,626.06		9/30/2019					
Total Amendment(s)											
Total Contract Amount		\$1,971,626.06									
Performance Indicators						Providers will increase capacity to provide/enroll participants in: (1) job search and job readiness activities; (2) education and training activities; (3) vocational training; and (4) general education development.					
Actual performance versus performance indicators (include statistics):						Provider continues to offer high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Provider is currently meeting program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/16/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cuyahoga County Public Library					
Contract/Agreement No.						AG1800150					
RQ#						WT-18-43325					
Time Period of Original Contract						8/6/2018 - 9/30/2018					
Background Statement						Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.					
Service Description						To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T).					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$200,000.00						8/6/2018		BC2018-520	
Prior Amendment Amounts (List separately)											
Pending Amendment				\$1,771,626.06		9/30/2019					
Total Amendment(s)											
Total Contract Amount		\$1,971,626.06									
Performance Indicators						Providers will increase capacity to provide/enroll participants in: (1) job search and job readiness activities; (2) education and training activities; (3) vocational training; and (4) general education development.					
Actual performance versus performance indicators (include statistics):						Provider continues to offer high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Provider is currently meeting program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/16/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Centers for Families and Children				
Contract/Agreement No.	CE1800377				
RQ#	WT-18-43325				
Time Period of Original Contract	8/6/2018 - 9/30/2018				
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.				
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T).				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$200,000.00			8/6/2018	BC2018-520
Prior Amendment Amounts (List separately)					
Pending Amendment		\$1,771,626.06	9/30/2019		
Total Amendment(s)					
Total Contract Amount	\$1,971,626.06				
Performance Indicators	Providers will increase capacity to provide/enroll participants in: (1) job search and job readiness activities; (2) education and training activities; (3) vocational training; and (4) general education development.				
Actual performance versus performance indicators (include statistics):	Provider continues to offer high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Provider is currently meeting program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.				
Dept. Contact	Michelle Churchill				
User Dept.	Division of Contract Administration and Performance				
Date	10/16/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Towards Employment					
Contract/Agreement No.						CE1800378					
RQ#						WT-18-43325					
Time Period of Original Contract						8/6/2018 - 9/30/2018					
Background Statement						Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.					
Service Description						To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T).					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$200,000.00						8/6/2018		BC2018-520	
Prior Amendment Amounts (List separately)											
Pending Amendment				\$1,771,626.06		9/30/2019					
Total Amendment(s)											
Total Contract Amount		\$1,971,626.06									
Performance Indicators						Providers will increase capacity to provide/enroll participants in: (1) job search and job readiness activities; (2) education and training activities; (3) vocational training; and (4) general education development.					
Actual performance versus performance indicators (include statistics):						Provider continues to offer high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Provider is currently meeting program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/16/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Youth Opportunities Unlimited					
Contract/Agreement No.						CE1800379					
RQ#						WT-18-43325					
Time Period of Original Contract						8/6/2018 - 9/30/2018					
Background Statement						Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training and supportive services to FAET recipients for up to 50% reimbursement by community based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.					
Service Description						To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T).					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$200,000.00						8/6/2018		BC2018-520	
Prior Amendment Amounts (List separately)											
Pending Amendment				\$1,771,626.06		9/30/2019					
Total Amendment(s)											
Total Contract Amount		\$1,971,626.06									
Performance Indicators						Providers will increase capacity to provide/enroll participants in: (1) job search and job readiness activities; (2) education and training activities; (3) vocational training; and (4) general education development.					
Actual performance versus performance indicators (include statistics):						Provider continues to offer high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Provider is currently meeting program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/16/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0264

Sponsored by: County Executive Budish on behalf of Cuyahoga County Office of the Prosecuting Attorney	A Resolution approving a proposed settlement in the matter of <i>State ex rel. James Connell, et. al. vs. City of North Olmsted, et. al.</i> , Cuyahoga County Common Pleas Court Case No. CV-15-848055; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, James Connell, Rose Connell, Jeffrey Liskay, Rebecca Liskay, Jeffrey Campbell, and Elizabeth Campbell, as representatives of a potential class of plaintiffs, filed a civil action docketed as State ex rel. James Connell, et. al. vs. City of North Olmsted, et. al., Cuyahoga County Common Pleas Court Case No. CV-15-848055; and

WHEREAS, James Connell, Rose Connell, Jeffrey Liskay, Rebecca Liskay, Jeffrey Campbell, and Elizabeth Campbell, as representatives of a potential class of plaintiffs, and the County of Cuyahoga, for and on behalf of the Cuyahoga County Executive and the Cuyahoga County Sanitary Engineer wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that James Connell, Rose Connell, Jeffrey Liskay, Rebecca Liskay, Jeffrey Campbell, and Elizabeth Campbell, as representatives of a potential class of plaintiffs, have, had, or may have against the Cuyahoga County Executive and the Cuyahoga County Sanitary Engineer; and

WHEREAS, the parties hereto have reached a Settlement Agreement that, if performed, will fully settle and resolve the Matter; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

SECTION 1. The County Council hereby approves the Settlement Agreement with the Plaintiffs in the amount of One Hundred and Twenty-Five Thousand Dollars (\$125,000.00), inclusive of all costs and attorneys' fees.

SECTION 2. The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

SECTION 3. If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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: December 11, 2018

Legislation Tabled on the Floor: December 11, 2018

Journal CC033
January 8, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0007

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner’s representative services in connection with the Justice Center Complex Project for the period 2/1/2018 - 1/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, County Executive Budish/Department of Public Works has recommended an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner’s representative services in connection with the Justice Center Complex Project for the period 2/1/2018 – 1/31/2020; and

WHEREAS, the primary goal of this project is to perform the planning phase for the Justice Center Complex Project; and

WHEREAS, the project is funded 100% by General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner’s representative services in connection with the Justice Center Complex Project for the period 2/1/2018 - 1/31/2020.

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

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: January 9, 2018
 Committee(s) Assigned: Public Safety & Justice Affairs Committee

Committee Report/Second Reading: January 23, 2018

Legislation Tabled on the Floor: February 27, 2018

Legislation retained per Resolution No. R2018-0260: December 11, 2018

Journal CC033
January 8, 2019

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0007

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner’s representative services in connection with the Justice Center Complex Project for the period 2/1/2018 – 1/31/2020 <u>1/9/2019 - 1/8/2021</u> ; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, County Executive Budish/Department of Public Works has recommended an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner’s representative services in connection with the Justice Center Complex Project for the period ~~2/1/2018 – 1/31/2020~~ **1/9/2019 - 1/8/2021**; and

WHEREAS, the primary goal of this project is to perform the planning phase for the Justice Center Complex Project; and

WHEREAS, the project is funded 100% by General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner’s representative services in connection with the Justice Center Complex Project for the period ~~2/1/2018 – 1/31/2020~~ **1/9/2019 - 1/8/2021**.

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

Legislation Tabled on the Floor: February 27, 2018

Legislation retained per Resolution No. R2018-0260: December 11, 2018

Legislation Substituted on the Floor: January 8, 2019

Journal CC033
January 8, 2019

**MEMORANDUM OF UNDERSTANDING REGARDING THE
NEW JUSTICE CENTER PROJECT**

WHEREAS, the County Justice Center Complex currently houses the Court of Common Pleas and its various functions (including its Clerk of Courts), the Cleveland Municipal Court and its various functions (including its Clerk of Courts), the Office of the County Prosecuting Attorney, City of Cleveland Prosecutor's Office, County Jails and the Office of County Sheriff and its various functions; and

WHEREAS, the County Justice Center Complex is an aging facility that is in need of extensive rehabilitation, replacement, or a combination of the two; and

WHEREAS, many of the Parties to this Memorandum of Understanding Regarding the Justice Center Project (hereinafter "Justice Center Project" or "Project"), by virtue of their occupancy of the Justice Center and their critical role in the function of the justice system, are vital in the future of the Justice Center, and desire to play an active role in the planning for the renovation of the existing Justice Center or, alternatively, construction of a new Justice Center, or a combination of the two; and

WHEREAS, certain officeholders of the City of Cleveland may, should the City decide to occupy and participate in the Project, be likewise interested in the future of the Justice Center, and desire to play an active role in the renovation of the existing Justice Center, or, alternatively, the planning for and construction of a new Justice Center, or a combination of the two; and

WHEREAS, the County previously solicited requests for qualifications for and has chosen Project Management Consultants LLC ("PMC") to serve as the County's Owner's Representative for the Project; and

WHEREAS, the County intends to enter into such an Owner's Representative agreement with PMC ("Agreement"), which agreement shall call upon the County to make numerous critical decisions regarding the Project at various decision points in the planning, programming, design and construction process relative to renovation of the existing Justice Center, construction of a new Justice Center, or a combination of the two; and

WHEREAS, various County and City officers and officeholders desire to participate in a meaningful way in the above planning, programming, design and construction process in an orderly and efficient way; and

WHEREAS, the County's agreement with PMC shall contain operative provisions requiring PMC to consult with and follow the determinations of the Executive Steering Committee created under this MOU regarding the Project;

NOW THEREFORE, in consideration of the foregoing premises, the Parties to this MOU hereby agree as follows:

1. There is hereby created a Justice Center Project Executive Steering Committee, consisting of the following constituent members:

1. The County Executive
2. The President of County Council
3. The Administrative Judge of the Court of Common Pleas
4. The County Prosecutor
5. The County Sheriff
6. The Public Defender
7. The Administrative Judge of the Domestic Relations Division
8. The Administrative Judge of the Cleveland Municipal Court
9. The Mayor of the City of Cleveland
10. The President of Cleveland City Council
11. The Cuyahoga County Clerk of Courts
12. The Clerk of Cleveland Municipal Court

Members one through six and eleven listed above shall be deemed “County Members.”

Members eight through ten and twelve shall be deemed “City Members.” Members

three, seven, eight, and twelve shall be known collectively as the “Court Members.”

2. The County’s Agreement with PMC shall require PMC to develop a “decision making protocol” and “assist the County in establishing the decision-making process and authority of both the Executive Steering Committee and Stakeholder Groups.” Pursuant to that process, the Justice Center Executive Steering Committee (the “Executive Committee”) shall exist for the purpose of advising and providing determinations to PMC concerning the Project, which shall consist of the planning, programming and, ultimately, the design and construction of either: (1) a new County Justice Center (which may consist of a new County Courthouse, Municipal Courthouse, Jail and related facilities) or (2) renovation of such facilities, or (3) a combination of the foregoing two options.

3. All members of the Executive Committee shall agree to follow the procedures and processes of the Executive Committee to ensure a prompt and efficient determination process. It is understood that certain determinations made, or to be made, by the Court Members may need to be submitted for approval by a vote of the judges of each respective Court Member, to the extent such approval is deemed necessary or appropriate by the Administrative Judge of each Court Member. It is understood that certain determinations made by the Executive Committee will be submitted to the County Executive and/or the Mayor of the City of Cleveland, as the case may be, for preparation of legislation to the County and/or City Council, as the case may be, seeking approval of, and further action consistent with, the determinations

made by the Executive Committee, as may be required for the Project. It is understood that determinations by the Executive Committee do not replace or supersede the contractual, legislative, administrative or appropriation authority, as provided by the Ohio Revised Code or local charters and ordinances, of the County Executive, County Council, City Council and/or Mayor of Cleveland. Notwithstanding the foregoing, the County Executive, the Mayor of the City of Cleveland, and the Presidents of the City and County Council shall propose and introduce legislation, on behalf of the Executive Committee, that is materially consistent with and implements the determinations made by the Executive Committee pursuant to the terms of this MOU. If during the legislative process, any modifications or alterations are proposed by the respective Council members to the legislation as introduced consistent with this section, such modifications or alterations shall be submitted to the Executive Committee for its consideration. It is understood that, pursuant to sections 2.03 and 3.09 of the County Charter, the powers to finally approve and execute any and all contracts and expenditures on behalf of the County are vested in the County Council and County Executive, respectively. It is further understood that under the City's Charter, the powers to finally approve and execute any and all contracts and expenditures on behalf of the City are vested in the City Council and certain City officials.

4. The Agreement shall require that PMC propose an initial Activity Matrix and Schedule substantially in the form of Exhibit A, attached hereto, which shall set forth both the Critical Milestones/determination points from programming and schematic design through final approval of the guaranteed maximum price, for the

construction/renovation/combination contract. Such determination points shall include, at a minimum, the following determinations:

- a. Selection of programmer(s)
- b. Approval/rejection of preliminary program and goals
- c. Approval/rejection of final program
- d. City of Cleveland decision on its tenancy/occupancy
- e. Determination of rehabilitation versus new construction or hybrid
- f. Determination of site selection criteria, and final site selection
- g. Recommendation of whether or not to co-locate facilities
- h. Determination of project delivery system
- i. Selection criteria for the Criteria Architect, Design-Builder, and/or Construction Manager at Risk
- j. Approval of Schematic Design for Project
- k. Approval of Design Development for Project
- l. Approval of Project Scope, as set forth in the GMP Documents
- m. Approval of any changes that materially impact prior design approvals.

Except as required by law, the Parties acknowledge and agree that they will not disclose the site(s) under consideration pursuant to Paragraph 4(f), nor any terms relating to the acquisition or consideration of any such site(s) prior to the execution of a written agreement for the purchase or lease of the final site selected by the Executive Committee, and that all discussions or deliberations regarding the identity, location, commercial terms, pricing or other aspects of the site selection process contemplated in Paragraph 4(f) shall be held strictly confidential by the Executive Committee and its designated representatives.

5. In accordance with the Schedule set forth in the initial Activity Matrix and Schedule, the Executive Committee shall meet periodically and make determinations by means of the vote of its members. The Agreement shall require that PMC convene a meeting of the Executive Committee at the various Critical Milestones/determination points; to brief the Executive Committee members on the Project and Schedule; to formulate specific requests to the Executive Committee for its determination, and to obtain determinations of the Executive Committee so as to enable the Project to move forward. All material determinations, including those set forth in Paragraph 4 above, shall require a “super majority” affirmative vote of 80% of the Executive Committee members for acceptance. PMC shall facilitate such Executive Committee meetings as is appropriate in consultation with the Cuyahoga County Department of Public Works.

6. The Agreement shall require that not later than five business days before a Critical Milestones/determination date, PMC shall notify the members of the Executive Committee and shall schedule and convene a meeting of its members. PMC shall brief Executive Committee members, explain the determinations to be made, and solicit determinations of the Executive Committee so as to enable the orderly progression of the Project.

7. Members of the Executive Committee shall attend and participate in meetings for the purpose of receiving Project information and providing prompt determinations to PMC, pursuant to the process set forth in this Memorandum of Understanding, in response to notices received pursuant to the foregoing paragraph. The Executive Committee shall determine the protocol for taking and recording votes. The foregoing notwithstanding, it is understood that this is an iterative and progressive


process. Accordingly, once a determination is provided, and where required, has been approved by the County Council, City Council and/or as set forth in Paragraph 3 herein, the Project team shall be entitled to rely upon that approval as it proceeds to the next phase of its work.

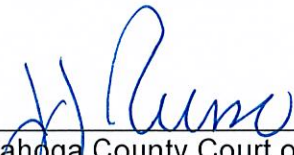
8. At an appropriate time to be agreed upon by the Executive Committee, the Executive Committee, the County and the City of Cleveland shall meet and consider the question of whether the City of Cleveland Municipal Court and City Prosecutor's Office shall occupy a portion of the renovated or new Justice Center, and if the City and County determine it is appropriate, the City and County shall meet to consider the method and amount of financial contribution by the City of Cleveland towards the Project. If an agreement that is satisfactory to the County and the City is not reached, then in such case the Project shall proceed without the participation of the City of Cleveland, the City Members shall cease their respective membership on the Executive Committee, and the Executive Committee shall automatically be reconstituted with only County Members and Court Members.

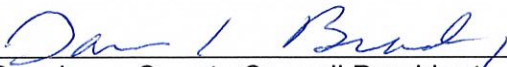
9. Matters before the Executive Committee shall be decided by a super majority vote of the members of the Executive Committee (80%) (at least ten votes if both County and City Members are on the Executive Committee and at least seven votes if the City Members cease participation) for or against a proposed action or determination. Seven members shall constitute a quorum if both County and City Members are on the Executive Committee; five members shall constitute a quorum if only City Members cease participation. The members shall select a Chairperson and a Secretary who shall keep notes of any votes. Members may attend or may nominate

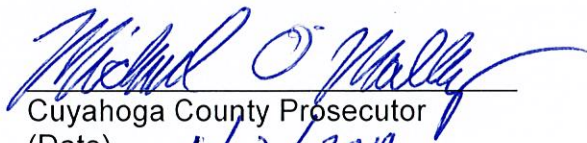
one or more alternates to attend in their stead, and may participate and vote at meetings telephonically.


IN WITNESS WHEREOF, we have hereunto affixed our signatures on the dates set forth below.

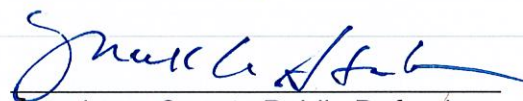

Cuyahoga County Executive
(Date) 1-4-19



Cuyahoga County Court of Common Pleas Administrative Judge
(Date) 1/3/2019



Cuyahoga County Council President
(Date) 1-4-19

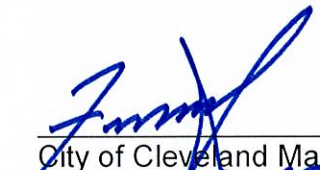

Cuyahoga County Prosecutor
(Date) 1/2/2019

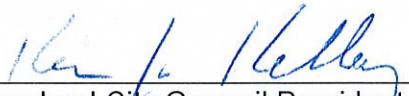

Cuyahoga County Sheriff
(Date) 1/3/2019

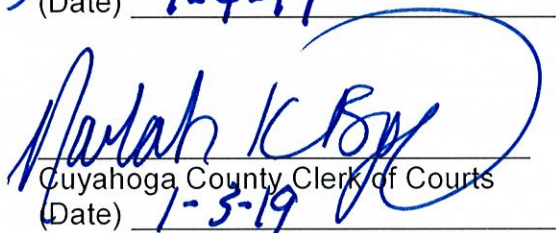

Cuyahoga County Public Defender
(Date) 1/3/19


Cuyahoga County Domestic Relations Court Administrative Judge
(Date) 1.3.19


Cleveland Municipal Court Administrative Judge
(Date) 1/2/19


City of Cleveland Mayor
(Date) 1-4-19


Cleveland City Council President
(Date) 1/2/19


Cuyahoga County Clerk of Courts
(Date) 1-3-19


Clerk of Cleveland Municipal Court
(Date) 1-2-19

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0236

Sponsored by: County Executive Budish/County Sheriff	A Resolution authorizing an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; 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/County Sheriff has recommended an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; and

WHEREAS, the primary goal of this project is complying with bargaining unit contracts to supply uniforms; and

WHEREAS, this project is funded by General Fund-Jail Commodities; 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. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0238

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution authorizing an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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 Health and Human Services/ Division of Community Initiatives/Family and Children First Council has recommended an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; and,

WHEREAS, the primary goals of this project are to continue to: (a) serve as the lead agency for out-of-school time services for school-age children in Cuyahoga County, including managing after school and summer programming; (b) provide professional development for youth-serving staff to promote positive youth development, improve school performance and prepare youth for careers and stable adulthood; and (c) ensure health and well-being of children and youth in Cuyahoga County; and

WHEREAS, the project is funded 100% by the Health and Human Services Levy 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:

First Reading/Referred to Committee: November 13, 2018
Committee(s) Assigned: Education, Environment & Sustainability

Committee Report/Second Reading: December 11, 2018

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