



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 11, 2020
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) January 28, 2020 Regular Meeting (See Page 14)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2020-0040: A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2018; authorizing payments to various providers, in the total amount of \$413,635.00, for said services and programs for the period ending 12/31/2020;

authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective. (See Page 31)

Sponsors: Councilmembers Brady and Miller

b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2020-0029: 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 35)

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

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

c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) O2020-0005: An Ordinance amending Cuyahoga County Code Section 725.01 to clarify that any interest generated by the Opioid Mitigation Fund shall be transferred monthly to the Opioid Mitigation Fund, and declaring the necessity that this Ordinance become immediately effective. (See Page 91)

Sponsor: Councilmembers Brady and Schron

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

- 1) O2020-0001: An Ordinance amending Section 714.02(C) of the Cuyahoga County Code to increase the annual funding used for the Cuyahoga County Community Development Supplemental Grant Program and to allow for the payment of costs to administer the Program. (See Page 93)

Sponsors: Councilmembers Miller, Simon, Gallagher, Conwell and Stephens

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2020-0041: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 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. R2020-0030 dated 1/28/2020 to reconcile appropriations for 2020; and declaring the necessity that this Resolution become immediately effective. (See Page 96)

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

- 2) R2020-0042: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 125 employees in various classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2018 - 12/31/2020 to establish terms of the 2019 and 2020 healthcare insurance and to modify Article 54; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 106)

Sponsors: County Executive Budish/Departments of Law and Public Works and Councilmembers Brady, Brown and Gallagher

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

- 1) R2020-0043: A Resolution declaring that public convenience and welfare requires rehabilitation of Lee Boulevard from

Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; total estimated project cost \$1,801,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 112)

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

- 2) R2020-0044: A Resolution approving Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective. (See Page 117)

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

- 3) R2020-0045: A Resolution making an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; 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 123)

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

- 4) R2020-0046: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the Opioid Mitigation Fund to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 132)

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

- 5) R2020-0047: A Resolution authorizing an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and the Research and Development Facility Project to be located in the City of Brecksville; authorizing the County Executive and/or Director of Development to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 138)

Sponsor: County Executive Budish/Department of Development

- 6) R2020-0048: A Resolution authorizing an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children's Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; 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 142)

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

- 7) R2020-0049: A Resolution making an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 149)

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

- 8) R2020-0050: A Resolution making an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for

implementation, configuration, migration, operation and maintenance of the Clarity Homeless Management Information System for the period 3/10/2020 - 12/31/2024; 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 159)

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

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2020-0032: A Resolution declaring that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; 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 173)

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Schron

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

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

- 1) R2020-0021: A Resolution authorizing a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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 176)

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

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

- 2) R2020-0022: A Resolution authorizing an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration, coordination, prenatal and inter-conceptional care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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 179)

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

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

- 3) R2020-0023: A Resolution authorizing an agreement with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$2,000,000.00 for fiscal agent and administrative services for the Bright Beginnings and Parents as Teachers Programs in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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 182)

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

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

- 4) R2020-0024: A Resolution authorizing an amendment to Contract No. CE1800489-01 with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 7/31/2020 and for additional funds in the amount not-to-exceed \$1,229,745.00; 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 185)

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

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

- 5) R2020-0025: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,587,702.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 188)

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

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

- 6) R2020-0026: A Resolution authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$992,230.00 for program administration services for the Supporting Partnerships to Assure Ready Kids Program in connection with the Invest in Children Program for the period

1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 191)

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

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

- 7) R2020-0031: A Resolution confirming the County Executive's appointment of Michael W. Chambers, upon his taking the oath of office, as Fiscal Officer of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective. [Pending Committee Recommendation] (See Page 194)

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Brady

- 8) R2020-0033: A Resolution making an award on RQ47064 to Kokosing Construction Company, Inc. in the amount not-to-exceed \$4,115,506.66 for replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$2,757,389.46 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 196)

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmembers Baker and Miller

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

- 9) R2020-0034: A Resolution authorizing a Master Services Agreement with Official Payments Corporation for electronic

bill payment services in connection with the County's on-line Credit Card Payment Program for the period 6/23/2015 - 12/31/2021; 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 199)

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 10) R2020-0035: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,339,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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 201)

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

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

- 11) R2020-0036: A Resolution authorizing an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$1,042,124.00 for program administration services for the Newborn Home Visits Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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 204)

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

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

- 12) R2020-0037: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$3,967,988.00 for management and administration of the Special Needs Child Care Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 207)

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

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

- 13) R2020-0038: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,433,551.00 for management and administration of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 210)

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

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

- 14) R2020-0039: A Resolution making an award on RQ45549 to Towards Employment, Inc. in the amount not-to-exceed \$750,000.00 for a social enterprise to place and support job-ready, reentry workers into transitional jobs for the period 2/13/2020 - 2/14/2023; 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 213)

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

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

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2020-0011: A Resolution making an award on RQ47063 to Schirmer Construction, LLC in the amount not-to-exceed \$584,795.20 for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 215)

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

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

f) CONSIDERATION OF ORDINANCES FOR THIRD READING ADOPTION

- 1) O2020-0003: An Ordinance enacting Section 302.03 of the Cuyahoga County Code to provide for the approval and adoption of an Electronic Equipment and Communications Policy to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective. (See Page 218)

Sponsor: County Executive Budish/Departments of Human Resources and Information Technology

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

- 2) O2020-0004: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective. (See Page 226)

Sponsor: County Executive Budish/Department of Human Resources

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, FEBRUARY 25, 2020
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, FEBRUARY 25, 2020
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 REGULAR MEETING
TUESDAY, JANUARY 28, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:03 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

Ms. Loh addressed Council regarding homelessness and several issues she encountered at the women's shelter.

6. APPROVAL OF MINUTES

- a) January 14, 2020 Committee of the Whole Meeting
- b) January 14, 2020 Regular Meeting
- c) January 23, 2020 Committee of the Whole/Work Session

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the January 14, 2020 Committee of the Whole meeting; January 14, 2020 Regular meeting; and January 23, 2020 Committee of the Whole/Work Session.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported on the following: (a) the Health and Human Services Levy will be on the primary ballot on March 17, 2020; (b) the County received an endorsement for the Levy from the Greater Cleveland Partnership; and (c) the formal Levy campaign kickoff is scheduled for 11:00 a.m. on January 29, 2020 at MetroHealth.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) **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. R2020-0028.

- 1) R2020-0028: A Resolution appointing Honey Bell-Bey as Poet Laureate for Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown

Councilmember Brown gave remarks regarding the significance of the appointment as Poet Laureate followed by comments from Ms. Honey Bell-Bey and The Honorable Gayle Williams-Byers.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2020-0028 was considered and adopted by unanimous vote.

The Honorable Williams-Byers then administered an Oath to Ms. Bell-Bey.

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

- 1) R2020-0029: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0029 to the Human Resources, Appointments & Equity Committee.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2020-0001.

- 1) R2020-0001: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2020-0001 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2020-0030.

- 1) R2020-0030: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 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.

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

Mr. Miller introduced a proposed amendment on the floor to Resolution No. R2020-0030 to change the dollar amount for Capital Outlays in Section 1. Item R. from \$52,000.00 to \$52,500.00. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to amend Resolution No. R2020-0030.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2020-0030 was considered and adopted by unanimous vote, as amended.

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

- 1) R2020-0031: A Resolution confirming the County Executive's appointment of Michael W. Chambers, upon his taking the oath of office, as Fiscal Officer of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2020-0031 to the Committee of the Whole.

- 2) R2020-0032: A Resolution declaring that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; 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.

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

Council President Brady referred Resolution No. R2020-0032 to the Public Works, Procurement & Contracting Committee.

- 3) R2020-0033: A Resolution making an award on RQ47064 to Kokosing Construction Company, Inc. in the amount not-to-exceed \$4,115,506.66 for replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$2,757,389.46 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0033 to the Public Works, Procurement & Contracting Committee.

- 4) R2020-0034: A Resolution authorizing a Master Services Agreement with Official Payments Corporation for electronic bill payment services in connection with the County's on-line Credit Card Payment Program for the period 6/23/2015 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Council President Brady referred Resolution No. R2020-0034 to the Finance & Budgeting Committee.

- 5) R2020-0035: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,339,104.00 for fiscal agent and program administration services for the

Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0035 to the Education, Environment & Sustainability Committee.

- 6) R2020-0036: A Resolution authorizing an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$1,042,124.00 for program administration services for the Newborn Home Visits Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0036 to the Education, Environment & Sustainability Committee.

- 7) R2020-0037: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$3,967,988.00 for management and administration of the Special Needs Child Care Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0037 to the Education, Environment & Sustainability Committee.

- 8) R2020-0038: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,433,551.00 for management and administration of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0038 to the Education, Environment & Sustainability Committee.

- 9) R2020-0039: A Resolution making an award on RQ45549 to Towards Employment, Inc. in the amount not-to-exceed \$750,000.00 for a social enterprise to place and support job-ready, reentry workers into transitional jobs for the period 2/13/2020 - 2/14/2023; 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.

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

Council President Brady referred Resolution No. R2020-0039 to the Health, Human Services & Aging Committee.

- c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING
- 1) R2020-0011: A Resolution making an award on RQ47063 to Schirmer Construction, LLC in the amount not-to-exceed \$584,795.20 for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills; authorizing the County

Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

Clerk Schmotzer read Resolution No. R2020-0011 into the record.

This item will move to the February 11, 2020 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2019-0289, R2020-0007, R2020-0008, R2020-0009, R2020-0010, R2020-0012, R2020-0013, R2020-0014, R2020-0015, R2020-0016, R2020-0017, R2020-0018, R2020-0019, R2020-0020 and R2020-0027.

- 1) R2019-0289: A Resolution authorizing a revenue generating Utility Agreement with City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in County Sewer District No. 17 for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2019-0289 was considered and adopted by unanimous vote.

- 2) R2020-0007: A Resolution confirming the County Executive's appointment of Sue Biagianni to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2020 - 12/31/2022, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2020-0007 was considered and adopted by unanimous vote.

- 3) R2020-0008: A Resolution confirming the County Executive's appointment of Michael W. Chambers to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 10/15/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0008 was considered and adopted by unanimous vote.

- 4) R2020-0009: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2020 - 1/16/2025, and declaring the necessity that this Resolution become immediately effective:

- i) Appointment:

- a) John E. Skory

- ii) Reappointment:

- a) Helen Forbes Fields

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0009 was considered and adopted by unanimous vote.

- 5) R2020-0010: A Resolution authorizing an amendment to a revenue generating agreement with City of Cleveland to lease space in the City of Cleveland Police Department Headquarters, located at 1300 Ontario Street, Cleveland, for the period 10/2/2018 - 10/1/2019 to exercise an option to extend the time period to 10/1/2020 and for a lease amount of \$12.00 per square foot per annum, plus parking fees and the cost of the City of Cleveland's proportional share of utilities; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

On a motion by Mr. Gallagher with a second by Ms. Brown, Resolution No. R2020-0010 was considered and adopted by unanimous vote.

- 6) R2020-0012: A Resolution authorizing a Construction Agreement with CSX Transportation, Inc. in the amount not-to-exceed \$665,549.00 for preliminary engineering services, flagging and other protective services and devices, and construction engineering and inspection services in connection with replacement of Memphis Road Bridge No. 00.62 in the City of Brooklyn; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

Mr. Tuma introduced a proposed amendment on the floor to Resolution No. R2020-0012 to change the amount not-to-exceed from \$665,549.00 to \$666,549.00 throughout the Resolution. Discussion ensued.

A motion was then made by Mr. Tuma, seconded by Ms. Conwell and approved by unanimous vote to amend Resolution No. R2020-0012.

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2020-0012 was considered and adopted by unanimous vote, as amended.

- 7) R2020-0013: A Resolution authorizing an amendment to Contract No. CE1700266-01 with TranSystems Corporation of Ohio for design engineering services in connection with rehabilitation of Hilliard Road Bridge No. 08.57 over Rocky River and Valley Parkway in the Cities of Lakewood and Rocky River to change the scope of services, effective 2/11/2020, and for additional funds in the amount not-to-exceed \$2,967,641.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Miller

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2020-0013 was considered and adopted by unanimous vote.

- 8) R2020-0014: A Resolution approving Right-of-Way Exhibit as set forth in Plat No. M-5043 for replacement of Schady Road Culvert No. C-02.00 over Busby Ditch in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Tuma with a second by Mr. Gallagher, Resolution No. R2020-0014 was considered and adopted by unanimous vote.

- 9) R2020-0015: A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start and pre-school programs for the period 2/1/2020 - 1/31/2023; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- i) Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$483,724.80.
 - ii) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$459,160.65.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities and Councilmember Conwell

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

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2020-0015 was considered and adopted by unanimous vote.

- 10) R2020-0016: A Resolution approving and concurring with amendments made to the Northeast Ohio Areawide Coordinating Agency (“NOACA”) Code of Regulations on 9/13/2019 as shown in NOACA Resolution No. 2019-041, and declaring the necessity that this Resolution become immediately effective.

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

Committee Assignment and Chair: Council Operations,
Intergovernmental Relations and Public Transportation –
Baker

On a motion by Mr. Miller with a second by Ms. Baker, Resolution No. R2020-0016 was considered and adopted by unanimous vote.

- 11) R2020-0017: A Resolution authorizing a state contract with AT&T Corp. in the amount not-to exceed \$924,259.95 for network connectivity services for the Next Generation 9-1-1 System for the period 7/31/2019 - 7/30/2024; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2020-0017 was considered and adopted by unanimous vote.

- 12) R2020-0018: A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for the period 7/1/2019 - 6/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2020-0018 was considered and adopted by unanimous vote.

- 13) R2020-0019: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$4,078,260.00 for legal services for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2020-0019 was considered and adopted by unanimous vote.

- 14) R2020-0020: A Resolution authorizing an agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Individual Options Waiver eligibility verification services for reimbursement of Medicaid Home and Community-based Services for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

Ms. Conwell introduced a proposed substitute on the floor to Resolution No. R2020-0020. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Ms. Brown and approved by unanimous vote to accept the proposed substitute to Resolution No. R2020-0020.

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2020-0020 was considered and adopted by unanimous vote, as substituted.

- 15) R2020-0027: A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 – CE1700265-01, with various providers for various services for

the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the total amount not-to-exceed \$3,600,291.00; 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:

- i) A-1 Health Care, Inc.
- ii) ABC International Services, Inc.
- iii) Buckeye Homecare Services, Inc.
- iv) Casleo Corporation
- v) Critical Signal Technologies, Inc.
- vi) Family & Community Services, Inc.
- vii) First Choice Medical Staffing, Inc.
- viii) Geocare Inc.
- ix) Home Care Relief Inc.
- x) Priority Home Health Care, Inc.
- xi) Renaissance Home Health Care
- xii) Rose Centers for Aging Well, LLC
- xiii) RX Home Healthcare Inc.
- xiv) Senior Transportation Connection
- xv) Solutions Premier Training Services
- xvi) TOBI Transportation LLC
- xvii) Transport Assistance, Inc.
- xviii) U First Homecare Services, Inc.
- xix) Xcel Healthcare Providers Inc.

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2020-0027 was considered and adopted by unanimous vote.

- e) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING
 - 1) O2020-0003: An Ordinance enacting Section 302.03 of the Cuyahoga County Code to provide for the approval and adoption of an Electronic Equipment and Communications Policy to be applicable to all County employees, and declaring

the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Departments of Human Resources and Information Technology

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

Clerk Schmotzer read Ordinance No. O2020-0003 into the record.

This item will move to the February 11, 2020 Council meeting agenda for consideration for third reading adoption.

- 2) O2020-0004: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

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

Clerk Schmotzer read Ordinance No. O2020-0004 into the record.

This item will move to the February 11, 2020 Council meeting agenda for consideration for third reading adoption.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Jones reported that the Community Development Committee will meet on Monday, February 3, 2020 at 10:00 a.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, February 3, 2020 at 1:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, February 4, 2020 at 10:00 a.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, February 5, 2020 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, February 5, 2020 at 1:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, January 29, 2020 at 3:00 p.m. and on Wednesday, February 5, 2020 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

Ms. Stephens gave remarks honoring Dr. Martin Luther King Jr. and his legacy.

Mr. Miller gave remarks regarding economic justice and was concerned that Sherwin Williams will no longer utilize union janitors.

Ms. Simon commented about the importance of the 2020 Census to our region.

Mr. Brady reiterated that the kickoff for the Health and Human Services Levy campaign would be held on January 29, 2020 at MetroHealth and encouraged members of Council to attend if their schedules permit. He also said that there would be a levy meeting at The Centers for Family and Children, located at 4500 Euclid Avenue, on February 10, 2020.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:55 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0040

Sponsored by: Councilmembers Brady and Miller	A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2018; authorizing payments to various providers, in the total amount of \$413,635.00, for said services and programs for the period ending 12/31/2020; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, among whose duties include providing for the “administration of assistance” to veterans and “establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;” and

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

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

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

WHEREAS, \$413,635.00 remains available in the Veterans Services Fund for award; and

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

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

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

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

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

SECTION 1. The Cuyahoga County Council hereby authorizes the Fiscal Officer to make one-time expenditures of available 2018 Veterans Services Funds, in the total amount of \$413,635.00, for the following services and programs through the 2020 calendar year:

- 1) Cuyahoga Community College, Veterans Services and Program Office for scholarships for veterans residing in Cuyahoga County in the amount of **\$40,000.00.**
- 2) Towards Employment Career Pathway Services for job readiness training, job search and placement, coaching and support for professional development of low-income veterans in the amount of **\$42,727.00.**
- 3) Cuyahoga County Office of Homeless Services for the Supportive Services for Veterans Families Program and for move-in kits for veterans entering permanent supportive housing in Cuyahoga County in the amount of **\$43,895.13.**
- 4) Cuyahoga County Court of Common Pleas, Veterans Treatment Docket in the amount of **\$43,895.13.**
- 5) Legal Aid Society of Cleveland for the Legal Services for U.S. Veterans Program in the amount of **\$85,000.00.**
- 6) United Way 2-1-1 for the Help2Veterans Program in the amount of **\$77,395.00.**
- 7) Joseph's Home for wraparound services and transition to permanent housing for medically fragile, homeless veterans in Cuyahoga County in the amount of **\$80,722.74.**

SECTION 2. Each of the offices, agencies, departments, or other bodies, granted pursuant to this Resolution shall provide written reports to Council by June 30, 2020 and November 30, 2020, summarizing the uses, amounts, and impacts of the distributed funds. Council may request additional information, in the form of oral or written reports.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0029

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, 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 January 8, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Forensic Pathologist 1*
Number: 17011
Pay Grade: 26A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Forensic Pathologist 2*
Class Number: 17012
Pay Grade: 27A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit C: Class Title: *Forensic Pathologist 3*
Class Number: 17013
Pay Grade: 28A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Manager, Parking Facility*
Class Number: 15132
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
The minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Manager, Tax Assessment*
Class Number: 11121
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2011.
The language of the document was updated to better reflect the position. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit F: Class Title: *Budget Officer 1*
Class Number: 11141
Pay Grade: 7A/Non-Exempt
* This classification is no longer needed as there are no incumbents and the essential functions of the positions have been included in the recently created Fiscal Specialist series. The Fiscal

Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).

- Exhibit G: Class Title: *Budget Officer 2*
Class Number: 11142
Pay Grade: 9A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit H: Class Title: *Budget Officer 3*
Class Number: 11143
Pay Grade: 11A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit I: Class Title: *Certified Network Administrator*
Class Number: 16393
Pay Grade: 11B/Exempt
* Incumbent in this classification was transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit J: Class Title: *Certified Network Engineer*
Class Number: 16395
Pay Grade: 13B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit K: Class Title: *Field Engineer*
Class Number: 16381
Pay Grade: 5B/Non-Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

- Exhibit L: Class Title: *Fiscal Officer 1*
Class Number: 11151
Pay Grade: 8A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit M: Class Title: *Fiscal Officer 2*
Class Number: 11152
Pay Grade: 10A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit N: Class Title: *Fiscal Officer 3*
Class Number: 11153
Pay Grade: 13A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit O: Class Title: *Manager, Network Engineering*
Class Number: 16397
Pay Grade: 16B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit P: Class Title: *Manager, WAN*
Class Number: 16401
Pay Grade: 16B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit Q: Class Title: *Network Administrator*
Class Number: 16392
Pay Grade: 9B/Non-Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

Exhibit R: Class Title: *Network Engineer*
Class Number: 16394
Pay Grade: 11B/Non-Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

Exhibit S: Class Title: *Senior Certified Network Engineer*
Class Number: 16396
Pay Grade: 14B/Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

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: January 28, 2020

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

Committee Report/Second Reading: February 11, 2020

Journal _____
_____, 2020

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class	Forensic Pathologist 1	Class Number:	17011
FLSA:	Exempt	Pay Grade:	26A
Department	Medical Examiner's Office	EXHIBIT A	

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees.

Essential Job Functions

This classification is **exclusive or all-inclusive**. Other duties may be required and assigned.

- 65% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets ancillary testing as necessary; attends crime scenes to assist with death investigations; determines the identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists with the education of students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Performs related ancillary responsibilities; attends meetings, conferences, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; assists in the planning and participation of department research activities.

Forensic Pathologist 1

N **r** **g** **o** **p** **e** **r**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Board Eligibility in Anatomic and Forensic Pathology as determined by the American Board of Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use appropriate surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

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, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

Language Ability & Interpretation & Personal 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, Fellow applications and evaluations, accreditation documents, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Forensic Pathologist 1

- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, 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, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments, and conditions at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	Medical Examiner's Office	<i>EXHIBIT B</i>	

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

Essential Job Functions

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

- 60% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.

- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

Forensic Pathologist 2

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

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, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

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 objectives, functions, and requirements.

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Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	Medical Examiner's Office	<i>EXHIBIT C</i>	

Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

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%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 15% +/- 5%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.
- 10% +/- 5%
- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

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Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Parking Facility	Class Number:	15132
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Works	EXHIBIT D	

Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise parking facility supervisors and assigned staff.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing, and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative, and management problems related to parking facilities. The employee is expected meet, consult, and collaborate with Supervisor, Parking Facilities 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.

- 35% +/- 10%
- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports.

- 30% +/- 10%
- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders and moving signage.

- 25% +/- 10%
- Supervises and instructs parking facility supervisors, assigns and schedules work for various parking facilities; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, Parking Facility

5% +/- 2%

- Coordinates contracted services related to new construction or maintenance on parking facilities.

5% +/- 2%

- Performs other administrative duties; functions as County liaison to other departments and public and private entities; delivers daily deposits to the bank, prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings;

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field and three (3) years of experience in parking facilities management or parking operations; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.

Manager, Parking Facility

- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedures manual, collective bargaining agreement, Standard Operations Procedure Manual, and parking equipment manuals.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements, parking statistics, costing sheets, 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 communicate effectively with customers, vendors, sheriff's department, employees, Director, other County employees, and the general public.
- Ability to use and interpret basic accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Tax Assessment	Class Number:	11121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Fiscal Office	<i>EXHIBIT E</i>	

Classification Function

The purpose of this classification is to plan, organize, direct, and coordinate the tax cycle process for real property in the Fiscal Office and to provide managerial support to the Tax Assessment Administrator.

Distinguishing Characteristics

This is a management classification working under general direction of the Tax Assessment Administrator and responsible for performing and overseeing the activities of the Real Estate Tax Division of the Fiscal Office. This class works within a broad framework of policies, procedures, regulations, and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate manner.

Essential Job Functions

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

55% +/- 10%

- Calculates tax property data and creates related reports; calculates and balances tax settlements; audits treasurer's office balance of collected funds; uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments, and refunds; prepares reports regarding the department's property tax operations for submission to the state; prepares presentations for stakeholders.

25% +/- 10%

- Serves as a liaison for the Fiscal Office; provides coordination between the tax assessment administrator, fiscal office staff, other county departments, and real property tax system vendors; coordinates property tax settlement with the Budget Commission; communicates with taxpayers and business developers; receives incoming requests for information, issues, and complaints and finds resolutions.

20% +/- 10%

- Supervises and directs the work of the Real Estate Tax Division Staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; keeps informed of provisions of labor-management agreements and their effects on departmental operations; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, Tax Assessment

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- 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 computers and peripheral equipment.

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, evaluation, 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 petitions, split cards, complaint forms, exempt applications, forms, certifications, tax principles, ordinances, resolutions reports, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, Ohio Revised Code (ORC), maps, deeds, ordinances, resolutions, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Manager, Tax Assessment

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and 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 real estate, ad valorem tax, and accounting terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Officer 1	Class Number:	11141
		Pay Grade:	7

EXHIBIT F

Departments:	All departments
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Classification Function

The purpose of this classification is to monitor and maintain operating budgets and ledgers and to assist in budget preparation and development.

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.

- Monitors and maintains operating budgets and ledgers (e.g. - analyzes budgets and determines problem areas; makes recommendations for budget revisions; correlates appropriations for specific programs with appropriations for divisional budget programs; assists in maintaining expenditure control and fiscal accountability with budget programs; reviews operating budgets periodically to analyze trends affecting budget needs and analyzes costs in relation to budget allocations; reconciles expenditures with Auditor).
- Participates in preparation and development of budgets (e.g. - develops and compiles data for biennial operating plan and budget program; responds to budget inquiries; examines budget request for completeness, accuracy and compliance with agency, state and federal statutes, rules, regulations and procedures; provides technical assistance to fiscal personnel concerning budget preparation, changes in fund allotments, cash transfers, and related problem solving).
- Performs administrative duties (e.g. - prepares reports; maintains files and charts of accounts; prepares and distributes financial management information and reports; records transactions, contracts, vouchers, etc.; processes corrections to Office of Budget Management; maintains payroll register).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting or related field with one year of accounting 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 adding machine, typewriter, copier, and a computer using departmental software such as Lotus, Cornerstone, PET and QuIC.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Cuyahoga County Classification Specification**1055311**

- Ability to comprehend a variety of informational documents including FAMIS reports, purchase orders, payroll registers and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer program instructions.
- Ability to prepare purchase summary, object code, summaries, reports, correspondence, memos, 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 accounting terminology and language.
- Ability to communicate effectively with vendors, supervisor, other County personnel, state personnel and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Officer 2	Class Number:	11142
		Pay Grade:	9

EXHIBIT G

Departments:	All departments
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Classification Function

The purpose of this classification is to function as lead worker over lower-level budget officers, and accounting and clerical employees in preparation, evaluation and coordination of budgets and budget programs and to maintain system for expenditure control and fiscal accountability.

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.

- Functions as lead worker (e.g. - provides work direction, coordination, and training to other budget officers and accounting and clerical employees).
- Maintains system for expenditure control and fiscal accountability (e.g.- distributes financial resources among department services within fiscal constraints; monitors appropriation utilization and realignments of appropriations; provides guidance and assistance in order to keep expenditures within department budget; analyzes and advises management on annual expenditures; assists in the preparation of the department's annual budget; notifies management of federal and state funding for short term projects; gathers information to determine service costs; monitors contractual obligations and reviews and approves invoices for payment of services rendered).
- Prepares various department reports (e.g.- facilitates and completes all financial reports, budget reports, records, and statistics).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with two years of budgetary 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 computers, adding machine, copier, etc.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, use algebra, statistical inference and theory, descriptive statistics and linear programming.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including, disbursement reports, statistical reports, billing invoices, state warrants, FAMIS reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, policy and procedure manuals.
- Ability to prepare annual budgets, tax budgets, statistical analysis, memos, correspondence, annual, quarterly, and monthly reports, summaries, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, service providers, subordinates, state and federal personnel, elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Officer 3	Class Number:	11143
		Pay Grade:	11
EXHIBIT H			
Departments:	All departments		

Classification Function

The purpose of this classification is to administer entire department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, cost funding and cost management systems and to supervise lower level budget officers.

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.

- Administers entire department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, cost funding and cost management systems (e.g. - investigates all areas of budget preparation; analyzes divisional budget requests; proposes funding levels; analyzes and reviews proposed legislation to determine fiscal impact; develops, supervises and monitors financial processes for budget control; establishes cash management systems; develops and monitors budgetary programs and cost funding systems and procedures; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; establishes and implements guidelines and procedures for budget preparation; monitors budget activities to insure compliance with federal and state regulations; develops and implements fiscal policy related to budgets and budget analysis; administers all grant accounts).
- Supervises lower-level budget officers (e.g. - has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees, such as budget officers, accountants, and other budgeting support personnel; responsibly directs employees; adjusts employee grievances; provides training to departmental budget and fiscal personnel in budget preparation and analysis).
- Provides budgetary assistance and technical advice to budget and fiscal personnel (e.g. - provides assistance to other departments; provides technical expertise in budgetary matters to state and/or private agencies; serves as liaison with Office of Budget and Management regarding budget; responds to inquires from public, Legislative Budget Office and Legislative Service Commission; prepares a variety of reports; attends budget meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field and three years of budget administration 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 a calculator, copier, fax, printers, microfiche readers and printers, etc., and a computer utilizing departmental software such as Lotus 1-2-3, dBase, MultiMate, and others.

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 recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform calculations using algebra and descriptive statistics, statistical inference and theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bank statements, revenue reports, business checks, FAMIS reports, vouchers, invoices, contracts, grant applications and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedure manuals, purchasing manuals, federal and state guidelines, accounting textbooks, and computer program handbooks and manuals.
- Ability to prepare budgets, payroll reports, space maintenance reconciliations, memos, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret governmental accounting terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, service providers, vendors, auditors, subordinates, state and federal personnel, elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Network Administrator	Class Number:	16393
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology Department	<i>EXHIBIT I</i>	

Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class requires certification as a network administrator to administer current County computer networks.

Essential Job Functions

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

- 40% +/- 15%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the iOS on the data switches, routers, firewall, VPN and voice switches.
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference.
- 20% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
- 15% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

Certified Network Administrator

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

- Ability to operate a variety of automated office machines including computers, networking hardware and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of reference books and manuals including computer program manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Network Engineer	Class Number:	16395
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department	<i>EXHIBIT J</i>	

Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems, and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience and is responsible for installation of new servers and designing and programming system applications. It is further distinguished from the Network Engineer in that the later class requires certification in current County technologies.

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.

- 20% +/- 5%
- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs for multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection

- 35% +/- 5%
- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.

- 5% +/- 5%
- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

- 20% +/- 5%
- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.

Certified Network Engineer

20% +/- 5%

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications, to use of the internet and on software.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including maintenance and customer service requests, virtual private network accounts, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, emails to notify users of changes, quotes for equipment purchases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within

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Last Modified: 06.02.2014

Certified Network Engineer

and outside the Department including working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

- Ability to use and interpret computer hardware and software and electrical circuit terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Field Engineer	Class Number:	16381
FLSA:	Non Exempt	Pay Grade:	5B
Dept:	Information Services Center	<i>EXHIBIT K</i>	

Classification Function

The purpose of this classification is to diagnose and repair computer equipment problems and to install computer components. Incumbents in this classification coordinate the delivery and installation of computers and related equipment at user locations.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to 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.

- 45% +/- 15%
- Provides technical support to users on site including installing software, diagnosing and repairing computer problems; repairs wiring problems; installing multiple computer hardware components and phones; installing computer workstation software; installs personal computers onto networks on site and tests; assists with network issues; logs activities completed.
- 20% +/- 5%
- Re-images computers when user's computer performance has decreased by backing up important data to an external hard drive, wiping all data from the hard drive, and restoring the computer's operating system to its original state.
- 5% +/- 5%
- Performs analog/digital conversions using a device for converting a continuous quantity to a discrete digital number.
- 10% +/- 5%
- Manages training and conference rooms.
- 20% +/- 5%
- Moves and delivers equipment to users in a timely manner; assists in the stockroom; removes servers from raised floor.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented by vocational/technical training in computer science with two years of computer installation and repair experience; or an equivalent combination of education, training, and experience.

Field Engineer

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emailed and voice mailed service requests.
- Ability to comprehend a variety of reference books and manuals including vendor websites and user manuals.
- Ability to prepare receipts for equipment for supervisor signature and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer software terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Officer 1	Class Number:	11151
		Pay Grade:	8

EXHIBIT L

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to coordinate and monitor a variety of fiscal activities including fiscal planning and policy development recommendation and to provide direct supervision to accounting, clerical, or other support staff. This classification has budgetary accountability up to \$13 million.

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.

- Coordinates and monitors fiscal management and control activities (e.g.- discusses invoices and payments on account with vendors; prepares and maintains records, reports, studies, and correspondence related to fiscal activities and operations).
- Supervises accounting, clerical, or other support staff (e.g. - monitors and evaluates support staff; directly supervises subordinate employees involved in fiscal and bookkeeping activities and operations including auditing of accounts, recording of transactions, maintaining of control accounts, processing of requisitions, etc.; implements management planning and organizes staff and work to meet objectives; establishes standards and formulates policies; analyzes progress of staff and objectives).
- Performs advisory duties (e.g. - advises supervisor and/or administrative staff on fiscal and/or budgetary matters, procedures and problems; interprets applicable regulations, policies, and procedures).
- Performs administrative duties (e.g. - represents the department at various meetings, seminars, and conferences; records and processes payments; interacts with other County offices).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or related field with one year of accounting experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, adding machine, fax, laminator, computer, copy machine, microfiche machine, etc.

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 recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, handbooks, zoning maps, dictionary, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's personnel, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Officer 2	Class Number:	11152
		Pay Grade:	10
EXHIBIT M			
Departments:	Human Services, only		

Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal program for a County department or specialized fiscal section of a division and to supervise accounting, clerical and other support staff. This classification has budgetary accountability greater than \$13 million and less than \$30 million.

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.

- Plans, directs, coordinates and manages fiscal control activities for department, institution, or specialized fiscal section of department or division (e.g.- coordinates and ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, funds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and or federal regulations; manages and ensures compliance in handling of federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions).
- Supervises accounting, clerical and other support staff involved in fiscal operation activities (e.g.- assigns and reviews work; responds to employee problems; approves employee leave requests; recommends disciplinary procedures).
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and or correspondence related to fiscal activities and operations (e.g.- analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operation).
- Advises administrative officials regarding budgetary and fiscal matters (e.g.- interprets relevant legal and procedural regulations and department policies). Functions as liaison with other sections or divisions (e.g.- coordinates activities of division with other sections, counsels sections or divisions regarding budget management and administration or matters of fees and payment policies, represents department in meetings and conferences). Performs various fiscal and non-fiscal related tasks (e.g.- interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator and is responsible for reproduction of division forms, acts as contact person for state and federal auditors).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with one year of fiscal management 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, printer, adding machine, copy machine, fax machine, etc.

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 recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, fiscal handbooks, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's personnel, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Officer 3	Class Number:	11153
		Pay Grade:	13

EXHIBIT N

Departments:	All departments
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Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal program for a County department or specialized fiscal section of a division and to supervise accounting, clerical and other support staff. This classification has budgetary accountability greater than \$30 million.

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.

- Plans, directs, coordinates and manages fiscal control activities for department, institution, or specialized fiscal section of department or division (e.g.- coordinates and ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, finds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and/or federal regulations; manages and ensures compliance with federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions).
- Supervises accounting, clerical and other support staff involved in fiscal operation activities (e.g.- assigns and reviews work; responds to employee problems; conducts employee performance appraisals; approves employee leave requests; recommends disciplinary procedures).
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and correspondence related to fiscal activities and operations (e.g.- analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operation).
- Advises administrative officials regarding budgetary and fiscal matters (e.g.- interprets relevant legal and procedural regulations and department policies).
- Functions as liaison with other sections or divisions (e.g.- coordinates activities of division with other sections, counsels sections or divisions regarding budget management and administration or matters of fees and payment policies, represents department in meetings and conferences).
- Performs various fiscal and non-fiscal related tasks (e.g.- interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator and is responsible for reproduction of division forms, acts as contact person for state and federal auditors).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with three years of fiscal management 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, printer, adding machine, copy machine, fax machine, etc.

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 recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Network Engineering	Class Number:	16397
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department	<i>EXHIBIT O</i>	

Classification Function

The purpose of this classification is to plan, direct, supervise, and coordinate the operations and activities of network engineering, network administration and field engineering that are charged with any of the following functions: managing open system services, Human Resource Information System (HRIS), distributed Geographic Information Systems (GIS), large databases, network components, applications and servers, and/or firewall security applications and devices.

Distinguishing Characteristics

This is a first-level management classification, responsible for managing the operations and activities of a Network Engineering unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively in order to increase efficiencies and economies of scale. The primary focus of the Manager class is project and contract management, supervising employees in performance of the work of a unit, and providing responsible and complex support to the division administrator.

Essential Job Functions

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

- 40% +/- 10%
- Manages projects and contracts requiring developing and implementing project plans, defining requirements, evaluating options, incorporating resources, materials, costs, target dates/schedules and time recording, and reviewing equipment purchases; monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures and recommends improvements; designs solutions for projects; ensures continuous availability of the networks; reviews and researches customer complaints; ensures emergency procedures for hardware and software failures with the least of time.

- 20% +/- 10%
- Provides supervision of assigned staff and consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, such as troubleshooting and repairing server and network issues and configuring equipment; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions reviews, administers, and monitors service contracts.

- 40% +/- 10%
- Provides assistance to division management staff; prepares status reports for service and data requests and problem resolution requests; provides network and server information for new and ongoing operations; participates in the development and implementation of policies and procedures necessary to provide assigned services; plans future enhancements and goals for strategic planning and for business and functional reengineering; interacts with division management to provide information regarding activities and problems within the Unit; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the Unit annual budget; participates in the forecasting and justification of additional funds needed for

Manager, Network Engineering

staffing, equipment, materials, and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field or equivalent experience and five (5) years experience involving network engineering and administration, field engineering, communications, wide area networks and/or help desk; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including system monitoring tools, project plans, status reports, budgets, contracts, statements of work, customer service requests, network diagrams, employee timesheets, and performance reviews.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer software, hardware, network, and operation manuals, network server documentation and schematic drawings..

Manager, Network Engineering

- Ability to prepare Gantt and Pert charts, network documentation and assessments, flow diagrams, status, progress, and activity reports, performance reviews, 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 and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.
- Ability to use and interpret computer and networking terminology and language.
- Ability to communicate with directors, managers, supervisors, employees, government agencies, other County employees, consultants 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, WAN	Class Number:	16401
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department	EXHIBIT P	

Classification Function

The purpose of the classification is to supervise and participate in the work of staff in researching, designing, implementing, configuring and troubleshooting the County's Wide Area Networks (WAN); to implement new technologies, ensure maintenance and to resolve operational issues.

Distinguishing Characteristics

This is a technical supervisory class that works under direction of a unit administrator. This position is responsible for monitoring the work of outside service providers as well as supervising and participating in the work of staff. The employee in this class is expected to apply technical expertise in resolving organizational and service delivery problems. Incumbents act as project managers, ensuring that the work of the unit is completed in a timely and accurate manner. The employee works within a broad framework of 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.

- 35% +/- 10%
- Provides supervision of assigned staff and oversees the work of contractors; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews; ensures proper staffing.
- 35% +/- 10%
- Performs project management including project and resource reporting; presents proposals; gathers and understands project requirements; monitors projects to ensure that they remain on schedule and are properly completed; provides second and third level troubleshooting designs, updates, writes, provides and maintains documentation and diagrams for the WAN.
- 25% +/- 10%
- Manages infrastructure hardware and firmware; develops network designs for Wide and Local Area Networks; manages the infrastructure LAN/WAN security; gathers and reports data network change activity; participates in the change management process; acts as a network escalation point; supports voice over internet protocol (VOIP) and video conferencing.
- 5% +/- 2%
- Attends meetings and represents the unit; keeps abreast of new technologies.

Manager, WAN

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, electronics, network administration, management information systems or a related field with five (5) years of experience in network administration; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment including printers and servers.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; understanding of binary arithmetic and conversion to decimal and hexadecimal.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including customer requests for service, design data, trouble tickets, timesheets, network analysis reporting, and technical information.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, computer training and reference manuals, site documentation, reports, subordinate files, policy and procedure manuals, and documentation.

Effective Date: 06.02.2014

Last Modified: 06.02.2014

Manager, WAN

- Ability to prepare design documentation, timesheets, change control forms, project updates and plans, bandwidth and network reporting, diagrams, time schedules, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, staff, vendors, network engineers, and departmental employees and management.
- Ability to use and interpret computer engineering, mechanics, electrical, and infrastructure terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Administrator	Class Number:	16392
FLSA:	Non Exempt	Pay Grade:	9B
Dept:	Information Technology Department	EXHIBIT Q	

Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class does not require certification as a Network Administrator. **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% +/- 15%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; ; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the iOS on the data switches, routers, firewall, VPN and voice switches .
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference
- 25% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
- 20% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Network Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with two (2) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No specials license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

- Ability to operate a variety of automated office machines including computers, networking hardware and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of County policies, computer hardware and computer network system reference books and manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

Network Administrator

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Engineer	Class Number:	16394
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology	<i>EXHIBIT R</i>	

Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Certified Network Engineer in that the certified level must be certified in current County technologies.

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.

- 20% +/- 5%
- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs from which the employee can centrally manage access to resources on multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end users and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection; documents network problems and resolution for future reference.
- 35% +/- 5%
- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.
- 20% +/- 5%
- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.
- 5% +/- 5%
- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

20% +/- 5%

Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including service requests, virtual private network accounts, monitoring data, logs, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.

Network Engineer

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and other County departments and with County administrators.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Certified Network Engineer	Class Number:	16396
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department	<i>EXHIBIT 5</i>	

Classification Function

The purpose of this classification is to design, build, maintain, monitor, and troubleshoot servers, systems, and programs for the County's Internet, Local Area Network (LAN) and Intranet effectiveness and efficiency, to include Internetworking devices, such as computer servers and various security devices.

Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from a unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the journey level Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience, provides higher level technical support and troubleshooting assistance, is responsible for designing and building systems and provides technical assistance to that class.

Essential Job Functions

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

40% +/- 15%

- Plans, configures, installs and maintains local area networks; utilizes current County technologies and a variety of procedures, protocols and wireless communication bridges; utilizes the internet and downloads files, software patches and updates to correct file servers and nodes; assesses user needs and designs, builds, configures, installs, monitors and maintains servers, systems and programs to ensure internet, Local Area Network (LAN) and intranet efficiency; plans for and performs operating system upgrades; designs and programs system applications; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; performs troubleshooting analysis of servers, workstations and associated systems; resolves and documents network problems; works with outside vendors to resolve purchasing issues or to acquire technical support for equipment failures and service issues.

30% +/- 5%

- Performs backups and virus protection and maintains the County internet firewall; develops and installs data retrieval system for retrieval and emergency systems; manages user accounts, permissions, email, anti-virus, and anti-spam; controls access to the network, updating security programs and performing frequent changing of passwords; installs security programs to prevent unauthorized access to privileged data and information.

20% +/- 5%

Senior Certified Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications and to use of the internet and on software. 10% +/- 5%
- Participates in departmental decision-making related to network systems and provides advice and recommendations regarding possible disruptive issues within the network; provides threat assessment to Information Technology Department security group in both Internet and Intranet matters;

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with five (5) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities. Provides technical assistance to lower level employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including network performance data; network design diagrams; service request forms; diagnostic reports; security reports, billing invoices, and vendor proposals.

Senior Certified Network Engineer

- Ability to comprehend a variety of reference books and manuals including network diagrams, device configurations, computer program manuals and internet websites.
- Ability to prepare documentation, hardware configurations, status reports, network designs, networking design configurations, responses to user requests, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade and influence others, 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 and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer and hardware terminology and language.

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.

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0005

Sponsored by: Councilmembers Brady and Schron	An Ordinance amending Cuyahoga County Code Section 725.01 to clarify that any interest generated by the Opioid Mitigation Fund shall be transferred monthly to the Opioid Mitigation Fund, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Cuyahoga County Code Section 725 empowers Council “to immediately establish a separate fund, called the Opioid Mitigation Fund, for the purpose of collecting and expending any and all funds received by Cuyahoga County as part of any action related to the matter of In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804. All such monies received as the result of a settlement agreement, trial verdict, court order or some other action related to this lawsuit shall be automatically transferred from the General Fund to the Opioid Mitigation Fund;” and

WHEREAS, the Council determined it was necessary to clarify in Cuyahoga County Code Section 725 that any interest generated by the Opioid Mitigation Fund shall be transferred monthly to the Opioid Mitigation Fund; and

WHEREAS, it is necessary that this Ordinance, as amended, become immediately effective; and

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

SECTION 1. Section 725.01 of the Cuyahoga County Code is hereby amended as follows (additions are marked in bold and underlined; deletions are stricken):

Section 725.01 Fund Established

The Fiscal Officer is hereby directed to immediately establish a separate fund, called the Opioid Mitigation Fund, for the purpose of collecting and expending any and all funds received by Cuyahoga County as part of any action related to the matter of In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804. All such monies received as the result of a settlement agreement, trial verdict, court order or some other action related to this lawsuit shall be automatically transferred

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0001

Sponsored by: Councilmembers Miller, Simon, Gallagher, Conwell and Stephens	An Ordinance amending Section 714.02(C) of the Cuyahoga County Code to increase the annual funding used for the Cuyahoga County Community Development Supplemental Grant Program and to allow for the payment of costs to administer the Program.
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WHEREAS, Chapter 709 of the Cuyahoga County Code establishes the Community Development Fund and sets forth rules regarding the use of casino tax revenue; and

WHEREAS, Section 714.02 of the Cuyahoga County Code establishes the County Community Development Supplemental Grant (“CDSG”) Program and sets the Community Development Fund as the Program funding source through calendar year 2019; and

WHEREAS, the Community Development Supplemental Grant Program has been subject to a high demand and has received widespread interest and praise, indicating that an expansion of the program is warranted; and

WHEREAS, the amendments proposed are designed to clarify and update the requirements regarding the Community Development Supplemental Grant and to increase the impact of the Program through increased funding; and

WHEREAS, the Community Development Division of the Department of Development is largely funded by sources that are ineligible to administer the Community Development Supplemental Grant Program; and

WHEREAS, it is necessary for the effective and efficient functioning of the Community Development Supplemental Grant program, as administered by the Community Development Division of the Department of Development to allow for the funding of the cost to administer the CDSG program.

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

SECTION 1. Section 714.02(C) of the Cuyahoga County Code is hereby amended to read as follows (additions are bolded and underlined, deletions are stricken):

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0041

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 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. R2020-0030 dated 1/28/2020 to reconcile appropriations for 2020; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2020 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, on March 26, 2019, County Council adopted Resolution No. R2019-0072 establishing a new Chart of Accounts as a result of implementing the Enterprise Resource Planning System.

WHEREAS, final implementation of the Enterprise Resource Planning System has not yet occurred; therefore, it is necessary to reflect the 2020/2021 Biennial Operating Budget and Capital Improvements Program adjustments for 2020 using the Old Chart of Accounts from the current system of record, FAMIS, and the new Lawson Chart of Accounts approved by Council.

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 2020/2021 Biennial Operating Budget for 2020 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

A. General Fund		
HR100100 – Administration		
Personal Services	\$	515,486.00

The Office of Budget and Management on behalf of the department of Human Resources is requesting additional appropriation in the personnel line of their administrative index. Funding is being requested because projection savings from the implementation of the Enterprise Resource Project (ERP) have yet to be realized due to delays in the HR and Payroll modules. The department would like to restore funding that would allow for them to hire and retain staff needed through implementation and completion of the ERP. Funding comes from the General Fund.

B. Sanitary Engineer		
PW715100 – Sanitary Districts		
Other Expenses	\$	150,000.00

The appropriation request would allow for a cash transfer to repay project costs incurred by the County in prior years for sanitary sewer projects located within sewer district 14, to be repaid with annual payments through 2024. Funding comes from fees from participating municipalities. The cash transfer is also on this fiscal agenda. The cash balance in the fund was \$2,923,920 as of December 31, 2019.

C. Other Health and Safety		
PJ280165 – Public Safe Health & Safe Grant		
Other Expenses	\$	1,500.00

Public Safety and Justice Services is requesting additional appropriation for the Alliance for HOPE International Camp HOPE America Readiness Award, \$1,500. The award is funded by Camp Hope America for the period of January 1, 2020 to December 31, 2020. This is a continuation award (JA758482) for Cuyahoga County which has been funded since March 1, 2018. The approval to apply and receive this award took place on January 13, 2020, CON2020-05. Funds will be used to send three representatives to the mandatory Annual Family Justice Center Conference in San Diego, CA and to prepare Cuyahoga county to run Camp HOPE in Cuyahoga County in the summer of 2020. Funds in the amount of \$1,500 will be received by end of first quarter 2020. There is no cash match requirement and has a cash balance of \$5,532.19 as of January 23, 2020.

D. General Fund		
HR100100 – Administration		
Other Expenses	\$	100,000.00

Human Resources is requesting additional appropriation to fund contracts for temporary records management, search firm for Chief HR Officer, and classification and compensation analysis. Funding comes from the General Fund.

E. Maintenance Garage		
PW755100 – Maintenance Garage		
Other Expenses	\$	900,000.00

Additional appropriation is requested by the Department of Public Works for anticipated 2020 contractual expenses. The contracts are for various fuel contracts and the auto supply contract associated with the consolidated Harvard garage. Contract expenditures are recovered from user departments via a monthly chargeback, and it is anticipated that approximately \$160,000 in encumbrances will be released later in the year. There are sufficient funds available in this subfund; the cash balance as of January 31, 2020 was \$1,004,274.

F. Capital Projects		
IT600100 – Technology Capital Projects		
Other Expenses	\$	70,370.00

Information and Technology is requesting additional appropriation for the ERP to amend contracts for new department order for Integrated Precision Systems (\$70,370). These contracts/department orders are funded by the ERP Capital Projects Fund. The cash balance is currently \$935,409.43

G. Real Estate Assessment		
BR305100 – Board of Revision BR		
Personal Services	\$	16,605.00

To increase appropriations in the Board of Revision to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Board of Revision comes from tax assessments of real property.

H. General Fund		
FS100130 – Treasury Management		
Personal Services	\$	19,965.94

To increase appropriations in the Treasury Management to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Treasury Management comes from the General Fund.

I. Delinquent Real Estate Assess.		
FS250100 – Tax Collections		
Personal Services	\$	23,779.00

To increase appropriations in the Treasury DTAC to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-

0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the DTAC comes from the collections of delinquent taxes.

J. Other Legislative and Exec.

FS290100 – Tax Prepayment Special Init.

Personal Services \$ 8,494.88

To increase appropriations in the Treasury Tax Prepay Special Interest to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Tax Prepay Special Interest comes from the collections of interest of prepayment of taxes.

K. Other Legislative and Exec.

FS290105 – Tax Certificate Administration

Personal Services \$ 2,955.52

To increase appropriations in the Treasury Tax Certification Administration to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Tax Certification Administration comes from the collections of fees on tax certifications.

L. General Fund

FS100150 – Title Admin Records & Licenses

Personal Services \$ 121,052.56

To increase appropriations in the Fiscal/Auto Title to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Auto Title comes from the collection of auto title fees.

M. General Fund

FS100190 – General (Consumer Affairs)

Personal Services \$ 10,043.23

To increase appropriations in the Fiscal/Consumer Affairs to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Consumer Affairs comes from the General Fund.

N. General Fund

FS100160 – General Services

Personal Services \$ 39,311.44

To increase appropriations in the Fiscal/General Services-Call Center to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the General Services/Call Center comes from the General Fund.

O. General Fund		
FS100110 – Financial Reporting		
Personal Services	\$	30,666.55

To increase appropriations in the Fiscal/Financial Reporting to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Financial Reporting comes from the General Fund.

P. Real Estate Assessment		
FS305100 – Tax Assess Contractual Svcs.		
Personal Services	\$	88,589.87

To increase appropriations in the Fiscal/Real Estate Assessments to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Real Estate Assessments comes from the collection of real estate taxes.

Q. General Fund		
FS100140 – Recording/Conveyance		
Personal Services	\$	43,991.58

To increase appropriations in the Fiscal/Recording/Conveyance to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Recording/Conveyance comes from the General Fund.

R. General Fund		
FS100155 – Microfilm		
Personal Services	\$	41,744.88

To increase appropriations in the Fiscal/Microfilm Center to cover the salaries and benefits of the new Collective Bargaining Agreement (CBA) which was approved by Council on Resolution R2019-0236. At the time the Biennial Budget was being set up, the CBA was not been approved, therefore, the 2020-2021 budget only included the 2% COLA and did not include any additional increases from the CBA. Funding for the Microfilm Center comes from the General Fund.

SECTION 2. That the 2020/2021 Biennial Operating Budget for 2020 be amended to provide for the following cash transfers between County funds:

Fund Nos./Budget Accounts

A.	FROM: Health & Human Services Levy		
	FS255105 – HHS Levy 4.8 Subsidies		
	Transfer Out	\$	1,293,162.00
	TO: Health & Human Services Levy		
	HS255125 – Human Services Other Program		
	Revenue Transfer	\$	1,293,162.00

The Office of Budget and Management requests an operating (cash) transfer for the Human Services Other Program account that covers costs for Metro Hospital Property Insurance, Metro Hospital Line of Credit Reserve and the 27th pay reserve for employees under Health and Human Services umbrella. Funding is from the Health and Human Services 4.8 Levy covering the period January 1, 2020 through December 31, 2020.

B.	FROM: Sanitary Engineer		
	PW715100 – Sanitary Districts		
	Transfer Out	\$	150,000.00
	TO: Sanitary Engineer		
	PW715500 – Sanitary Construction		
	Revenue Transfer	\$	150,000.00

The requested cash transfer would repay project costs incurred by the County in prior years for sanitary sewer projects located within sewer district 14, to be repaid with annual payments through 2024. Funding comes from fees from participating municipalities. The appropriation request for this cash transfer is also on this agenda. The cash balance in the fund was \$2,923,920 as of December 31, 2019.

SECTION 3. That items approved in Resolution No. R2020-0030 dated January 28, 2020 be amended as follows to reconcile appropriations for the year 2020 in the County’s financial system:

Resolution No. R2020-0030 dated 1/28/2020:

Original Item to be Amended – Section 2 New Chart of Accounts - ERP

Fund Nos./Budget Accounts

C.	FROM: Debt Service		
	FS500160 – 2017 Sales Tax Bonds		
	Other Expenses	\$	10,127,862.99

TO:	Debt Service		
	FS500160 – 2017 Sales Tax Bonds		
	Other Expenses	\$	1,536,175.00
	Debt Service		
	FS500160 – 2017 Sales Tax Bonds		
	Other Expenses	\$	8,589,687.99

The Office of Budget and Management requests appropriation transfers between Sales Tax Bond Debt Service accounts to make debt service payments during fiscal year 2020. This adjustment is required due to the realignment of the County chart of accounts. This adjustment does not represent a change to debt service payments paid or incurred or increase or decrease to appropriations originally established. Funding source is Sales Tax Bonds fund via general fund subsidy and sales tax revenues.

Corrected Item – Section 2 New Chart of Accounts - ERP

Fund Nos./Budget Accounts

C.	FROM: Debt Service		
	FS500160 – 2017 Sales Tax Bonds		
	Other Expenses	\$	10,127,862.99
	TO: Debt Service		
	FS500160 – 2017 Sales Tax Bonds		
	Other Expenses	\$	1,538,175.00
	Debt Service		
	FS500160 – 2017 Sales Tax Bonds		
	Other Expenses	\$	8,589,687.99

The Office of Budget and Management requests appropriation transfers between Sales Tax Bond Debt Service accounts to make debt service payments during fiscal year 2020. This adjustment is required due to the realignment of the County chart of accounts. This adjustment does not represent a change to debt service payments paid or incurred or increase or decrease to appropriations originally established. Funding source is Sales Tax Bonds fund via general fund subsidy and sales tax revenues.

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 CC037
February 11, 2020



To: Jeanne Schmotzer, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: February 05, 2020

Re: Fiscal Agenda – 2/11/2020

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

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 **February 11, 2020**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to amend various appropriations to correct 2020 budget.
- Request to provide appropriations for various grants/projects that have been awarded.
- Request to provide appropriation increase and decreases for the projects approved in the 2019 and 2020 (CIP) Capital Improvement Plans budget.
- Request to provide appropriation increases to cover the new Collective Bargaining Agreement for the Fiscal Office.
- Request to provide appropriation to process various cash transfers.
- Request to transfer cash to process various payments.

Additional Appropriation Summary – Additional appropriation is requested to cover expenditures that exceed 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	Purpose
Human Resources	\$515,486.00	General Fund	Budget Correction
Public Works	\$150,000.00	Special Revenue - No General/HHS Levy Fund Impact	Project Appropriation
Public Safety	\$1,500.00	Special Revenue - No General/HHS Levy Fund Impact	Project Appropriation
Human Resources	\$100,000.00	General Fund	Additional Appropriation

Public Works	\$900,000.00	Special Revenue - No General/HHS Levy Fund Impact	Project Appropriation
Information Technology	\$80,000.00	Special Revenue - No General/HHS Levy Fund Impact	Project Appropriation
Board of Revisions	\$16,605.00	Special Revenue - No General/HHS Levy Fund Impact	Additional Appropriation
Treasury	\$19,965.94	General Fund	Additional Appropriation
Treasury	\$23,779.00	General Fund	Additional Appropriation
Treasury	\$8,494.88	Special Revenue - No General/HHS Levy Fund Impact	Additional Appropriation
Treasury	\$2,955.52	Special Revenue - No General/HHS Levy Fund Impact	Additional Appropriation
Fiscal Office/Auto Title	\$121,052.56	Special Revenue - No General/HHS Levy Fund Impact	Additional Appropriation
Fiscal Office/Consumer Affairs	\$10,043.23	General Fund	Additional Appropriation
Fiscal Office/General Services	\$39,311.44	General Fund	Additional Appropriation
Fiscal Office/ Financial Reporting	\$30,666.55	General Fund	Additional Appropriation
Fiscal Office/Real Estate Assessments	\$88,589.87	Special Revenue - No General/HHS Levy Fund Impact	Additional Appropriation
Fiscal Office/Recording/Conveyance	\$43,991.58	General Fund	Additional Appropriation
Fiscal Office/Microfilm Center	\$41,744.88	General Fund	Additional Appropriation

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

N/A

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	Purpose
Human Services	\$1,293,162.00	HHS Levy Fund	Cash Transfer
Public Works/Sanitary Engineer	\$150,000.00	Special Revenue - No General/HHS Levy Fund Impact	Cash Transfer

Amended Items – Corrections to prior agendas to correct numbers and/or language.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0042

<p>Sponsored by: County Executive Budish/Departments of Law and Public Works and Councilmembers Brady, Brown and Gallagher</p>	<p>A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Laborers’ International Union of North America, Local 860, representing approximately 125 employees in various classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2018 - 12/31/2020 to establish terms of the 2019 and 2020 healthcare insurance and to modify Article 54; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County and Laborers’ International Union of North America, Local 860 (“the Union”), are parties to a Collective Bargaining Agreement (“CBA”) governing the terms and conditions of employment for approximately 125 employees in the Cuyahoga County Department of Public Works/Division of Maintenance; and,

WHEREAS, the parties desire to amend the CBA under the terms of the attached Agreement to Amend Article 54 which has been approved by the Union; 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 County Executive and Departments of Law and Public Works 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 an amendment to a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 125 employees in various classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2018 - 12/31/2020 to establish terms of the 2019 and 2020 healthcare insurance and to modify Article 54, 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 Laborers' Local 860 shall be budgeted and appropriated.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of 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 CC037
February 11, 2020

AGREEMENT TO AMEND
THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN CUYAHOGA COUNTY AND
LABORERS' LOCAL 860

Parties: This Agreement is entered by and between Cuyahoga County, Ohio, as the public employer ("County"), and the Laborers' Local 860 ("Union"). The County and the Union are collectively referred to herein as "the Parties."

Background Facts: The County and the Union are parties to a collective bargaining agreement ("CBA") governing terms and conditions of employment of the Cuyahoga County Department of Public Works employees in the Maintenance Division. The CBA is effective from January 1, 2018 through December 31, 2020 and includes a provision for the negotiation of a health insurance re-opener for 2020 in Article 54, Section 2. Pursuant to the re-opener, the Parties have reached an agreement as stated below. In addition, the parties have also agreed to amend Article 54, Section 2 as it relates to the 2019 contribution rates.

Terms: Article 54, Section 2 of the CBA between the Parties is amended as follows (deleted language is stricken and new language appears in **Bold**):

ARTICLE 54: INSURANCE

Section 1. An eligible employee is defined as a full-time employee covered by this Agreement. A section 125 or cafeteria plan will be provided by the Employer for health care benefits for County employees. The Employer shall provide eligible employees the opportunity to enroll in the plan once during each plan year at its annual open enrollment period. The plan year commences on January 1, and ends on December 31 of the calendar year, but is subject to change.

Section 2. Effective the first day of the first month following full execution of this Agreement, bi-weekly employee contributions for medical, and prescription drug benefits shall be determined as follows:

A) MetroHealth Plans

- 1) For all three (3) years of the Agreement, the County shall offer an HSA plan through the MetroHealth System with no biweekly contribution from employees;
- 2) The bi-weekly contribution for a non-HSA plan offered through MetroHealth shall be as follows:
 - a. 2018: 95% Employer, 5% Employee
 - b. 2019: **935%** Employer, **75%** Employee

c. 2020: Re-opener **93% Employer, 7% Employee**

B) Other Plans

Biweekly contribution rates for all other plans shall be as follows:

- 1) 2018: 88% Employer, 12% Employee
- 2) 2019: ~~86~~8% Employer, 142% Employee
- 3) 2020: Re-opener **86% Employer, 14% Employee**

Section 3. The costs of the medical and prescription drug plans will be determined through an actuarially certified process that is verified through an outside party and that includes reserves necessary to sustain the plans. In successive plan years, the Employer may add to or delete plans/providers offered and/or employees may be offered additional plans with reduced or increased benefit levels.

Section 4. Effective the first day of the first month following full execution of this Agreement, the Employer shall pay 88% of the cost of the ancillary benefit plans and the employees shall pay 12%. Effective January 1, 2019, the Employer shall pay ~~86~~8% of the cost of the ancillary benefit plans and the employees shall pay 142%. **Effective January 1, 2020, the Employer shall pay 86% of the cost of the ancillary benefit plans and the employees shall pay 14%.**

Section 5. The Employer shall be entitled to increase the cost containment features of the plans which may include, but are not limited to, deductibles, and co-insurance.

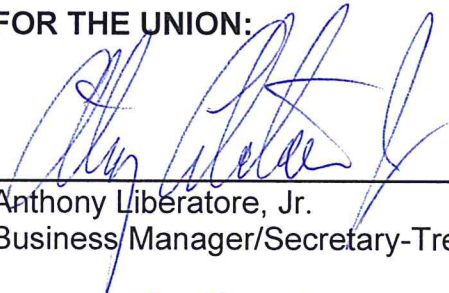
Section 6. The Employer may implement or discontinue incentives for employees to participate in Employer sponsored wellness programs, including, but not limited to, the right to offer the opportunity to reduce employee contributions through participation in wellness programs as determined by the Employer.

Section 67. The Employer may offer incentives to encourage use of low-cost providers/plans (including HSA plans) which may be discontinued or modified by the Employer in future plans years with notification to the Union.

Section 78. A waiting period of no more than 120 calendar days may be required before new employees are eligible to receive health and/or other insurance benefits. During the waiting period, the Employer may require employees who desire coverage to purchase it through a third-party vendor instead of participating in the County plans that are offered to regular full-time employees. New employees shall be eligible to participate in the County plans on the first date of the first month following completion of the waiting period.

The Parties hereby acknowledge and warrant that they understand and agree to all of the terms of this Agreement to Amend the CBA and they affix their signatures below to indicate their assent to such terms:

FOR THE UNION:



Anthony Liberatore, Jr.
Business Manager/Secretary-Treasurer

Date: 2-3-2020

FOR CUYAHOGA COUNTY:

Armond Budish,
Cuyahoga County Executive

Date: _____

Approved as to Legal Form:

Nora L. Hurley, Deputy Chief Director of Law

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0043

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; total estimated project cost \$1,801,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; and

WHEREAS, the anticipated start-completion dates for construction of the project are 7/6/2020 – 9/24/2021; 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 10; and

WHEREAS, the estimated project cost is \$1,801,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,585,000.00 from County Road and Bridge Funds and (b) \$216,000.00 from the City of East Cleveland; 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 rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Lee Boulevard, in the City of East Cleveland

A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard, in the City of East Cleveland. The anticipated cost of this project is \$1,801,000. The anticipated start-completion dates are 7/6/2020 – 9/24/2021.

a) 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.

b) Lee Boulevard – From Euclid Avenue to Forest Hills Boulevard

c) District 10

2. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

D. Project Status and Planning

1. The project is new to the County.

2. N/A.

E. Funding

1. The project is to be funded with funded \$1,585,000 County Road and Bridge and \$216,000 East Cleveland. The total cost of the project is \$1,801,000.

Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

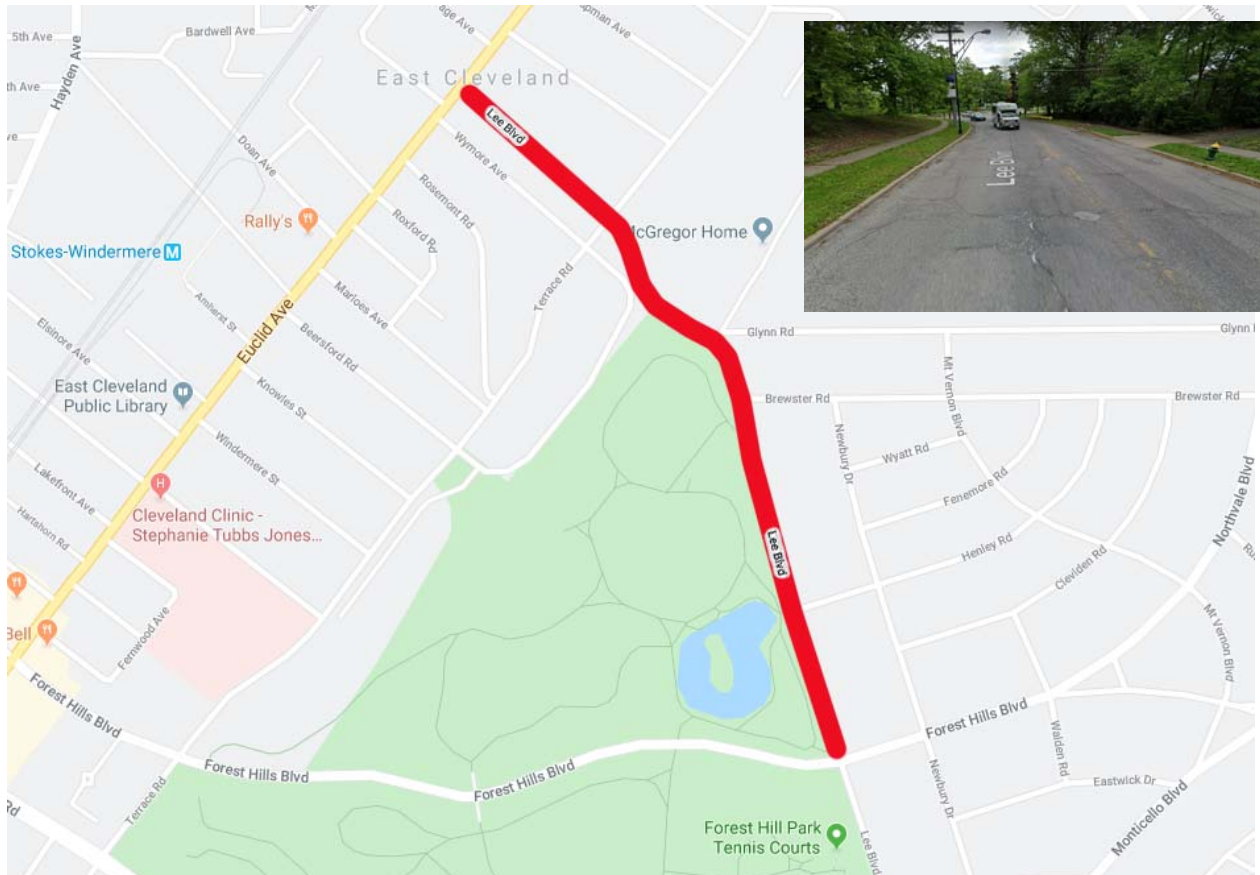
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Rehabilitation of Lee Boulevard, in the City of East Cleveland

Project Type	Rehabilitation of Lee Boulevard
Project Limits	Euclid Avenue to Forest Hill Boulevard (0.75 miles)
Average Daily Traffic	3,600 vehicles per day
Pavement Condition Rating	48 (Poor)
Council District	10
Project Cost	\$1,801,000.00
Proposed Funding	County (\$1,585,000), East Cleveland (\$216,000)
Project Design	County Department of Public Works (GES)
Construction Admin	County Department of Public Works



County Council of Cuyahoga County, Ohio

Resolution No. R2020-0044

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; 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 Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; and

WHEREAS, 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 acquisition needed for the rehabilitation of the existing bridge on St. Clair Avenue over Doan Brook in the City of Cleveland; and

WHEREAS, the project is located in Council District 7; and

WHEREAS, the anticipated right-of-way acquisition cost is \$0 as the City of Cleveland is donating the one parcel associated with this improvement; 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 Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland.

SECTION 2. That the County Executive through the Department of Public Works is hereby authorized to acquire the Right-of-Way necessary for said improvement.

Journal _____
_____, 20__

M-5042
 CUYAHOGA COUNTY DEPARTMENT OF
 PUBLIC WORKS

RIGHT OF WAY
 CUY-ST. CLAIR AVENUE
 (C.R. 9) BRIDGE 04.44

CUYAHOGA COUNTY
 CITY OF CLEVELAND
 PART OF ORIGINAL 100 ACRE LOT 367

PROJECT DESCRIPTION
 REHABILITATION OF EXISTING BRIDGE NO. 04.44, COUNTY ROAD
 9 (ST. CLAIR AVENUE) OVER DOAN BROOK, INCLUDING CHANNEL
 WALL REHABILITATION AND NEW GUARDRAIL

OHIO STATE PLANE GRID, NORTH ZONE
 NAD 83(2011)

MONUMENT LEGEND

- I.P.F. IRON PIN FOUND
- I.P.S. IRON PIN SET W/ ID CAP

TYPES OF TITLE LEGEND:
 WD = WARRANTY DEED
 T = TEMPORARY EASEMENT

STRUCTURE KEY

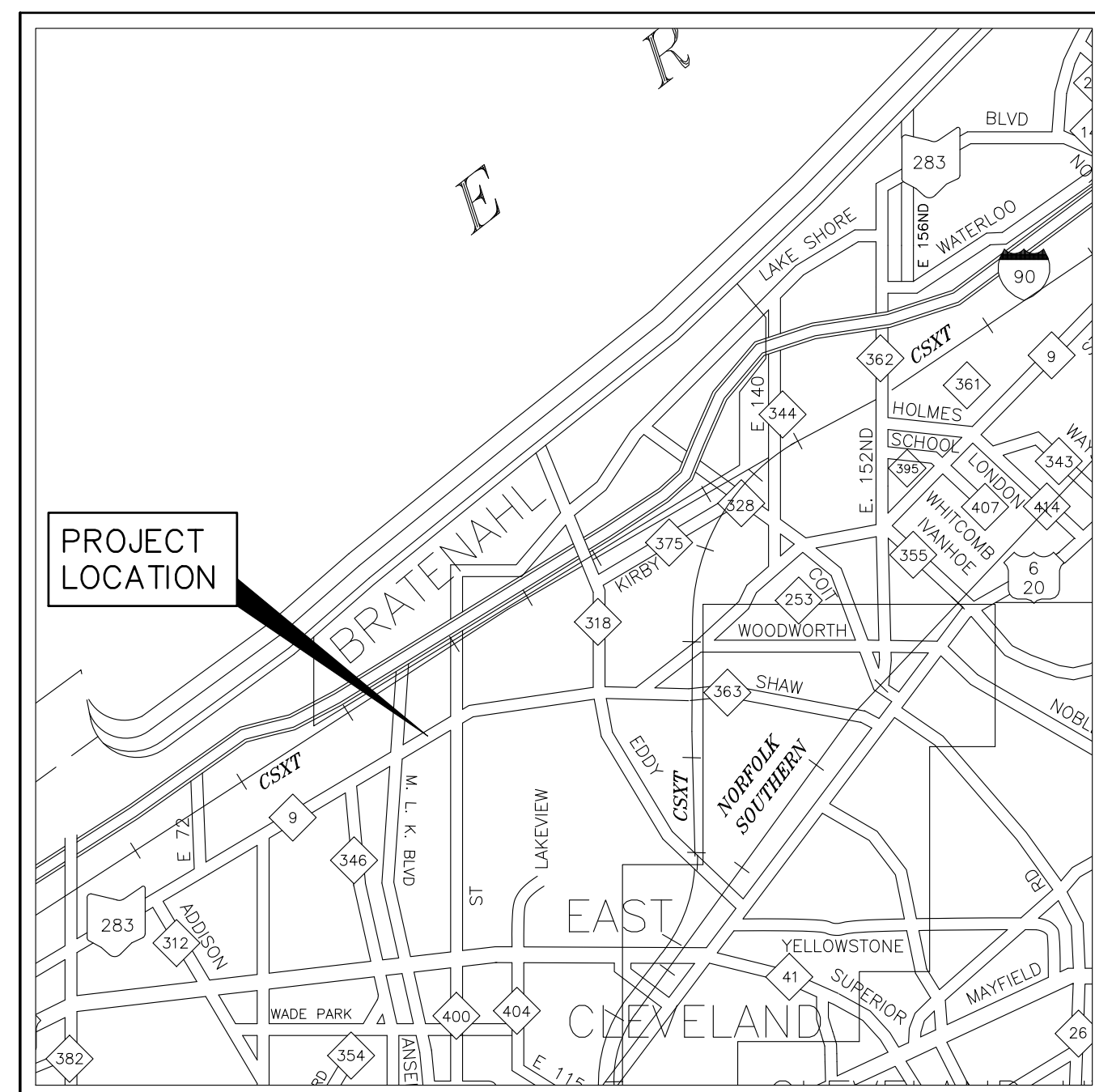
- RESIDENTIAL
- COMMERCIAL
- OUT-BUILDING

PLANS PREPARED BY:

FIRM NAME : DLZ OHIO, INC
 R/W DESIGNER: IAN M. FOYE
 R/W REVIEWER: MICHAEL J. HUDIK
 FIELD REVIEWER: MICHAEL J. HUDIK
 FIELD REVIEW DATE: 4-24-2019
 OWNERSHIP UPDATED BY: MICHAEL J. HUDIK
 DATE COMPLETED: 6-13-2019

INDEX OF SHEETS:

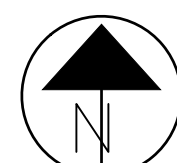
LEGEND SHEET 1
 R/W PLAN SHEET/SUMMARY TABLE 2



LOCATION MAP

LATITUDE: N41°31'56.89" LONGITUDE: W 81°37'45.44"

SCALE IN MILES



UTILITY OWNERS

AT&T 13630 LORAIN AVE., 2ND FLOOR CLEVELAND, OH 44111 PHONE: 216-476-6142	CITY OF CLEVELAND DIVISION OF WATER ATTN: FRED ROBERTS 1201 LAKESIDE AVE. CLEVELAND, OH 44114 PHONE: 216-633-2444, EXT. 5590	LEVEL 3 COMMUNICATIONS, LLC ATTN: DOUG HOLLOWAY 4000 CHESTER AVE. CLEVELAND, OH 44103 PHONE: 216-906-6284
CITY OF CLEVELAND DIVISION OF PUBLIC POWER 1300 LAKESIDE AVE. CLEVELAND, OH 44114 PHONE: 216-644-3922, EXT. 76115	CHARTER COMMUNICATIONS (SPECTRUM) 8179 DOW CIRCLE STRONGSVILLE, OH PHONE: 216-575-8016, EXT. 5033	NORTHEAST OHIO REGIONAL SEWER DISTRICT 3900 EUCLID AVE. CLEVELAND, OH 44115 PHONE: 216-881-6600, EXT. 6466
CITY OF CLEVELAND DIVISION OF TRAFFIC ENGINEERING 1300 LAKESIDE AVE. CLEVELAND, OH 44114 PHONE: 216-664-3197	DOMINION ENERGY OHIO 320 SPRINGSIDE DR., SUITE 320 ATTN: MICHAEL R ANTOIUS AKRON, OH 44333 PHONE: 330-664-2481	SPRINT NEXTEL CORPORATION 11370 ENTERPRISE PARK DR. SHARONVILLE, OH 45241 PHONE: 513-459-5796
CITY OF CLEVELAND DIVISION OF WATER POLLUTION CONTROL 12302 KIRBY ROAD CLEVELAND, OH 44108 PHONE: 216-664-2756	THE ILLUMINATING COMPANY (CEI) ATTN: JOHN M. ZASSICK 6896 MILLER ROAD BRECKSVILLE, OH 44141 PHONE: 440-546-8706	CITY OF CLEVELAND DIVISION OF PARKS AND RECREATION 601 LAKESIDE AVE. CLEVELAND, OH 44114 PHONE: 216-664-3550

NOTE:
 THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN
 ON THE PLANS ARE OBTAINED FROM THE OWNER OF THE
 UTILITIES AS REQUIRED BY SECTION 153.64 O.R.C.

CONVENTIONAL SYMBOLS

County Line	Ditch / Creek (Ex)
Township Line	Ditch / Creek (Pr)
Section Line	Tree Line (Ex)
Corporation Line	Ownership Hook Symbol
Fence Line (Ex)	Property Line Symbol
Center Line	Break Line Symbol
Right of Way (Ex)	Tree (Pr)
Right of Way (Pr)	Tree (Remove)
Temporary Right of Way	Evergreen (Ex)
Channel Ease. (Ex)	Evergreen (Remove)
Utility Ease. (Ex)	Wetland (Ex)
Sewer Ease. (Ex)	Post (Ex)
General Ease. (Ex)	Light (Ex)
Guardrail (Ex)	Fire Hydrant (Ex)
Construction Limits	Water Valve (Ex)
Edge of Pavement (Ex)	Telephone Pole (Ex)
Edge of Pavement (Pr)	Light Pole (Ex)
Edge of Shoulder (Ex)	Lg Rock (Ex)
Edge of Shoulder (Pr)	

I, MICHAEL J. HUDIK, P.S., HAVE CONDUCTED A SURVEY OF THE EXISTING CONDITIONS FOR THE CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS IN 2019. THE RESULTS OF THAT SURVEY ARE CONTAINED HEREIN.

THE HORIZONTAL COORDINATES EXPRESSED HEREIN ARE BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM, NORTH ZONE, THE NORTH AMERICAN DATUM OF 1983 AND THE 2011 ADJUSTMENT.

AS A PART OF THIS PROJECT I HAVE REESTABLISHED THE LOCATIONS OF THE EXISTING BOUNDARY AND RIGHT OF WAY LINES FOR PROPERTY TAKES CONTAINED HEREIN. I HAVE ESTABLISHED THE PROPOSED BOUNDARY LINES, CALCULATED THE GROSS TAKE, PRESENT ROADWAY OCCUPIED (PRO), NET TAKE, AND NET RESIDUE. I HAVE ALSO PREPARED THE LEGAL DESCRIPTIONS NECESSARY TO ACQUIRE THE PARCELS AS SHOWN HEREIN.

AS A PART OF THIS WORK I WILL SET MONUMENTS AT THE PROPOSED PARCEL CORNERS AS SHOWN HEREIN. ALL RIGHT OF WAY MONUMENTS SET AS SHOWN ON PAGE 2 WITH THE SYMBOL "I.P.S." BEING 5/8" REBAR, 30" LONG AND BEAR A PLASTIC CAP INSCRIBED "DLZ OHIO, INC.". THIS WORK WILL BE DONE IN ACCORDANCE WITH OAC 4733-37 AS CITED BELOW.

ALL OF MY WORK CONTAINED HEREIN WAS CONDUCTED IN ACCORDANCE WITH OHIO ADMINISTRATIVE CODE 4733-37 COMMONLY KNOWN AS "A MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO" UNLESS NOTED.

THE WORDS "I" AND "MY" AS USED HEREIN ARE TO MEAN EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT SUPERVISION.

MICHAEL J. HUDIK, OHIO REGISTERED PROFESSIONAL SURVEYOR, S-6788

DATE: 6-13-2019

SURVEYOR'S SEAL

FEDERAL PROJECT NO. E190923
 PID NO. 105778
 CALCULATED IMF
 CHECKED MUJ
 RIGHT OF WAY LEGEND SHEET
 CUY-ST. CLAIR AVE. (C.R. 9)
 1/2
 46/47

BOUNDARY AND RIGHT-OF-WAY NOTES

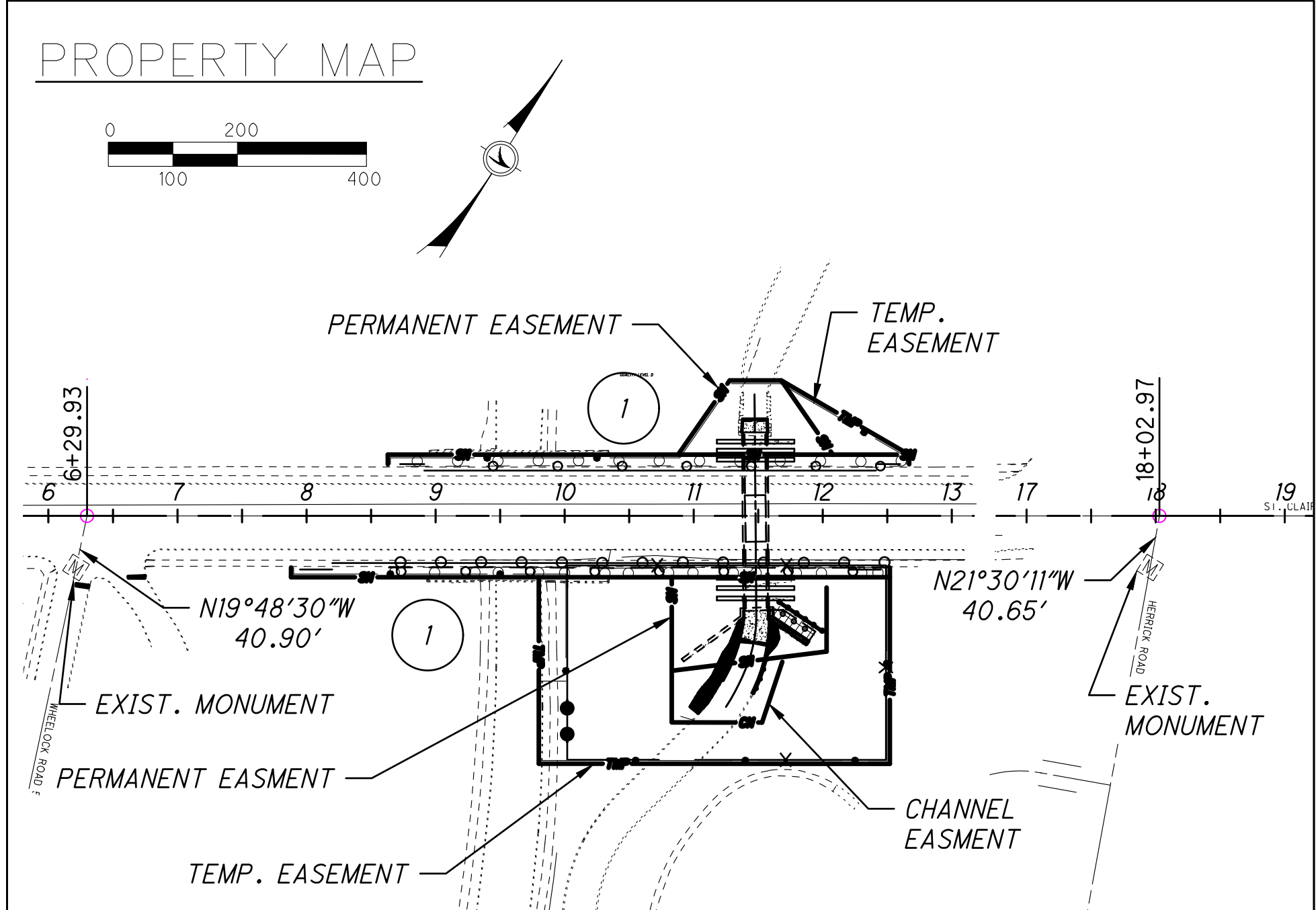
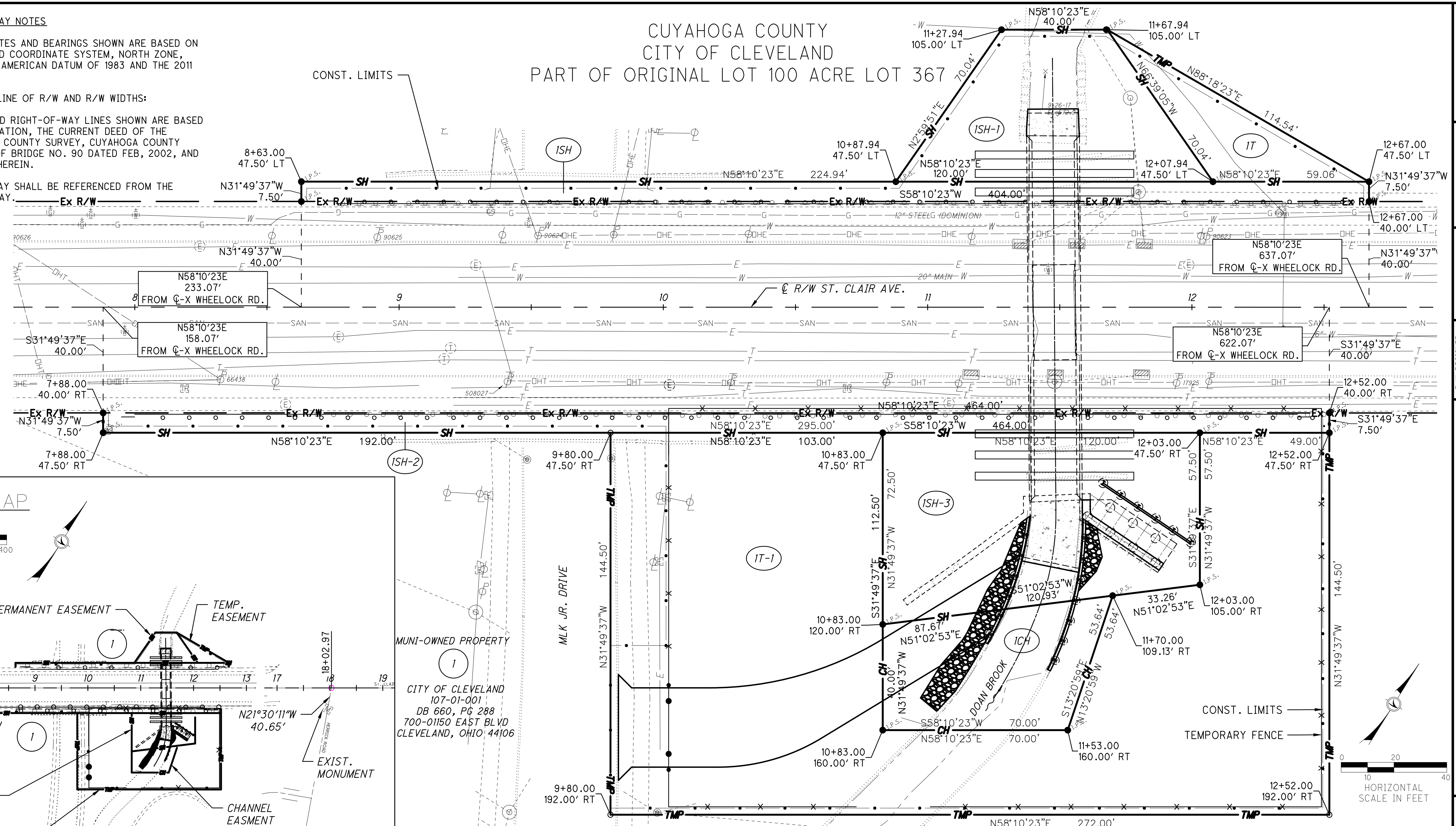
ALL HORIZONTAL COORDINATES AND BEARINGS SHOWN ARE BASED ON THE OHIO STATE PLANE GRID COORDINATE SYSTEM, NORTH ZONE, AND REFERENCE THE NORTH AMERICAN DATUM OF 1983 AND THE 2011 ADJUSTMENT (NAD 83(2011)).

BASIS OF EXISTING CENTERLINE OF R/W AND R/W WIDTHS:

THE EXISTING BOUNDARY AND RIGHT-OF-WAY LINES SHOWN ARE BASED ON FOUND FIELD MONUMENTATION, THE CURRENT DEED OF THE PROPERTIES AND CUYAHOGA COUNTY SURVEY, CUYAHOGA COUNTY CUY-C.R. 9 REPLACEMENT OF BRIDGE NO. 90 DATED FEB, 2002, AND PLAT RECORDS, AS SHOWN HEREIN.

THE PROPOSED RIGHT OF WAY SHALL BE REFERENCED FROM THE CENTERLINE OF RIGHT OF WAY.

CUYAHOGA COUNTY
CITY OF CLEVELAND
PART OF ORIGINAL LOT 100 ACRE LOT 367



MUNI-OWNED PROPERTY
CITY OF CLEVELAND
107-01-001
DB 660, PG 288
700-01150 EAST BLVD
CLEVELAND, OHIO 44106

GRANTEE:
ALL RIGHT OF WAY ACQUIRED IN THE NAME OF CUYAHOGA COUNTY
UNLESS OTHERWISE SHOWN.

TYPES OF TITLE LEGEND:
WD = WARRANTY DEED
T = TEMPORARY EASEMENT

OR = OFFICIAL RECORD
PB = PLAT BOOK
(c) = CALCULATED AREA
* = ENCROACHMENT
+ = TO BE REMOVED
POC = POINT OF COMMENCEMENT
POB = TRUE POINT OF BEGINNING

TOTAL NUMBER OF :
1 OWNERSHIP 0 TOTAL TAKES
1 PARCEL 0 OWNERSHIPS W/ STRUCTURES INVOLVED

PARCEL NO	OWNER	OWNER'S RECORD	AUDITOR'S PARCEL	RECORD AREA	TOTAL PRO	GROSS TAKE	PRO IN TAKE	NET TAKE	STRUC-TURE	NET RES LEFT	NET RES RIGHT	TYPE FUND	REMARKS AND PERSONALTY	AS ACQUIRED RECORD
1SH	CITY OF CLEVELAND	D.B. 660, PG. 288	107-01-001	168.433	0.000	0.070	0	0		0	0	LOCAL	LEFT GUARDRAIL	
1SH-1						0.106	0	0		0	0	LOCAL	EXISTING STRUCTURE WINGWALLS	
1SH-2						0.080	0	0		0	0	LOCAL	RIGHT GUARDRAIL	
1SH-3						0.179	0	0		0	0	LOCAL	EXISTING STRUCTURE WINGWALLS	
			TOTAL			0.435								
1CH						0.081	0	0		0	0	LOCAL	CHANNEL WALLS, EROSION PROTECTION	
			TOTAL			0.081								
1T						0.039	0	0		0	0	LOCAL	GRADING AND SLOPE REPAIR ACCESS	
1T-1						0.642	0	0		0	0	LOCAL	ACCESS DRIVE, STORAGE, STAGING	
			TOTAL			0.681								

NOTE: ALL TEMPORARY PARCELS TO BE OF 24 MONTH DURATION.

REV. BY	DATE	DESCRIPTION

C:\pw_work\diz\foye\d0202360\105778_RD001.dwg 17-Sep-19 10:12 AM

FEDERAL PROJECT NO. E170798
 PID NO. 105778
 STATE JOB NO. N/A
 R/W DESIGNER IMF
 R/W REVIEWER MJH
 RIGHT OF WAY PLAN SHEET
 CUY-ST. CLAIR AVE. (C.R. 9)
 2/2
 47/47

Seeking Authority to Acquire Right-of-Way for the Saint Clair Avenue Bridge 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 rehabilitation of the existing bridge on Saint Clair Avenue over Doan Brook: (1) approval of the Right-of-Way Exhibit M-5042 (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 January 13, 2020 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 Exhibit 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 exhibits will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on February 11, 2020; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There is 1 ownership (City of Cleveland) and 1 parcel associated with the acquisition of right-of-way for this project

- 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 Saint Clair Avenue Bridge Project
- b. Location: Saint Clair Avenue over Doan Brook
- c. District 7

B. Procurement –N/A

C. Contractor Information- N/A

D. Project Status

1. Acquisition must be completed in 2020. The Project is anticipated for construction in 2021.

E. Funding

1. The right-of-way estimate is \$0 – City is donating
Project cost is estimated to be \$2.675 million – 80% LBR and 20% County R&B

Prior Resolutions: R20019- 0273 (11/26/2019) – Convenience and Welfare

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0045

Sponsored by: County Executive Budish/Department of Public Works/County Engineer	A Resolution making an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; and

WHEREAS, the primary goal of this project is to procure design-build services for improvements and buildout of a Central Booking area at the Cuyahoga County Justice Center Jail 1, located in Council District 7; and

WHEREAS, the project is funded 100% by General Reserve Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center.

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

SUMMARY OF REQUESTED ACTION

MyPro Transaction Title: Public Works, 2019, Ozanne Construction Company Design-Build Services for Central Booking at the Justice Center, RQ # 47681

A. Scope of Work Summary

1. Department of Public Works is requesting award and approval of a contract with Ozanne Construction Company for the not-to-exceed cost of \$825,000.00. The anticipated start completion dates are February 25, 2020 – April 30, 2021.
 - a. The primary goal of this contract is to provide professional design, pre-construction and early phases of construction services for an Interim Comprehensive Central Booking facility to be located within various floors of the Cuyahoga County Justice Center Jail I facility. Full construction services will be presented at the GMP Amendment milestone.
 - b. Justice Center, Jail I
1215 West 3rd Street
Cleveland, Ohio 44113
 - c. Council District 7
 - d. N/A
2. Not an amendment:
 - a. N/A
 - b. N/A
 - c. N/A.

B. Procurement

1. Identify the original procurement method on the contract/purchase:
 - a. RFP
 - b. N/A
 - c. N/A
2. For items procured through a competitive process, answer the following:
 - a. The RFP was closed on January 24, 2020.
 - b. There were 3 proposals submitted for review, 1 proposal was approved.
 - c. There is 7% SBE, 17% MBE, and 6% WBE on this RFP.
 - d. N/A
 - e. The contract was not an SBE set-aside.

C. Contractor Information

1. The Design Builder:
Ozanne Construction Company
1635 E. 25th Street
Cleveland, Ohio 44114
Council District (07)
2. The vendor Executive Vice President is Rob Fitzgerald

D. Project Status

1. N/A
2. N/A.

E. Funding

1. The funding for the contract will be appropriated in the upcoming revised CIP budget.
1. The schedule of payments is monthly by invoicing.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 47681	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$4,800,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: January 24, 2020	NUMBER OF RESPONSES (issued/submitted): 30/3
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Design-Build Services for Central Booking at the Justice Center	
DIVERSITY GOAL/SBE 7 %	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PEF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)				
1.	Ozanne 1635 E. 25 th Street Cleveland, OH 44114			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2130 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Subcontractor Name(s):</td> <td>(AAM) Ozanne Construction Company, Inc. MBE 20% (APAM) Sandhu & Associates, Inc. SBE/MBE 1.29% (AAF) The AKA Team SBE/MBE/WBE 4.7%</td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/>Yes <input type="checkbox"/>SBE <input checked="" type="checkbox"/>MBE <input type="checkbox"/>WBE <input type="checkbox"/>No</td> </tr> </table>	Subcontractor Name(s):	(AAM) Ozanne Construction Company, Inc. MBE 20% (APAM) Sandhu & Associates, Inc. SBE/MBE 1.29% (AAF) The AKA Team SBE/MBE/WBE 4.7%	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):	(AAM) Ozanne Construction Company, Inc. MBE 20% (APAM) Sandhu & Associates, Inc. SBE/MBE 1.29% (AAF) The AKA Team SBE/MBE/WBE 4.7%												
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				OPD Buyer Initials: TMN			Total %	SBE: <u>1.29</u> % MBE: <u>20</u> % WBE: <u>4.7</u> %		
							SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 1/30/20 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	Richard L. Bowen + Associates Inc on 1/23/2020. No partial waiver requested. SM 1/27/20 Richard L. Bowen & Associates awaiting On-Site Visit and resolving new ownership EN 1/29/2020 No Good Faith Effort documentation provided LL 1/30/20		
2.	Panzica Construction 739 Beta Drive Cleveland, OH 44143			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):	(WM) K2M Design, Inc. SBE TBD% (APAF) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE TBD%		<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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										
				CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> N/A OPD Buyer Initials: TMN			<table border="1"> <tr> <td data-bbox="1378 315 1612 480">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1612 315 2153 480"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1378 480 1612 623">Total %</td> <td data-bbox="1612 480 2153 623">SBE: <u>TBD</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> %</td> </tr> <tr> <td data-bbox="1378 623 1612 789">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 623 2153 789"> <input checked="" type="checkbox"/> Yes LL 1/30/20 <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1378 789 1612 954">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 789 2153 954"> No waiver requested. All numbers are listed as TBD. SM 1/27/20 EN 1/29/2020 LL 1/30/20 </td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1378 954 1612 993"></td> <td data-bbox="1612 954 2153 993"></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total %	SBE: <u>TBD</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> %	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 1/30/20 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No waiver requested. All numbers are listed as TBD. SM 1/27/20 EN 1/29/2020 LL 1/30/20				
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No																		
Total %	SBE: <u>TBD</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> %																		
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 1/30/20 <input type="checkbox"/> No																		
SBE/MBE/WBE Comments and Initials:	No waiver requested. All numbers are listed as TBD. SM 1/27/20 EN 1/29/2020 LL 1/30/20																		
	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
3.	Turner Construction Company The Hanna Building 1422 Euclid Avenue, Suite 200 Cleveland, OH 44115			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Pending NCA Form, updated form received 1/24/2020) IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 13-0429 NCA: <input checked="" type="checkbox"/> Yes **Missing Seal updated form received from vendor 1/24/2020. PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> N/A OPD Buyer Initials: TMN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):	(WF) Van Auken Akins Architects, LLC (AAF) Robert P Madison International, Inc.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
						Total %		SBE: ___ % MBE: ___ % WBE: ___ %		
						SBE/MBE/WBE Comply: (Y/N)		<input checked="" type="checkbox"/> Yes LL 1/30/20 <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:		DIV-2 forms are incomplete. No waiver requested. No companies listed as being contacted on DIV-3. SM 1/28/20 No scope of work, price or percentage provided on DIV-2. EN 1/29/2020 LL 1/30/20		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
							<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		

Transaction ID:



Proposal Evaluation Form

Project Name	<u>Central Booking</u>	Committee	<u>Matthew Rymer</u>
Project Type	<u>Design Build</u>		<u>Nichole English</u>
Submission Date	<u>January 24, 2020</u>		<u>Ronda Gibson</u>
Selection Meeting Date	<u>January 28, 2020</u>		<u>Otilio Morales</u>
Facilitator	<u>Lori Birschbach-Tober</u>		<u>Susan Milligan</u>

EVALUATION CRITERIA	Max Points	Ozanne	Panzica	Turner								
Section 1 - Intro												
Section 2 - Minimum Qualifications												
Experience in Similar Tasks	Yes/No	Y	Y	Y								
Pre-Qualifications Met	Yes/No	Y	Y	Y								
Insurance	Yes/No	Y	Y	Y								
Address Criminal Offenses	Yes/No	Y	Y	Y								
Non-Collusion Affidavit Form	Yes/No	Y	Y	Y								
Indep. Contract Worker Acknow. Form	Yes/No	Y	Y	Y								
Diversity Goal Met	Yes/No	Y	Y	Y								
Section 3 - Firm's Experience	30	22	20	17								
Section 4 - Available Staff's Experience	25	19	17	19								
Section 5 - Project Methodology	25	18	14	16								
Section 6 - Pricing	15	12	11	10								
Section 7 - Geographic Location	5	5	5	5								
TOTAL	100	76	67	67								

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0046

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the Opioid Mitigation Fund to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2020 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, on March 26, 2019, County Council adopted Resolution No. R2019-0072 establishing a new Chart of Accounts as a result of implementing the Enterprise Resource Planning System.

WHEREAS, final implementation of the Enterprise Resource Planning System has not yet occurred; therefore, it is necessary to reflect the 2020/2021 Biennial Operating Budget and Capital Improvements Program adjustments for 2020 using the Old Chart of Accounts from the current system of record, FAMIS, and the new Lawson Chart of Accounts approved by Council.

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 2020/2021 Biennial Operating Budget for 2020 be amended to provide for the following additional appropriation increases:

NEW LAWSON CHART OF ACCOUNTS:

Fund Nos./Budget Accounts

A. Opioid Mitigation		
EX345100 – Opioid Mitigation		
Personal Services	\$	4,942,172.00
Other Expenses	\$	14,178,000.00

To appropriate the Opioid Settlement fund for use in 2020. Funding will provide \$2.75M for the Department of Children and Family Services for Sobriety, Treatment and Recovery Team advocate staffing and for specialized interventions, \$3M for peer recovery coaches and partial hospitalization and intensive outpatient programming through Thrive Ohio and St. Vincent's Rosary Hall, \$1.46M for medical staffing and counselors at MetroHealth, \$2.5M for the diversion center, \$5.4M for residential treatment beds and ongoing counseling and step down programming through ADAMHS, \$300,000 for staffing and equipment for the Medical Examiner, \$932,000 to create an additional drug court and clinical assessments at the Common Pleas Court, \$195,000 for drug education prevention programs through the Family and Children First Council, and \$550,000 for prosecutors and analysts at the Prosecutor's office. Funding comes from settlement payments from pharmaceutical companies.

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

Journal CC037
February 11, 2020



To: Jeanne Schmotzer, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: February 05, 2020

Re: Fiscal Agenda – 2/11/2020

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

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 **February 11, 2020**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide appropriation for the Opioid project setup, see attached.

Additional Appropriation Summary – Additional appropriation is requested to cover expenditures that exceed the original estimate and must be supported by a revenue source. An increase in appropriation is requested in conjunction with the set-up of a program and/or grant. 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	Purpose
OBM	19,120,172.00	Special Revenue - No General/HHS Levy Fund Impact	Project Appropriation

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

N/A

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.

N/A

Opioid Funding - Round One, Jan 2020

Children and Family Services

Category	2020	2021	Total	NOTES
START Unit	\$1,750,000	\$1,750,000	\$3,500,000	Sobriety, Treatment and Recovery Teams 30 Advocates 4 Supervisors
Board and Care	\$1,000,000		\$1,000,000	Provide specialized interventions to families referred to DCFS as a result of a positive tox screen.

Thrive Ohio

Category	2020	2021	Total	NOTES
See notes	\$3,000,000		\$3,000,000	Currently, Thrive Ohio Certified Peer Recovery Coaches are located 24/7/365 days per year in the MetroHealth emergency room. These funds will enable us to enhance the MetroHealth program and to offer these same services to hospital emergency rooms throughout the county.

St. Vincents Rosary Hall

Category	2020	2021	Total	NOTES
See Notes	\$2,000,000		\$2,000,000	These funds will provide for peer recovery support in all aspects of care, expansion of their Partial Hospitalization Program and intensive outpatient program, and establishment of a panel for integrated care. The panel will support an integrated health model focusing on care coordination so that patients

Metro Health

Category	2020	2021	Total	NOTES
Support for Addicted Inmates in County Jail	\$968,706	\$803,721	\$1,772,427	1 Clinical Manager 5 Paramedics 1 nurse practitioner 2 Chemical Dependency Counselors 1 LPCC or LSW 3 Telehealth Units Desks/Chairs/Cabinets
Crete an Opiod Treatment Program	\$415,953	\$415,953	\$831,906	1 Harm Reduction Manager .5 Meidcal Director, Nurse Practitoiner, and RN 1 Chemical Dependency counselor
Increaes support for treating opiod use disorder	\$75,267	\$75,267	\$150,534	1 SUD Social Worker

Justice Center/Diversion Center

Category	2020	2021	Total	NOTES
Diversion Center	\$2,500,000		\$2,500,000	

ADAMHS Board

Category	2020	2021	Total	NOTES
See notes	\$5,433,000		\$5,433,000	<ul style="list-style-type: none"> •32 additional residential treatment beds, for people who are in need of intensive 24-hour support and inpatient services. They will serve approximately 260 additional clients. Services include medical care, Medically Assisted Treatment and individual or group counselling. •Step down transistion Partial Hospitalization Programs and Intensive Outpatient Programs for 312 more people than are being served now.

Opioid Funding - Round One, Jan 2020

Medical Examiners Office

Category	2020	2021	Total	NOTES
See Notes	\$300,000	\$300,000	\$600,000	Additional supports include new toxicology testing instruments, and new personnel (one full-time epidemiologist and one social worker to work with families who have lost loved ones and to connect them to services.)

Court of Common Pleas

Category	2020	2021	Total	NOTES
Creat an Additional 4th Drug Court	\$632,246	\$0	\$632,246	Aimed at people who are considered at high risk and have multiple drug charges
Hire Clinical Assessor	\$300,000	\$0	\$300,000	To reduce the weeks-long backlog in clinical assessments that result in drug court defendants remaining in jail for weeks longer

Family and Children First Council

Category	2020	2021	Total	NOTES
National Institute on Drug Abuse K-12 Educational Program	\$150,000	\$150,000	\$300,000	<ul style="list-style-type: none"> •National Institute on Drug Abuse (NIDA) K-12 Educational Program: science-based prevention education that provides instruction on the use of substances and the negative effects on the brain. oThe curriculum is integrated in K-12 science or health classes during several class periods throughout the year. oClassroom teachers are trained on the curriculum that can be reused each school year. oThe following school districts have participated in the program (Westlake, North Olmsted, Bay Village, Euclid, Richmond Heights and Parma).
Prevention	\$45,000	\$45,000	\$90,000	Replicate other drug education program currently in use at Bay Village

Prosecutors Office

Category	2020	2021	Total	NOTES
Children & Family Services Unit - Prosecutors (4)	\$400,000	\$400,000	\$800,000	
Crime Strategy Unit - Crime Analysts (2)	\$150,000	\$150,000	\$300,000	

Category	2020	2021	Total	NOTES
Total	\$19,120,172	\$4,089,941	\$23,210,113	

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0047

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and the Research and Development Facility Project to be located in the City of Brecksville; authorizing the County Executive and/or Director of Development to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development is recommending an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and for the Research and Development Facility Project to be located in the City of Brecksville; and

WHEREAS, the primary goal of this project is to support infrastructure for the retention of an international headquarters and to provide assistance for the construction costs of the Headquarters Project and the Research and Development Facility Project, all in Cuyahoga County; and

WHEREAS, this project is anticipated to retain at least three thousand five hundred twenty-four (3,524) full-time equivalent jobs in Cuyahoga County and has a goal of adding four hundred (400) new employees in the County; and

WHEREAS, the Incentive Grant is subject to a clawback in the event that job retention requirements are not met for a period of time; and

WHEREAS, the total estimated cost of this project is over \$600,000,000.00, of which the County will provide the grant specified above up to an amount of \$14,000,000.00; and

WHEREAS, the proposed funding sources for the Incentive Grant are \$5,000,000.00 from the Cuyahoga County Economic Development Fund, \$2,000,000.00 from the Community Development Fund, and \$7,000,000.00 from the General Fund reserves; and

WHEREAS, to document the grant above, the County and The Sherwin-Williams Company will enter into a Grant Agreement, a Development Agreement and possibly other agreements or documents in relation to the grant; and

WHEREAS, this project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of a Workforce Development Agreement; and submission of annual job creation/retention reporting; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and for the Research and Development Facility Project to be located in the City of Brecksville.

SECTION 2. That the County Executive and/or Director of Development are authorized to execute all documents consistent with said grant and this Resolution, including, but not limited to, the Grant Agreement and the Development Agreement.

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

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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

County Council Briefing Memo

The Executive recommends \$14 million of financial incentives to the Sherwin-Williams Corporation, to retain its corporate headquarters and research and development facilities within Cuyahoga County. As the company announced on February 6, 2020, this decision retains over 3500 headquarters and research jobs in Cuyahoga County, with at least 400 new jobs expected to be added over the next several years.

Sherwin-Williams announced its search for a new headquarters and research and development site in September 2019. Since that time, Cuyahoga County development staff have worked closely with JobsOhio, Team Northeast Ohio, the Greater Cleveland Partnership, and municipal economic development staff to understand and meet the company's needs for assistance with this project.

Cuyahoga County will provide financial support to the company totaling \$14 million for construction of its new headquarters and research facility. The proposed funding sources for the Incentive Grant are \$5,000,000.00 from the Cuyahoga County Economic Development Fund, \$2,000,000.00 from the Community Development Fund, and \$7,000,000.00 from the General Fund reserves. A written Development Agreement between Cuyahoga County and the company sets out in more detail the eligible costs County funding will pay for or reimburse. The County's incentive package complements other state and local incentives that together have obtained the company's affirmative decision to remain in Cuyahoga County.

The company has agreed to a "clawback" provision in the construction grant that will give it a financial incentive to maintain jobs while its new facilities are built and for at least five additional years. The Construction Grant Agreement commits the company to paying state prevailing wage rates to all construction laborers.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0048

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; and

WHEREAS, the primary goal of this project is to continue to provide required medical treatment services including nursing, physician and outpatient services to youth detained in the Detention Center; and

WHEREAS, this amendment will be funded as follows: (a) 29.4% from Title IV-E funds and (b) 70.6% from Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title: **Juvenile Court FY2020 Contract Amendment with University Hospitals Cleveland Medical Center for Medical Services**

A. Scope of Work Summary

1. **Court of Common Pleas, Juvenile Court Division** requesting approval of an amendment with **University Hospitals Cleveland Medical Center** for the anticipated cost of **\$1,700,000.00**.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

R2018-0012

Describe the exact services being provided. **This contract provides for medical services for youth detained in the Detention Center. It encompasses standard physician and nursing coverage for the clinic at the Detention Center, as well as, care for youth at a University Hospital location. The anticipated start-completion dates are January 1, 2018 through December 31, 2020.**

2. The primary goals of the project are (list 2 to 3 goals).

- **Provide general physician and nursing coverage**
- **Provide out of the building care for 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 **and RFQ back in 2017.**
2. The (above procurement method) was closed on (date). (*When applicable*) There is an SBE or DBE participation/goal (list the % of both).
3. [*Option 1*] There were (# bids/proposals/applications) pulled from OPD, (# bids/proposals/ applications) submitted for review, (# bids/proposals/applications) approved.
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):
University Hospital
11100 Euclid Avenue
Cleveland, Ohio 44106
2. The **Vice President of Community Women & Children Services is Dr. Andrew Hertz.**
- 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):
University Hospital
11100 Euclid Avenue
Cleveland, Ohio 44106
- 3.b. [*When applicable*] The project is located in Council District (xx)

D. Project Status and Planning

1. The project is an **extension of the existing project.**
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**. State the time-line and reason for late submission of the item. **The amendment is being submitted late due to awaiting a budgetary decision regarding this contract. The Court requested additional funding for this contract, but the request was denied. In order to process the amendment, we needed to wait until the budget was officially passed and then work with the vendor in negotiations.**

5. *[When applicable]* The contract or agreement needs a signature in ink by (enter date).

E. Funding

1. The project is funded **29.4% by Title IV-E (SRF) and 70.6% by Levy Funds.**

2. The schedule of payments is **monthly, as well as, by service.**

3. *[When applicable]* The project is an amendment to a **contract**. **This amendment will extend the time period through December 31, 2020, increase the funds in the amount of \$1,700,000.00, as well as, modify the budget section. The modification will consist of a 3% increase for the staff coverage, which modifies the monthly amount paid to the vendor. This amendment will also allow for the installation of new IT infrastructure to provide for the utilization of an electronic medical records system. It 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).**

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.

CONTRACT HISTORY/EVALUATION FORM

Contractor						University Hospitals Cleveland Medical Center					
Contract/Agreement No.						CE1700361					
RQ#						38826					
Time Period of Original Contract						January 1, 2018 through December 31, 2019					
Background Statement						n/a					
Service Description						This contract provides for medical services for youth detained in the Detention Center. It encompasses standard physician and nursing coverage for the clinic at the Detention Center, as well as, care for youth at a University Hospital location.					
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #						
Original Contract/Agreement Amount	\$2,400,000.00			1/23/2018	R2018-0012						
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount	\$2,400,000.00										
Performance Indicators	The vendor shall provide on-site medical care at the Detention Center, as well as, provide medical care at any University Hospital off-site location.										
Actual performance versus performance indicators (include statistics):	Th vendor has provided exceptional medical services to the youth in the Court's care.										
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor						
Select One (X)		X									
Justification of Rating	The vendor is on track to meet their contract requirements.										
Dept. Contact	Sarah Baker										
User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division										
Date	1/10/2020										

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0049

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution making an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement 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 Health and Human Services/ Division of Children and Family Services has recommended an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; and

WHEREAS, the primary goal of this project is to offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers; and

WHEREAS, this project is 100% funded by the State Child Protection Allocation; 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 RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020.

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

OnBase Item Detail Briefing Memo - Form

Title: 2020 DCFS Contract WITH THE METROHEALTH SYSTEM FOR COMPREHENSIVE MEDICAL SERVICES

A. Scope of Work Summary

1. Division of Children and Family Services is requesting approval of a contract with The Metro Health System for the anticipated cost of \$1,067,000.00, not-to-exceed.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

Approval Date	Approval Number
03/01/2019	R2019-0049
7/29/19	BC2019-560

Describe the exact services being provided:

In order to pursue the safety, health, and well-being of children in custody, DCFS offers comprehensive medical services including 1) screening and assessment of health care needs of children and youth, 2) coordinated psychotropic medication consultation and counseling, and 3) alcohol and drug testing for caregivers, youth or other adults in the home.

Safety concerns are brought to the attention of DCFS 24/7. With approximately 2,000 children and youth in care, DCFS determined there is a need for full access to trauma-informed medical services that could appropriately address the significant challenges that children and youth are faced with when being removed from their home or placement.

The anticipated start-completion dates are (upon council Approval - 12/31/2020) with one option-year.

2. The primary goals of the project are (list 2 to 3 goals).

- To reduce safety risks for children and youth
- To establish care coordination through consultation and counseling for children and youth prescribed psychotropic medications
- To provide linkages for youth aging-out of the foster care system
- To comply with referral standards for preventive and follow-up visits for physical and behavioral health care set by American Academy of Pediatrics (AAP) and Ohio Administrative Code (OAC) 5101:2-42-66.1.

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

N/A

B. Procurement

1. The procurement method for this project was through a formal RFP. The total value of the RFP is \$1,067,000.00.

2. The RFP was closed on May 31, 2019 at 11:00am. There is not an SBE or DBE participation/goal.

3. *[Option 1]* There were 5 proposals pulled from OPD, 1 proposal submitted for review, and 1 proposal approved.

4. *[Option 2]* ~~The proposed (contract, loan, agreement, etc.) is an OPD approved sole source item with materials attached.~~

N//A

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.

N/A

6. *[Option 4]* If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

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 Metro Health System
2500 MetroHealth Drive
Cleveland, OH 44109
Council District (N/A)

2. The president and CEO for the contractor/vendor is Akram Boutros.

D. Project Status and Planning

1. The project reoccurs annually.

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).

N/A

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).

N/A

4. [*When applicable*] The project's term has (already begun or ended). State the timeline and reason for late submission of the item.

N/A

5. [*When applicable*] The contract or agreement needs a signature in ink by (enter date).

N/A

E. Funding

1. The project is funded 100% through State Child Protection Allocation.

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 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).~~

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 services, or to make award recommendations to various providers for services.

N/A

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CF-19-45365

CONTRACT PERIOD: January 1, 2020 – December 31, 2020

TYPE: RFP

NUMBER OF RESPONSES: 12/5

RFP DUE DATE: May 31, 2019

ESTIMATE: \$1,000,000.00

Diversity Goal: 0%

REQUESTING DEPARTMENT: Division of Children and Family Services

COMMODITY DESCRIPTION: Comprehensive Medical Services for Families Involved with DCFS

	Vendor Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1.	Averhealth 1700 Bayberry Court #105 Richmond, Virginia 23226	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> No Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (yes)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	Expressive Healthcare Academy 4479 Broadview Road Cleveland, Ohio 44109	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (No)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Vendor Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
3.	Forensic Fluids Laboratories 225 Parsons Street Kalamazoo, Michigan 49007	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> No Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (yes)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4.	The MetroHealth System 2500 MetroHealth Drive Cleveland, Ohio 44109	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A (government) NCA: <input checked="" type="checkbox"/> No Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.	University Hospitals Rainbow Babies & Children's Hospital 3605 Warrensville Center Road Shaker Heights, Ohio 44122	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (no)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

*NCA non-compliance due to either not receiving signed original document or affidavit not properly completed.

Transaction ID:

		University Hospital		MetroHealth	
I.	Scope of Work	Score	Adj Score	Score	Adj Score
a.	Rate the provider's proposed plan for drug testing families involved with DCFS and how they will comply with all applicable federal, state, and local laws and regulations.	3	5	4	6.6
b.	Rate the provider's location(s) and hours of operation as well as the plan to deliver services and report findings to DCFS in a timely manner.	2.5	4.2	3	5
c.	Rate the proposed plan for appointment scheduling and the timeframes between referral and drug testing and the availability of results for DCFS.	2	3.3	3	5
Total Section Score (Maximum 25 points)		7.5	13	10	17
		University Hospital		MetroHealth	
II.	Project Management	Score	Adj Score	Score	Adj Score
a.	Rate the provider's process and data system for tracking and documenting drug testing services and results.	0	0	4	6.6
b.	Rate the provider's process for submitting timely and accurate reports to DCFS as described in the RFP. A sample report should be attached and labeled Appendix I.	1	1.7	4	6.6
c.	Rate the provider's staffing model and the rationale for staffing. Rate the description of staff qualifications for the services proposed; the process to ensure only qualified staff are hired; and the process for continuing operations in the event of staff separation or absence in order to maintain service quality and timeliness.	0	0	3.5	5.8
Total Section Score (Maximum 25 points)		1	2	11.5	19
		University Hospital		MetroHealth	
III.	Provider Capacity and Prior Experience	Score	Adj Score	Score	Adj Score
a.	Rate the provider's prior demonstrated experience successfully providing drug testing services.	3	6	3	6
b.	Rate the provider's description of national accreditations, credentials or other licenses for delivering proposed services. If the provider has received an evaluation of their services, rate the description of the nature and findings of the evaluation.	2.5	5	3	6
Total Section Score (Maximum 20 points)		5.5	11	6	12
		University Hospital		MetroHealth	
IV.	Internal Evaluation and Accountability	Score	Adj Score	Score	Adj Score
a.	Rate the description of the proposed methods to ensure drug testing services are of high quality. Proposals must include a detailed description of how drug test collection protocols and sample validation procedures result in optimal accuracy.	2	6	4	12
Total Section Score (Maximum 15 points)		2	6	4	12
		University Hospital		MetroHealth	
V.	Program Budget and Narrative	Score	Adj Score	Score	Adj Score
a.	Rate the provider's approach to budgeting for the proposed services. A detailed budget narrative with the rationale for proposed costs must be included.	3	9	3	9
Total Section Score (Maximum 15 points)		3	9	3	9
		University Hospital		MetroHealth	
Total Evaluation Score (Maximum 100 points)		19	40	34.5	69

CONTRACT HISTORY/EVALUATION FORM

Contractor	The MetroHealth System				
Contract/Agreement No.	AG1900101				
RQ#	CF-18-42489				
Time Period of Original Contract	01/01/2019 - 12/31/2019				
Background Statement	<p>In order to pursue the safety, health, and well-being of children in custody, DCFS offers comprehensive medical services including 1) screening and assessment of health care needs of children and youth, 2) coordinated psychotropic medication consultation and counseling, and 3) alcohol and drug testing for caregivers, youth or other adults in the home. Safety concerns are brought to the attention of DCFS 24/7. With approximately 2,000 children and youth in care, DCFS determined there is a need for full access to trauma-informed medical services that could appropriately address the significant challenges that children and youth are faced with when being removed from their home or placement. Of the 2,000 children and youth in care, 30 percent are prescribed at least one psychotropic medication. This cohesive and coordinated approach ensures each child's medical needs are being met on a consistent basis, and that trained professionals are dedicated entirely to the care of these</p>				
Service Description	<p>To offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers. The services are to be delivered as a coordinated approach to ensure medical needs are being met by trained medical professionals dedicated to the care and safety of children and youth in custody.</p>				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$850,000.00			2/27/2019	R2019-0049
Prior Amendment Amounts (List separately)		\$200,000.00	12/31/2019	7/29/2019	BC2019-560
*corrected by OPD					
Pending Amendment					
Total Amendment(s)		\$200,000.00			
Total Contract Amount	\$1,050,000.00				
Performance Indicators	<p>Comprehensive medical monthly reports include but are not limited to: (1) number of appointments billable vs. non-billable, (2) Number of follow up appointments scheduled or attended per month, (3) Number of preventative visits scheduled or attended per month, (4) Number of comprehensive physicals, (5) Number of children/youth being tracked through care coordination, (6) Number of children/youth remaining as system patients vs. those selecting an alternate primary care provider, (7) Number of children receiving developmental/behavioral health screenings, (8) Number of subspecialty referrals, and (9) Number of aged out youth referred to primary care provider.</p>				
Actual performance versus performance indicators (include statistics):					
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor

Select One (X)			X		
Justification of Rating					
Dept. Contact	Julie Schaefer Wisneski				
User Dept.	Division of Contract Administration and Performance				
Date	1/10/2020				

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0050

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution making an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for implementation, configuration, migration, operation and maintenance of the Homeless Management Information System for the period 3/10/2020 - 12/31/2024; 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 Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for implementation, configuration, migration, operation and maintenance of the Homeless Management Information System for the period 3/10/2020 - 12/31/2024; and

WHEREAS, the primary goals of the project are to implement, configure, migrate, operate and support software and services for a HUD, Data Standard compliant software product called “Clarity”; and

WHEREAS, the first year of the contract will be funded by (a) 47% Health and Human Services Levy funds and (b) 53% federal grant funds; years two through five of the contract will be funded by (a) 73% federal grant funds and (b) 27% Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for

implementation, configuration, migration, operation and maintenance of the Homeless Management Information System for the period 3/10/2020 - 12/31/2024.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents in connection with said award and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Title:

OHS 2019, RQ HO-19-45811 Bitfocus Contract for Clarity Software

A. Scope of Work Summary

1. Office of Homeless Services is requesting approval of a 5 year Contract with Bitfocus Inc., in the amount of \$536,500.00 to implement, configure, migrate, operate and support software and services for a HUD, Data Standard compliant software product called "Clarity".

The OHS is required by the HEARTH Act to manage a Homeless Management Information System that meets federal standards -to collect, documents and generates data reports on services and housing provided to homeless persons. The data is analyzed to provide aggregated client demographics and project outcome reports.

This will be a new contract with a new vendor identified through an RFP process conducted in 2019.

Five vendors submitted proposals. There were 3 phases to the review process,: Bitfocus provided presentations to a County staffed Review team that included Contract Management, IT and OHS; in addition, the vendors provided an interactive product demonstration to over 30 HUD grant recipients which are HMIS End Users. Bitfocus scored the highest of all bidders on each review processes.

2. The primary goals of the Contract are to:

- a) Configure and migrate data from the current software system, ServicePoint, to the Clarity software;
- b) Provide training and TA support to OHS staff and agency End Users during and after the transition to the new system;
- c) Provide ongoing software access to over 120 end users;
- d) Support technical assistance related to the product usability;
- e) Implement data system updates consistent with Department of Housing and Urban Development (HUD) standards.

B. Procurement

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Bitfocus
5940 South Rainbow Blvd. Suite 400

Las Vegas, Nevada 89118

IG registration # _____

2. The Contact for the vendor is Jeff Ugai

3. The address or location of the project is:

Bitfocus, Inc.
5940 South Rainbow Blvd., Suite 400
Las Vegas Nevada 89118

3a. N/A

D. Project Status and Planning

1. The Contract allows for a 3 and ½ month transition period from the current software vendor to Bitfocus. The ongoing operating and maintenance services described in the Contract will begin 5/01/2020. Annually for the following four year, operating funds will be requested to be appropriated in the amount of \$99,000/year.

E. Funding –

The contract was negotiated for a 5 year term. This enabled us to procure the lowest annual contract cost of \$99,000/year.

The first year of funding for the contract is \$140,560.00

- This amount includes a one time data migration, training and support cost of **\$74,560**. This amount is being paid by a federal grant. (53%)
- The first year contract includes 8 months of **operating in the amount of \$66,000. (47%)**

The Operating funds for the first year will be provided through HHS levy dollars.

In years 2 through 5, the annual cost will be **\$99,000.00**.

Of this amount, \$72,650 (73%) will be federal grant funds; and 27% (\$26,350) will be HHS Levy funds.

Year one additional Levy dollars needed: \$66,000 - \$13,167.50 = \$52,832.50

2. The schedule of payments is by invoice.

3. N/A

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 45811	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$50,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: August 16, 2019	NUMBER OF RESPONSES (issued/submitted): 17/5
REQUESTING DEPARTMENT: Office of Homeless Services	COMMODITY DESCRIPTION: Homeless Management Information System (HMIS)	
DIVERSITY GOAL/SBE 3%	DIVERSITY GOAL/MBE 12%	DIVERSITY GOAL/WBE 5%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	Adsystem, Inc. 11785 Beltsville Drive, Suite 1350 Beltsville, MD 20705			Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): (WF) Avantia Inc SBE/WBE 3% (HAM) GPI Enterprises, Inc. MBE 12% (WF) Devore Technologies, Inc. SBE/WBE 5% SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
							Total %	SBE: <u>3</u> % MBE: <u>12</u> % WBE: <u>5</u> %		
							SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/22/19 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	SM 8/21/19, EN 8/22/2019 LML 8/22/19		
2.	Bitfocus 5940 S. Rainbow Blvd Suite 400 #60866 Las Vegas, NV 89118			Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
							SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)								
							<table border="1"> <tr> <td data-bbox="1365 310 1596 456">Total %</td> <td data-bbox="1596 310 2128 456">SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</td> </tr> <tr> <td data-bbox="1365 456 1596 618">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1596 456 2128 618"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/22/19 </td> </tr> <tr> <td data-bbox="1365 618 1596 781">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1596 618 2128 781"> DIV-3 returned but not completed. SM 8/21/19 EN 8/22/2019 LML 8/22/19 </td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1365 781 1596 824"></td> <td data-bbox="1596 781 2128 824"></td> </tr> </table>	Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/22/19	SBE/MBE/WBE Comments and Initials:	DIV-3 returned but not completed. SM 8/21/19 EN 8/22/2019 LML 8/22/19				
Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %																
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/22/19																
SBE/MBE/WBE Comments and Initials:	DIV-3 returned but not completed. SM 8/21/19 EN 8/22/2019 LML 8/22/19																
	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)								

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
3.	Eccovia Solutions 545 E 4500 S, Building E, Suite 260 Salt Lake City, UT 84107			Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N) SBE/MBE/WBE Comments and Initials:	 <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> % <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/22/19 Full waiver requested, no companies listed as contacted on DIV-3. SM 8/21/19 EN 8/22/2019 LML 8/22/19		<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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
							<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		

Transaction ID:

4.	Simon Solutions, Inc. 451 Lane Drive Florence, AL 35630			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No			
						Total %		SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %			
						SBE/MBE/WBE Comply: (Y/N)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/22/19			
						SBE/MBE/WBE Comments and Initials:		DIV-3 returned but not completed. SM 8/21/2019 DIV-2 submitted blank. EN 8/22/2019 LML 8/22/19			

Transaction ID:

5.	Wellsky 11300 Switzer Road Overlook Park, KS 66210			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
								SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
								Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		
								SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/22/19 <input type="checkbox"/> No		
								SBE/MBE/WBE Comments and Initials:	Waiver requested, no companies listed as contacted on DIV-3. SM 8/21/19 DIV-2 not completed – no subcontractors selected. EN 8/22/2019 Vendor is proposing software-as-a-service cloud services – no subcontracting opportunities. LML 8/22/19		

Transaction ID:

HMIS RFP Demonstration Evaluation - Phase III

	Bitfocus	Eccovia
Overall Quality of Presentations/Content	9	8
	10	8
	10	8
	9	7
	9	8
<i>Average:</i>	<u>9.4</u>	<u>7.8</u>
<i>FINAL SCORE</i>		
Configurability/Admin User Experience	25	25
	30	15
	29	25
	28	26
	30	30
<i>Average:</i>	<u>28.4</u>	<u>24.2</u>
<i>FINAL SCORE</i>		
Demonstration Consistent with Proposal	15	10
	15	10
	15	15
	15	15
	15	15
<i>Average:</i>	<u>15</u>	<u>13</u>
<i>FINAL SCORE</i>		
User Experience	22	19
<i>Average:</i>	<u>22</u>	<u>19</u>
<i>FINAL SCORE</i>		
Community Feedback - Other CoCs, etc.	20	20
<i>Average:</i>		
<i>FINAL SCORE</i>		
Total:	94.8	84

Phase 2 Total	90	81
Phase 3 Total	94.8	84
Grand Total:	184.8	165

HMIS RFP Demonstration Evaluation - Phase III

	Bitfocus	Eccovia
Overall Quality of Presentations/Content	9	8
	10	8
	10	8
	9	7
	9	8
<i>Average:</i>	<u>9.4</u>	<u>7.8</u>
<i>FINAL SCORE</i>		
Configurability/Admin User Experience	25	25
	30	15
	29	25
	28	26
	30	30
<i>Average:</i>	<u>28.4</u>	<u>24.2</u>
<i>FINAL SCORE</i>		
Demonstration Consistent with Proposal	15	10
	15	10
	15	15
	15	15
	15	15
<i>Average:</i>	<u>15</u>	<u>13</u>
<i>FINAL SCORE</i>		
User Experience	22	19
<i>Average:</i>	<u>22</u>	<u>19</u>
<i>FINAL SCORE</i>		
Community Feedback - Other CoCs, etc.	20	20
<i>Average:</i>		
<i>FINAL SCORE</i>		
Total:	94.8	84

Phase 2 Total	90	81
Phase 3 Total	94.8	84
Grand Total:	184.8	165

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0032

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Schron</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; 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>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; and

WHEREAS, the anticipated start – completion dates for construction of the project are 5/4/2020 – 6/11/2021; 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 6 and 8; and

WHEREAS, the estimated project cost is \$3,075,000.00; and

WHEREAS, this project will be funded by (a) \$1,908,255.00 from the County Road and Bridge Fund, (b) \$462,745.00 from the City of Maple Heights and (c) \$704,000.00 from the Village of Walton Hills; 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 rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

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

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

Yeas:

Nays:

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0021

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goals of this project are to expand current efforts: (a) to reduce disparities in infant mortality in the City of Cleveland; and (b) to sustain employment of Community Liaisons and Community Health Workers to increase outreach and services; and

WHEREAS, funding for this expansion project is by reimbursement from Case Western Reserve University; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, 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 14, 2020
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0022

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration, coordination, prenatal and inter-conceptual care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration, coordination, prenatal and inter-conceptual care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goals of this project are to: (a) reduce infant mortality; and (b) reduce low and extremely low birth weight; and

WHEREAS, the funding for this project is 100% Health and Human Services Levy funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration, coordination, prenatal and inter-conceptual care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, 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 14, 2020
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0023

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$2,000,000.00 for fiscal agent and administrative services for the Bright Beginnings and Parents as Teachers Programs in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended an agreement with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$2,000,000.00 for fiscal agent and administrative services for the Bright Beginnings and Parents as Teachers Programs in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goal of this project is to implement and maintain a coordinated, community-based infrastructure that promotes family centered services for expectant parents, newborns, infants, toddlers and their families; and

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$2,000,000.00 for fiscal agent and administrative services for the Bright

Beginnings and Parents as Teachers Programs in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety 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 14, 2020
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0024

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an amendment to Contract No. CE1800489-01 with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 7/31/2020 and for additional funds in the amount not-to-exceed \$1,229,745.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended an amendment to Contract No. CE1800489-01 with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 7/31/2020 and for additional funds in the amount not-to-exceed \$1,229,745.00; and

WHEREAS, the primary goals of this project are to continue to: (a) provide technical assistance and support to UPK programs to implement developmentally appropriate practices; (b) will ensure that UPK children are receiving quality early childhood experiences; and

WHEREAS, the project is funded 100% by the Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1800489-01 with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 7/31/2020 and for additional funds in the amount not-to-exceed \$1,229,745.00.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of 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 14, 2020

Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037

February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0025

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,587,702.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood has recommended a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,587,702.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goals of this project are to: (a) improve the quality of center based child care by providing technical assistance and training to center based child care providers; (b) provide scholarships, training and technical assistance to individual child care providers through the T.E.A.C.H. component of the program; and (c) recruit and increase the number of centers participating in Step Up To Quality star rating system; (d) to increase the supply of quality child care through start up or expansion of early care and education programs; and

WHEREAS, the project is funded by 100% Health and Human Services Levy funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,587,702.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 14, 2020
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0026

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$992,230.00 for program administration services for the Supporting Partnerships to Assure Ready Kids Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$992,230.00 for program administration services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the SPARK program is an early literacy program for toddlers aged 3 to 5 with the goal of improving school readiness levels among SPARK children entering kindergarten; and

WHEREAS, the project is funded (a) 87% by Health and Human Services Levy funds and (b) 13% by The Cleveland Foundation; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$992,230.00 for program administration services for the Supporting Partnerships to Assure Ready Kids Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0031

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Michael W. Chambers, upon his taking the oath of office, as Fiscal Officer of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article V, Section 5.02 of the Charter provides for the powers, duties and qualifications of the Fiscal Officer; and

WHEREAS, the County Executive has nominated Michael W. Chambers for the appointment to the position of Fiscal Officer; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on February 11, 2020; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Michael W. Chambers to the position of Fiscal Officer; and

WHEREAS, 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 County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Michael W. Chambers to serve as the Fiscal Officer of Cuyahoga County, upon his taking the oath of office.

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: January 28, 2020

Committee(s) Assigned: Committee of the Whole

Journal CC037

February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0033

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmembers Baker and Miller</p>	<p>A Resolution making an award on RQ47064 to Kokosing Construction Company, Inc. in the amount not-to-exceed \$4,115,506.66 for replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$2,757,389.46 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommended making an award on RQ47064 to Kokosing Construction Company, Inc. in the amount not-to-exceed \$4,115,506.66 for replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park and authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$2,757,389.46 to fund a portion of said contract; and

WHEREAS, the anticipated start-completion dates are 2/3/2020 - 6/25/2021; and

WHEREAS, the project is funded as follows: (a) \$1,358,117.20 from Ohio Public Works Commission and (b) \$2,757,389.46 from County Motor Vehicle \$7.50 License Tax 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 makes an award on RQ47064 to Kokosing Construction Company, Inc. in the amount not-to-exceed \$4,115,506.66 for replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park.

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. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$2,757,389.46 to fund a portion of said contract.

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: January 28, 2020
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: February 5, 2020

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0034

Sponsored by: County Executive Budish/Fiscal Officer/County Treasurer	A Resolution authorizing a Master Services Agreement with Official Payments Corporation for electronic bill payment services in connection with the County's on-line Credit Card Payment Program for the period 6/23/2015 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer/County Treasurer has recommended a Master Services Agreement with Official Payments Corporation for electronic bill payment services in connection with the County's on-line Credit Card Payment Program for the period 6/23/2015 - 12/31/2021; and

WHEREAS, the agreement is for electronic bill pay services, including credit card services, debit card services, point-of-sale payments and payments by telephone; and

WHEREAS, all fees associated with this agreement are attached to the taxpayer's transaction and are paid by the taxpayer at that time; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a Master Services Agreement with Official Payments Corporation for electronic bill payment services in connection with the County's on-line Credit Card Payment Program for the period 6/23/2015 - 12/31/2021.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0035

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,339,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,339,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goals of this project are to: (a) promote healthy social and emotional development of young children, (b) prevent and/or provide early intervention of mental health difficulties, and (c) provide treatment of mental health conditions among very young children in the context of their families; and

WHEREAS, the funding for this project is 100% from 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:

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Alcohol, Drug Addiction and Mental Health Services Board of

First Reading/Referred to Committee: January 28, 2020
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0036

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$1,042,124.00 for program administration services for the Newborn Home Visits Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$1,042,124.00 for program administration services for the Newborn Home Visits Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goals for this project are to: (a) improve maternal and infant health, (b) connect families to other community resources that provide support to families, (c) enhance parenting skills, and (d) link families to a medical home; and

WHEREAS, the funding for this project is 100% from 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:

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$1,042,124.00 for program administration services for the Newborn Home Visits Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0037

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood	A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$3,967,988.00 for management and administration of the Special Needs Child Care Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$3,967,988.00 for management and administration of the Special Needs Child Care Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goals of this project are to provide services to administer, manage and ensure quality assurance of the Special Needs Child Care Program; and

WHEREAS, the project is funded 100% by Health and Human Services Levy funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$3,967,988.00 for management and administration of the Special Needs Child Care Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021.

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0038

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,433,551.00 for management and administration of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,433,551.00 for management and administration of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020; and

WHEREAS, the primary goals of this project are to provide services to administer, manage and ensure quality assurance of the Family Child Care Home Professional Development System; and

WHEREAS, the purpose of the Family Child Care Home Professional Development System is to support family childcare homes in maintaining licenses and in facilitating entry into (or maintaining) the Step Up To Quality (SUTQ) star rating system; and

WHEREAS, the project is funded 100% Health and Human Services Levy funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

First Reading/Referred to Committee: January 28, 2020
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC037
February 11, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0039

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry	A Resolution making an award on RQ45549 to Towards Employment, Inc. in the amount not-to-exceed \$750,000.00 for a social enterprise to place and support job-ready, reentry workers into transitional jobs for the period 2/13/2020 - 2/14/2023; 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.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry has recommended an award on RQ45549 to Towards Employment, Inc. in the amount not-to-exceed \$750,000.00 for a social enterprise to place and support job-ready, reentry workers into transitional jobs for the period 2/13/2020 - 2/14/2023; and

WHEREAS, the primary goal of this project is to provide transitional jobs for job-ready, reentry workers in Cuyahoga County; and

WHEREAS, this project is funded by the following: (a) 15% Federal Bureau of Justice Assistance (BJA) funds and (b) 85% Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ45549 to Towards Employment, Inc. in the amount not-to-exceed \$750,000.00 for a social enterprise to place and support job-ready, reentry workers into transitional jobs for the period 2/13/2020 - 2/14/2023.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents in connection with said award and this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0011

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making an award on RQ47063 to Schirmer Construction, LLC in the amount not-to-exceed \$584,795.20 for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ47063 to Schirmer Construction, LLC in the amount not-to-exceed \$584,795.20 for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills; and

WHEREAS, the primary goal of this project is to complete construction per plans and specifications for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills, located in Council District 6; and

WHEREAS, the anticipated start-completion dates are 6/8/2020 – 9/30/2020; and

WHEREAS, the project is 100% funded by Cuyahoga County Motor Vehicle \$7.50 License Tax 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 makes an award on RQ47063 to Schirmer Construction, LLC in the amount not-to-exceed \$584,795.20 for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all other documents consistent with this Resolution.

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$584,795.20 to fund said contract.

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: January 14, 2020

Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: January 28, 2020

Journal CC037

February 11, 2020

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0003

Sponsored by: County Executive Budish/Departments of Human Resources and Information Technology	An Ordinance enacting Section 302.03 of the Cuyahoga County Code to provide for the approval and adoption of an Electronic Equipment and Communications Policy to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Departments of Human Resources and Information Technology has recommended an Electronic Equipment and Communications Policy to be applicable to all County employees; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved policies regarding the use of electronic equipment and communications when it approved prior versions of the County's Personnel Policies and Procedures Manual; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, to provide for the usual, daily operation of a County entity, and to comply with Section 1347.05 of the Ohio Revised Code.

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

SECTION 1. Section 302.03 of the Cuyahoga County Code is hereby enacted to provide for the approval and adoption of an Electronic Equipment and Communications Policy, as set forth in Exhibit A attached hereto, as effective for all County employees and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the policy to all employees subject to the policy in accordance with the Department's usual method of dissemination.

SECTION 2. The Cuyahoga County Electronic Equipment and Communications Policy applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

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.

EXHIBIT A

ELECTRONIC EQUIPMENT AND COMMUNICATIONS

Policy

Purpose

Cuyahoga County of Ohio ("the County") collects, manages and stores information on a regular basis to support its operations. The County is committed to preserving the confidentiality, integrity and availability of its information assets as well as ensuring compliance with the laws and regulations that apply to information maintained in County systems.

This policy defines the acceptable use of electronic equipment and documents the responsibilities of all users. Agencies and offices that report to the County Executive are required to implement procedures to ensure their users comply with requirements to safeguard information owned or entrusted to the County.

Non-executive agencies and offices on the Cuyahoga County Executive network or supported by the Cuyahoga County Department of IT are required to ensure their users comply with this policy or an equivalent agency or office policy for their users.

Users of information technology resources at Cuyahoga County are subject to applicable federal, state, and local laws, applicable contracts and licenses, and other County policies.

Scope

NOTE: "User" is defined as employees, contractors, consultants, temporary employees, volunteers, or any external individual and organization accessing Cuyahoga County network services or data.

This policy applies to all users of computing resources owned or managed by Cuyahoga County. This policy also applies to all users of any equipment, software, or computing service owned or leased by Cuyahoga County but not directly connected to Cuyahoga County network services and Internet/Intranet/Extranet related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, File Transfer Protocol, cellular telephones, and "smart phones" that are the property of Cuyahoga County. These systems are to be used for business purposes in serving the interests of the County, the public and agency customers during normal operations.

Access and use of County provided communication equipment and services are provided at the discretion of the County and may be revoked with proper justification through the Department of Information Technology.

Effective security is a team effort involving the participation and support of every Cuyahoga County employee and affiliate who deals with information and/or information systems. It is the responsibility of every user to know this policy and associated guidelines, and to conduct their activities accordingly.

Responsibility

The County Executive has delegated the execution and maintenance of information technology and information systems and the coordination and filings of these policies defined by the Department of Information Technology to the Chief Information Officer.

The Information Security Officer within the Office of Security and Research Department of IT is responsible for oversight of this policy.

The Office of Security and Research is responsible for monitoring compliance with this policy and may enlist other agencies or offices to assist in the enforcement of this policy.

Any inquires or comments regarding this policy shall be submitted to the Department of IT.

Additional information regarding this policy and its related standards may be found on the County intranet.

Compliance

Compliance with this document is mandatory for all County agencies under the County Executive. Employees who violate any part of this policy may be subject to corrective action, up to and including termination of employment. Non-employee users (e.g., contractors and consultants) may be subject to penalties as outlined in their service agreement with the County. Prohibited usage may also expose the violator to criminal prosecution.

Exceptions to any part of this policy must be requested via email or service ticket to the Office of Security and Research (refer to the County intranet for guidelines). A policy exception may be granted only if the benefits of exception outweigh the increased risk, as determined by the County Information Security Officer and signed off exception by the Chief Information Officer and agency or office director.

Non-Executive Agencies are required to comply with O.R.C. Chapter 1347, regulatory mandates (HIPAA, PCI-DSS, GLBA, etc.), and other applicable local, state, and federal laws.

Privacy Expectations

County employees do not have a right, or expectation, of privacy while using any County electronic equipment at any time, including accessing the Internet and/or using County owned/provided e-mail. Any information maintained on or passed through County electronic equipment is the property of the County. Any record created by an employee when using County electronic equipment (e.g., e-mail record, internet usage), is generally considered a public record subject to disclosure upon request. In addition, the County's Inspector General has full and unrestricted access to all the County's electronic data, pursuant to the County Charter, Section 15.01(7).

By using County electronic equipment, consent to monitoring and recording is implied with a reasonable business purpose. Any use of County communication resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

All County provided electronic equipment, and its contents, may be monitored and inspected at any time without prior notice. Electronic communications may be disclosed within an agency or office to those who have a need to know in the performance of their duties. Department Directors, the Law Department, system managers, and supervisors may access any electronic communications at any time if they have a reasonable business purpose.

Acceptable Use of Electronic Equipment and Communications

The following guidelines are designed to protect the County and the public from illegal or damaging actions by individuals, either knowingly or unknowingly:

1. Users may access, use or share Cuyahoga County data, information, and services only to the extent it is authorized and necessary to fulfill assigned job duties. See the guidelines of access control and privilege access on the County intranet.
2. Users will not use another individual's account or attempt to capture or guess other users' passwords.
3. Users are individually responsible for appropriate use of all resources assigned to them, including the computer, software, and hardware. Therefore, users are accountable to the County for all use of such resources. Users may not enable unauthorized users to access the network by using a County computer or a personal computer that is connected to the County network.
4. All electronic equipment used by the user that connects to the Cuyahoga County Internet/Intranet/Extranet, whether owned by the user or Cuyahoga County, shall be approved by the Department of IT and made available for inspection upon request by the Department of IT.
5. All mobile and computing devices that connect to the internal network must comply with the Minimum Access Guidelines in line with NIST 800-53 Federal Standards set by the Department of IT.
6. Use best judgement on protecting mobile assets, County data, and access to County systems (*refer to the County intranet for additional guidelines*)
7. Password and account management guidelines:
 - a. Understand the basic security practices via awareness training, including but not limited to, keeping passwords secure, not sharing accounts, locking unattended County owned systems (by pressing the 'Windows' key and the 'L' key), reporting security incidents and spam, etc. (*refer to the County intranet for additional guidelines*).
 - b. Use encryption of information in compliance with Department of IT Acceptable Encryption Use located on the County intranet.
8. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. All users are required to report such email to the Department of IT Office of Security and Research (*refer to the County intranet for guidelines*).

9. Users have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Cuyahoga County proprietary information, resources, or equipment. Refer to lost equipment guidelines on the County intranet.
10. Users are responsible for following appropriate technology approval processes for the purchase and or download of new technology systems or equipment.

Prohibited Uses of Electronic Equipment and Communications

Prohibited use of County equipment and/or electronic communications may subject the violator to corrective action, up to and including termination of employment. Prohibited usage may also expose the violator to criminal prosecution. Examples of prohibited uses of electronic equipment and communication are:

System and Network Activities

The following activities are examples of strictly prohibited activity, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations. This includes, but is not limited to, the installation or distribution of "pirated" software or other products that are not appropriately licensed for use by Cuyahoga County.
2. Unauthorized copying of copyrighted material including, but not limited to, photographs, magazines, books, music, software for which Cuyahoga County or the end user does not have an active license, and other copyrighted sources.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The Department of IT should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs or potentially malicious (unknown) programs into the network or server (e.g., viruses, worms, malware, trojan, e-mail bombs, unauthorized program execution, etc.).
5. Sharing or revealing your account password to others or allowing use of your account by others. This includes friends, family and other household members when work is being done at home.
6. Using a Cuyahoga County computing asset to actively engage in procuring or transmitting material that is in violation of any laws and/or Cuyahoga County policies (including but not limited to laws and policies prohibiting harassment and retaliation).
7. Making fraudulent offers of products, items, or services originating from any Cuyahoga County account.
8. Using County resources for political or commercial purposes. This includes performing non-work-related business activities on County-owned or maintained systems, including

performing secondary employment activities, whether or not the secondary employment is authorized. See Cuyahoga County Ethics Policy.

9. Causing security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, ransomware, denial of service, and forged routing information for malicious purposes.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the user's normal job/duty. Port scanning or security scanning is expressly prohibited unless the user gives prior notification to and receives approval by the Office of Security and Research Department.
11. Circumventing user authentication or security of any host, network or account.
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
13. Accessing confidential information in systems used in the course of County employment, without authorization or in violation of County policy.
14. Providing confidential or sensitive information about Cuyahoga County employees, data, or systems to parties outside Cuyahoga County without prior approval by the user's agency or office. See public records policy and Data Classification Guidelines.
15. Accessing inappropriate websites (e.g., pornography, gambling, etc.) outside of the user's specific job duties.
16. Creating, maintaining, or transmitting any material that is obscene, indecent, pornographic, or offensive which serves no legitimate operational purpose.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, mobile communication, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Sending unsolicited email to advertise any service hosted by Cuyahoga County without prior approval by the user's agency or office.

Weblogs ("Blogging"):

1. Blogging by employees using Cuyahoga County's equipment or systems is subject to the terms and restrictions set forth in this policy. Use of Cuyahoga County's systems to engage in blogging is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Cuyahoga County's policy, is not detrimental to Cuyahoga County's best interests, does not interfere with an employee's regular work duties and is being done as part of an employee's role at the County. Blogging from Cuyahoga County's systems is subject to monitoring.
2. Cuyahoga County's Data Classification Guidelines also apply to blogging. As such, employees are prohibited from revealing any Cuyahoga County confidential or proprietary information, trade secrets, or any other material covered by Cuyahoga County's Data Classification Guidelines when engaged in blogging.
3. When using Cuyahoga County's equipment or systems, or acting as a representative of the County, employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments, or otherwise engaging in any conduct prohibited by Cuyahoga County's Non-Discrimination and Anti-Harassment policy.
4. Employees may not attribute personal statements, opinions, or beliefs to Cuyahoga County when engaged in blogging. If an employee is expressing his or her personal beliefs and/or opinions in personal blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Cuyahoga County. Employees assume any and all risk associated with personal blogging, including legal liability.
5. Cuyahoga County's trademarks, logos and any other Cuyahoga County intellectual property may not be used in connection with any personal blogging activity.

NOTE: Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0004

Sponsored by: County Executive Budish/Department of Human Resources	An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Personnel Policies and Procedure Manual, which is amended herein and may be amended in the future by Council; and

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

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

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual as set forth in Exhibit A attached hereto, effective for all County employees, and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees subject to the manual in accordance with the Department's usual method of dissemination.

SECTION 2. Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

EXHIBIT A

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1 INTRODUCTION

1.01 Profile of the County

The County is an independent political subdivision of the State of Ohio and operates subject to the provisions of the Ohio Constitution, the Charter and various sections of the Revised Code. The County is located on the southern shore of Lake Erie in northeastern Ohio. The County covers an area of 458.3 square miles and contains two townships and 57 cities and villages. The State established the County on February 8, 1808, and the first meeting of the Cuyahoga County Board of County Commissioners was held in June 1810. The County is substantially fully developed and, according to the 2010 census, had a population of 1,280,122, making it one of the most populous counties in the State.

On November 6, 2009, the voters of the County adopted a County Charter that changed the form of the County's government. The Charter was effective January 1, 2010, with 2010 being a year of transition to the new form of government. The Charter eliminated the elected positions of County Commissioners, County Auditor, County Treasurer, County Recorder, Clerk of Courts, County Coroner, County Engineer and Sheriff. In place of the previously elected officers, the Charter provides for an elected County Executive, an elected 11-member County Council and an elected Prosecuting Attorney. The County Executive and the Prosecuting Attorney are elected by all the voters of the County, and each member of Council is elected by voters in one of 11 districts established by the Charter. As a charter government, the county has the same home-rule powers as are vested in charter municipal governments.

The County Executive is the chief executive officer of the county and, with the approval of the Council, appoints the following: (i) a Fiscal Officer who has the duties of an elected county auditor, an elected county recorder and an elected clerk of courts (other than those related to the operations of the County Courts); (ii) a Medical Examiner who performs the duties of an elected county coroner; (iii) a Clerk of Courts to carry out the duties of an elected clerk of courts related to the operations of the courts; (iv) a Director of Public Works who performs the duties of an elected county engineer and a sanitary engineer; (v) a Director of Law who serves as the legal advisor and representative to the County Executive and Council; (vi) a Treasurer who performs the duties of an elected county treasurer; (vii) a Sheriff who performs the duties of an elected county sheriff; and (viii) a Director of Health and Human Services who manages the administration of the County's various human service agencies, programs and activities. The County Executive has powers and duties of an administrative nature, including overseeing most personnel and collective bargaining matters, executing contracts, conveyances and indebtedness on behalf of the County, introducing ordinances and resolutions for Council's consideration and submitting tax and operating budgets, capital improvement plans, a five-year financial forecast for County operating funds and a related written message annually.

The 11 member Council holds the legislative power and is the taxing authority of the County. The Council elects a President, and has authority to establish procedures governing the making and administration of County contracts and public improvements. Council also has authority to adopt the annual tax budget and the County's operating and capital budgets, to make appropriations to provide for the acquisition, construction and maintenance of property, and to establish a procedure for the levying of special

assessments. The Council may override a veto of the County Executive if at least eight members of Council vote to approve the vetoed measure. The Council has investigative as well as legislative powers.

This handbook is intended to govern employees under the authority of the County Executive and County Council.

2 PURPOSE OF EMPLOYEE HANDBOOK

This handbook is intended as a reference to inform employees of the county's human resources policies and systems, including the guidelines and resources employees need to know in their role at Cuyahoga County. Employees are expected to know the policies and guidelines contained in this handbook, as well as any additional policies and guidelines set by their department.

All matters relating to the administration of the policies and procedural guidelines in this handbook are under the general supervision of the Director of Human Resources. Questions regarding interpretation and application of this handbook should be directed to Human Resources.

Bargaining employees are expected to know the terms of their Collective Bargaining Agreement (CBA). The terms and conditions of that agreement supersede this handbook on any subject covered by their CBA.

The procedural guidelines covered in this handbook do not diminish the County's management rights and should not be considered a waiver of these rights. Unless limited or prohibited in this handbook, or otherwise restricted by law, the County reserves all rights to manage its workforce. The policies and procedural guidelines contained in this handbook are intended to promote equity, consistency, and standardization of benefits, but do not reflect or represent every conceivable situation but addresses those that are often encountered. Situations may differ and will be handled on a case-by-case basis, at the discretion of the County as permitted by applicable law. Whenever this discretion is used to justify a managerial decision by the County, such action will be logged by Human Resources.

The procedural guidelines outlined in this handbook will be applied at the discretion of the County in accordance with the law. The County reserves the right to change by ordinance, for any reason, at any time and without prior notice, the procedures, benefits, and working conditions described in this handbook to the extent permitted by law. The latest version of this handbook will be available on the Human Resources website. Every effort will be made to notify employees when an official change in the procedural guideline has been made. Upon said notification it is the responsibility of the employee to review and familiarize themselves with any changes.

Any violations of the procedural guidelines outlined herein are subject to discipline up to and including removal.

3 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

3.01 Commitment to Diversity & Inclusion

The County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential.

A diverse workforce helps the County realize its full potential. The County benefits from creativity and innovation that results when people who have different experiences, perspectives, and cultural backgrounds work together.

3.02 Equal Employment Opportunity

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

3.03 Accommodations for Religious Beliefs

The County respects the religious beliefs and practices of all employees and, upon written request, will make accommodations that are reasonable (accommodations that do not create an undue hardship on the County's business operations), as required by law.

Requesting a Religious Accommodation

Employees who seek a religious accommodation must submit a written request for the accommodation to Human Resources. The written request should include the type of religious conflict that exists and the requested accommodation. Human Resources will respond to the employee's request within a reasonable time.

3.04 Americans with Disabilities Act

The County is committed to complying with the Americans with Disabilities Act (ADA) and its amendments and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA and its amendments make it unlawful for an employer to discriminate against qualified applicants or employees with a disability.

The County will accommodate qualified applicants or employees with disabilities to enable them to perform the essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the County.

This policy is neither exhaustive nor exclusive. The County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Definitions

Qualified employees and applicants with disabilities are employees or applicants with disabilities who can perform the essential functions of the position they are pursuing or currently hold with or without reasonable accommodation.

Employees and applicants with disabilities are persons whose impairments substantially limit one (1) or more of their major life activities (e.g., walking or hearing), who have a history of such impairments, or who are regarded as having such impairments.

Reasonable accommodations are modifications to work environment or schedule that allow applicants or employees to perform the essential functions of the position they pursue or currently hold, that do not create an undue hardship for the County.

Requesting an Accommodation

An employee with a disability in need of an accommodation must complete an *accommodation request form*. The accommodation request form includes a section for medical documentation from the employee's healthcare provider. The accommodation request form is available online, or a paper copy can be requested from Human Resources.

Upon submission of medical documentation presenting a disability, the County will engage with the employee and their healthcare provider to identify reasonable accommodations for the employee.

Medical information obtained by the County regarding applicants or employees is maintained in a separate file and disclosed only in accordance with the ADA and its amendments, as well as applicable federal and Ohio laws. The County may be required to release this information under Ohio Public Records laws or subpoenas.

3.05 Reporting Harassment, Discrimination, or Retaliation

Employees who believe they are the victim of harassment, discrimination or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding harassment, discrimination or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential harassment, discrimination or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of harassment, discrimination or retaliation involving employees or others to Human Resources. Classified employees may appeal retaliatory adverse employment actions to the Personnel Review Commission.

Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of information about a harassment, discrimination, or retaliation report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action. Employees, however, are not prohibited from cooperating with county or law enforcement officials as part of an ongoing investigation, nor are employees prohibited from exercising their whistleblower rights under the county ethics code or general law.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

3.06 Prohibited Retaliation

The County strictly prohibits retaliation against any individual who:

- Reports discrimination or harassment
- Cooperates with an investigation of reported discrimination or harassment
- Complains about discrimination or harassment
- Threatens to report discrimination or harassment
- Refuses to obey a directive the employee reasonably believes to be discriminatory
- Pickets in opposition to discrimination
- Requests a reasonable accommodation based on a religion or disability

Retaliation includes, but is not limited to:

- Any negative employment action, such as termination, refuse to hire, or denial or promotion
- Other actions impacting employment such as threats, unjustified negative evaluations, unjustified negative references or increased surveillance
- Any other action, such as assault or unfounded civil or criminal charges likely to deter a reasonable person from pursuing their rights

Any individual who experiences prohibited retaliation should immediately report the issue using the procedures outlined in section 3.05.

4 ETHICS AND SUNSHINE LAWS

4.01 Code of Ethics

All employees are required to demonstrate a high standard of ethical conduct. New employees are required to complete ethics training within the first thirty (30) days of their employment. All employees are required to complete ethics training annually. The County has an Ethics Code, which is administered by the Agency of the Inspector General. The Ethics Code can be found in Title 4 of the County Code.

4.02 Sunshine Laws and Records

Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give members of the public access to government meetings and records. The County has also adopted, by ordinance, a public records policy. Employees should be aware that their work, including emails, voicemails, and other written communications may be open to public inspection, and that their work must be preserved for public inspection consistent with the county's records retention policies,

Each department has a public records policy and a public records manager. Departments also have records retention schedules, which list what records the department keeps, and for how long. Employees must comply with the law and their department's policies regarding records. Employees should consult with their supervisor or public records manager for assistance. The County's public records policy can be found in Chapter 106 of the Cuyahoga County Code (code.cuyahogacounty.us) and the State public records law can be located in the Ohio Attorney General's Sunshine Law Manual. (www.ohioattorneygeneral.gov/Sunshine)

Privacy Expectations

Employees do not have a right, nor should they have an expectation, of privacy while using any County electronic equipment. Records created by an employee when using County electronic equipment (including emails, Internet usage history, etc.) may be released to the public, consistent with state law.

5 TALENT MANAGEMENT

5.01 Filling of Job Vacancies

The County encourages employees to apply for new and vacant positions as they become available. The County is committed to fairly evaluating its employees' qualifications against external candidates' qualifications and selecting the best qualified candidate for the position. The County considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. Job vacancies are typically filled as a new hire, promotion, lateral transfer, demotion or a temporary work level (TWL) assignment. In each, the employee must meet the minimum requirements of the job.

- A **new hire** is when a job candidate who does not currently work at the County is hired to fill a vacant, or soon to be vacant position.
- A **promotion** is when an employee moves from one classification or job to another classification or job in a higher pay grade.
- A **lateral transfer** is when an employee moves from one classification or job to another classification or job in the same pay grade.
- A **demotion** is when an employee moves from one classification or job to another classification or job in a lower pay grade.
- A **temporary working level (TWL)** is when an employee is temporarily assigned duties of a position with a higher pay grade for a minimum of a two (2) week period, but not to exceed one (1) year. TWLs are described in section 9.05.

Job Announcement Postings

Job announcements are posted on the Human Resources website and may also be posted on designated bulletin boards throughout the County. They may also be posted on other organizational and recruiting websites, and/or sent to various external recruitment agencies, advertised in newspapers or other media when applicable. These announcements summarize minimum qualifications, and key job duties of the position being filled, but may not be all inclusive. Announcements will also include information about any required civil service testing.

Application Process

Non-employees apply for posted vacancies through the Human Resources website. The website allows applicants to view current vacancies, create a profile and apply for one or more vacancies.

All job openings will be posted on the Human Resources website. Certain posted vacancies are for current employees only, but all openings will be posted publicly. Any restriction on who can apply will be noted on the posting.

Vacancies for positions covered under a CBA will follow the application process outlined in the CBA.

Selection Process

Classified Positions

The Personnel Review Commission screens applicants for minimum qualifications, conducts civil service examinations, and certifies eligibility lists to the hiring managers. For internal promotions, Human Resources may conduct a screening process and determine candidates to interview utilizing an alternative process approved by the Personnel Review Commission.

Human Resources may conduct additional screenings, which may include, but are not limited to, physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected applicants from the eligibility list. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Unclassified Positions

Human Resources screens resumes and applications for minimum qualifications and refers qualified applicants' information to the hiring manager.

Human Resources may conduct additional screenings, which could include physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected qualified candidates. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Certain unclassified positions are appointed directly by elected officials (e.g., the County Executive and County Council), and these positions may be filled through a separate process managed by the elected official, in consultation with Human Resources.

5.02 Background Checks

The County conducts appropriate background checks on applicants who have received a conditional offer of employment, employees, trainees, paid and unpaid interns/co-ops/fellows, volunteers, and appropriate non-employees performing work on County premises or otherwise on behalf of the County as permitted or required by law.

The County may perform the following background checks, in compliance with relevant laws, including but not limited to:

- Personal Background
- Criminal Background
- Financial Background
- Work History Background
- Educational History Background
- Other Backgrounds as required

Pursuant to County Code, the County does not ask applicants about their criminal background as part of the application process, except as permitted by law. The County may ask applicants who have received a conditional offer of employment about their criminal background. When evaluating an applicant or employee with criminal convictions, the County will consider the nature of the offense, the length of time since conviction, the relationship between the conviction and the duties and responsibilities of the position, and any positive changes demonstrated since the conviction.

5.03 Newly Hired Employees

Orientation

The County provides an orientation process, facilitated by Human Resources, to prepare newly hired individuals to succeed as County employees. All new employees will receive orientation during their first year of employment. This will assist new employees in learning about the County and understanding the County's core values, mission, vision and goals.

During the orientation process, new employees will submit all new-hire paperwork and receive relevant information that will assist them in making a smooth and effective transition to the County. As part of the orientation process, Human Resources provides a new hire orientation meeting to new employees. New hire orientation meetings are typically completed within the first thirty (30) days of employment.

Identification Badge

Upon hire, employees receive an identification badge from the County at no cost. Employees are required to visibly wear their identification badges while on County property, and/or while performing County business. Employees must notify their supervisor as soon as practical if their identification badge is lost, stolen, damaged or stops working. The employee or supervisor can submit a *request for ID badge replacement form* to ID Card Services to have a new identification badge issued. The request for ID badge replacement form is available from ID Card Services.

Employees may be charged a replacement fee if their badge is lost, stolen, damaged, or stops working. The County may waive the replacement fee for inoperable identification badges. The County may collect and issue, at no cost, a new identification badge to an employee who transfers departments. Employees must return to their identification badge to their supervisor or Human Resources upon end of employment.

Probation Period

The employee probation period is a time devoted to the development and evaluation of the employee in their new position with the County. All full-time and part-time employees that are newly hired, transferred, promoted or demoted shall be subject to an initial probation period of one hundred eighty (180) calendar days, beginning the first day of their assignment.

No appointment is final until the employee satisfactorily completes their probation period. An employee may be removed or displaced at any time for failure to successfully complete their probation period or for any other lawful reason. The removal or displacement of an employee in their probation period is not subject to appeal. The Director of Human Resources may extend an employee's probation period to allow additional time to review the employee's performance, up to a maximum of one (1) year. Neither days spent on any unpaid leave of absence, nor days spent on a paid leave of absence for more than five (5) consecutive working days will be counted towards the probation period. Probationary periods and related requirements for bargaining employees are set forth in each applicable CBA.

6 GENERAL EMPLOYMENT PRACTICES

County employees are expected to perform their jobs and to conduct themselves in a professional manner in a way that advances the goals of the County and boosts public confidence in County government. County employees must exercise the required care for the safety and security of persons and property. County employees must refrain from any behavior which might be harmful to the County's interests, or conflict with County policy. For this reason, the County is committed to selecting individuals for employment who are committed to achieving and supporting the goals and objectives of the County.

It is the desire of County government that all employees have a successful and rewarding tenure and maximize their potential both personally and professionally. Identifying strengths and areas of needed improvement help to prepare employees for promotional opportunities.

6.01 Employment Status

The employment status of County employees includes full-time, part-time benefits eligible, part-time non-benefits eligible, and temporary. As defined in the Fair Labor Standards Act (FLSA), employees are overtime non-exempt or exempt. Per the Ohio Revised Code, non-bargaining County employees are also designated as classified in the civil service or unclassified. For the purposes of this handbook, elected County officials are not considered employees of the County.

Full-Time

Full-time employment is defined as scheduled to work a yearly average number of hours greater than or equal to forty (40) per workweek. Full-time employment is generally based on a pre-arranged schedule and full-time status is indicated during an initial job offer or change in employment status. Full-time employees are eligible for benefits (see section 10).

Part-Time Benefits-Eligible

Part-time benefits-eligible employment is defined as scheduled to work a yearly average number of hours less than forty (40) per workweek and up to and including thirty-nine (39) per work week but not less than thirty (30) hours per workweek. Part-time benefit-eligible employees are eligible for certain benefits (see section 10).

Part-Time Not Benefits-Eligible

Part-time employment that is not benefits-eligible is defined as working a yearly average number of hours fewer than thirty (30) hours per workweek and are not eligible for healthcare benefits.

Temporary Employment

Temporary employment is defined as employment for a specified project or time frame, not to exceed one hundred eighty (180) continuous days. Temporary employment may be designated as part-time or full-time. Temporary employees are not eligible for benefits.

Exempt or Non-Exempt

The Fair Labor Standards Act (FLSA) and its amendments provide rules to determine whether a position is designated as exempt or non-exempt. Non-exempt employees receive overtime pay or compensatory

time off calculated at time and one-half (1.5) their regular rates for hours worked more than forty (40) in a workweek (see section 9.06). Exempt employees do not receive overtime pay (i.e., time and one-half) but may, in extraordinary circumstances, receive exchange time or straight pay for hours worked more than forty (40) in a workweek (see section 9.07)

Classified or Unclassified

Classified positions are subject to the civil service provisions of the Ohio Revised Code, the Ohio Administrative Code, the County Charter and the County Code. Classified employees may file appeals with the Personnel Review Commission (PRC) if they feel their civil service protections have been violated.

Unclassified positions are exempt from civil service examination and are not subject to civil service protections. Unclassified employees are at will employees and serve at the pleasure of the County.

Bargaining or Non-bargaining

A position is considered bargaining if it is covered under a CBA. Non-bargaining positions are not covered under a CBA. The terms and conditions of a CBA supersede this handbook on any subject covered by the CBA.

6.02 Job Descriptions

Classified Positions

The PRC maintains the County's class plan. Each classified position has a classification specification that describes the classification's function, distinguishing characteristics, essential job functions, and minimum requirements. All classification plan change requests must be made to the PRC by completing a *non-bargaining classification plan revision request form*, found in the PRC's website. Departments are responsible for communicating any proposed job function changes, in advance of any change to employees' duties, to the PRC. Classification specifications are located on the PRC's website, and can be requested from Human Resources or the PRC.

Unclassified Positions

Human Resources maintains job descriptions for unclassified positions. Job descriptions consist of essential job functions, including job duties, responsibilities and requirements. Job descriptions will be updated when substantial changes are made.

Departments are responsible for communicating any proposed job description changes for unclassified positions, in advance, to Human Resources. Human Resources will work with the supervisor and others to ensure suggested changes are appropriately incorporated.

Employees who believe their job has significantly changed should notify their supervisor and Human Resources for a position audit (see section 6.03). Unclassified job descriptions can be requested from Human Resources.

6.03 Position Audit

A position audit is a formal process to evaluate whether an employee performs job duties substantially different from his or her job description or classification. An employee who believes their position is incorrectly classified can request a position audit. Human Resources will request information from the employee, the employee's supervisor and the department director regarding the employee's current duties and responsibilities to determine if the employee's position is appropriately classified. After reviewing all available information, Human Resources will determine whether the employee's position is properly classified. An employee who disagrees with Human Resources' determination can file an appeal with the PRC in accordance with the PRC's Administrative Rules.

Position audits are fully described in Section 303.01 of the County Code. Employees who wish to request a position audit should contact Human Resources.

6.04 Direct Deposit of Pay and Payroll Deductions

Employees are paid bi-weekly and must participate in the County's Direct Deposit program. A *direct deposit form* must be completed as part of the employee's new hire paperwork or when the employee experiences any changes to their applicable financial account. Employees are responsible for notifying Human Resources if their direct deposit bank(s) and/or account(s) change. Any questions regarding direct deposit or deductions should be directed to Human Resources.

Human Resources publishes an annual payroll calendar that notes each pay day. The payroll calendar is available online or by contacting Human Resources.

Various payroll deductions will be taken out of each employee paycheck. These deductions fall into two (2) categories, mandatory and voluntary.

- **Mandatory Deductions.** Mandatory payroll deductions are mandated by statute. They include federal, state, city and school district taxes, OPERS contributions, support orders, ~~union dues/fair share fees~~, Medicare, bankruptcy, garnishments and other applicable obligations.
- **Voluntary Deductions.** Voluntary payroll deductions are authorized by the employee. These include health, accident, ~~charitable contributions~~, disability and life insurance, ~~charitable contributions, optional~~ retirement plans, flexible spending accounts, credit union deductions, parking and transit costs and union dues.

Deductions can be pre-tax or post-tax depending on the nature of the deduction.

6.05 Timekeeping

The County must comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of an employee's work hours and that employees are paid in a timely manner, employees and their supervisor are required to maintain accurate time and attendance records. Attendance or use of leave should be recorded daily for non-exempt personnel or within the actual pay period for exempt employees.

Time entry for non-exempt employees must be completed daily and accurately by employees. After reviewing and resolving any discrepancies, the supervisor (or department designee) must approve the number of hours worked or on leave in the County's timekeeping system.

Time entry for exempt employees must be completed within the actual pay period. After reviewing and resolving any discrepancies, supervisors (or department designee) must approve the number of hours to be paid for time worked or on approved paid or unpaid leave in the County's timekeeping system.

All employees are expected to provide accurate information regarding time and attendance. Falsification is an act of misconduct and considered a violation of the County's policy and procedural guideline and may be subject to disciplinary action.

6.06 Standard Workweek and Hours

The normal workweek for full-time County employees is five (5) days per week, usually Monday through Friday. The normal workday is from 8:30 a.m. to 4:30 p.m. The normal workweek and hours of work may vary based on operational needs, and/or in the case of 7-day/24-hour-a-day operations or in situations covered by a CBA.

Lunch and Breaks

Employees shall be allowed a one (1) hour paid lunch period. To qualify for the paid lunch period, employees must work a minimum of five and one half (5.5) hours inclusive of the lunch period. In addition, County employees may receive two paid breaks of up to fifteen (15) minutes in duration. All breaks and lunch periods are to be scheduled by the employee's immediate supervisor based on the operational needs of their unit and in accordance with the following provisions:

- one break may be taken in the first half of the work day and one may be taken in the second half of the work day
- breaks shall not abut the end or beginning of the lunch period
- breaks and lunch periods cannot be used to make-up tardiness or quitting early. For example, an employee who is scheduled to end their day at 4:30 may not leave for the day at 3:30 p.m. and take their lunch from 3:30 to 4:30 p.m.
- an employee must return to work after a lunch period for that period to be considered a lunch period. For example, an employee may not take their lunch period from 12 p.m. to 1 p.m. and then take sick leave from 1 p.m. until the end of the day. The employee will be required to use their own leave time to cover the period from 12 p.m. to 1 p.m. If, however, the employee only used sick leave from 1 p.m. until 2 p.m. and returned to work for the remainder of the day, the 12 p.m. to 1 p.m. period would be considered a proper lunch period.

6.07 Flexible Work Schedules

To meet challenges and provide options for work-life balance, a department director may grant flexible work schedules for individual employees, departments, divisions within departments, or other offices or agencies. These variations must allow for operational needs to be met, may not alter the total number of hours worked in a workweek and must be approved by the employee's supervisor and department director. The County recognizes three (3) types of flexible work schedules:

- **Alternative Start/End Time.** A department director may grant an alternative start/end time that enables employees to start earlier or later than the designated start time, then work an eight (8) hour workday.
- **Daily Flexible Schedule.** A department director may grant a daily flexible schedule that enables employees to come to work early and go home early, arrive to work late and stay late, or take extra time at lunch that is made up by arriving to work early or staying late. Employees who work daily flexible schedules are required to work within their agency/department's core operational hours.
- **Compressed Work Week.** A compressed work week enables employees to work a four (4) day work week, ten (10) hours each day. Where practical, directors and managers are strongly encouraged to implement compressed work week schedules to realize operational cost savings, improve public access to county services, and/or improve employee quality of life.

Employees wishing to work flexible work schedules must make their request to their supervisor. Supervisors must complete an operational analysis to determine the feasibility of the request and meet with Human Resources before final approval.

Employees who work a flexible schedule greater than eight (8) hours per day will receive a maximum of eight (8) hours of pay for each recognized holiday. If the holiday falls on a regularly scheduled workday, employees may, at the discretion of the supervisor, make up the additional time or use vacation time to account for the difference in hours.

If the recognized holiday does not fall on a regularly scheduled workday, eligible employees who work a flexible schedule, will be given eight (8) hours of time off at their normal rate of pay.

A floating holiday example would include: employees who work a Tuesday–Saturday schedule, missing a Monday holiday; therefore, employees may take an approved floating holiday.

Working a flexible work schedule is a privilege, not an employee right. Flexible work schedules are not appropriate for all job situations. A flexible work schedule can be rescinded with at least five (5) business days' notice to the employee.

6.08 Voluntary Reduced Work Schedules

Management, in consultation with Human Resources, may authorize or revoke authority for employees to participate in a voluntary reduced work schedule. Eligibility for benefits could be affected. Exempt employees who participate in a voluntary work reduction program shall not be eligible to accumulate exchange time.

6.09 Telecommuting

The county does not permit permanent telecommuting arrangements. Employees may, however, be permitted to work out of the office on a temporary or occasional basis for dependent care, inclement weather, illness, disability, or caring for an ill family member, when doing so would not adversely impact county operations. Each department director, in consultation with Human Resources, may determine whether an employee may work out of the office on a temporary or occasional basis for one of these reasons on a case-by-case basis. Any temporary or occasional telecommuting arrangements shall not extend beyond the existence of the underlying need for such arrangement, and in no case shall such arrangement extend beyond 90 calendar days without approval from the County Executive or ultimate appointing authority. Employees working out of the office are required to truthfully and accurately report their time. Supervisors of employees working out of the office are responsible for ensuring such work arrangements are not abused. Falsification of time and attendance records may result in discipline. If an employee's temporary work arrangement is insufficient to meet county business needs, the employee may be required to return to working in the office or to use applicable leave time. The Department of Human Resources shall consult with the County's Risk Management Division to ensure out-of-office work arrangements do not expose the county to unduly high workers' compensation claims or other liability.

6.10 Performance Management

The County strives to help employees understand the impact their contributions have on organizational goals and provide opportunities for professional growth. To achieve this goal, the County has established a performance management program that culminates in a performance review. The performance management process is ongoing as the County plans, manages, reviews, and recognizes good performance.

An effective performance management system is designed to:

- ensure employees have a clear understanding of work expectations
- provide ongoing feedback to employees regarding their performance relative to expectations
- identify development opportunities
- address performance that does not meet expectations

A comprehensive performance management system empowers employees to have greater input into their personal career progression and enables supervisors to better identify and recognize performance based upon a set of criteria.

The County's performance management process consists of a three-phase cycle: planning, managing and reviewing.

- **Planning Phase.** In this phase, individual goals and objectives are set for the performance period. SMART (specific, measurable, achievable, relevant, and time based) goals increase employee motivation and commitment to goal attainment, leading to greater performance and productivity.
- **Managing Phase.** In this phase, through formal and informal conversations, the parties discuss progress towards the successful completion of goals and expectations. Regular communication between the supervisor and employee is critical during this part of the performance management cycle. Discussion enables the supervisor to provide timely feedback and coaching as the year unfolds. It is important for supervisors and employees to keep track of key performance highlights and challenges that occur during the performance period. These notes will assist employees and supervisors during subsequent conversations and when it is time to prepare the performance review.
- **Reviewing Phase.** After the evaluation cycle, the supervisor meets with the employee to conduct a performance review. If SMART goals have been set (planning phase) and ongoing communication/feedback has taken place (managing phase), the overall outcome of the annual review should come as no surprise to the employee. The employee may provide written comments relevant to the performance review on the form within five (5) workdays after receiving it. The employee will acknowledge receipt of the performance review on the form. An employee's acknowledgement of receipt does not indicate agreement with its contents.

6.11 Corrective Action/Performance Improvement

The County has adopted a corrective action process to help employees understand that performance concerns or opportunities for improvement exist, to clarify management's expectations and to prevent a recurrence of unsatisfactory behavior and/or performance concerns.

Documented Counseling

Documented counseling involves a meeting between supervisor and employee, whereby the employee is informed of the inappropriate conduct and of any corrective action that may be necessary. The supervisor shall complete, sign, and date a documented counseling form. The supervisor shall indicate on the form the date when the employee received the form. The supervisor shall retain the original and the employee shall receive a copy of the form.

Performance Improvement Plan

It is the County's desire that each employee performs at an optimal level. If performance is below an acceptable level, the supervisor may decide that a Performance Improvement Plan (PIP) is necessary. The supervisor will document a description of the performance problem, corrective action to be taken by the employee and how the employee's performance will be measured, along with target dates for improvement. The supervisor shall consult with Human Resources on the development of a PIP.

The supervisor will meet with the employee to implement the PIP. If the employee's performance continues to fall below expectations, the County may choose to modify the PIP, conduct a Pre-Disciplinary Conference to determine the appropriate discipline, or otherwise address the deficiency, up to and including removal.

Mandatory Referral to Employee Assistance Program

Human Resources may require an employee to seek assistance through the County's Employee Assistance Program (EAP) to identify and resolve issues that may be interfering with job performance. Supervisors may initiate a mandatory EAP referral by contacting Human Resources. A referred employee's attendance, motivation level, and willingness to follow recommendations will be reported back to County management by the EAP administrator.

6.12 End of Employment

The County strives to build long-term mutually beneficial relationships with its employees and wishes future success to employees who exit employment.

Resignation

Employees may resign from employment with the County by providing written notice to Human Resources or their supervisor. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of resignation after acceptance unless Human Resources, in conjunction with the employee's department director, approves the request to rescind in writing. Employees are requested, when possible, to provide at least fourteen (14) calendar days advance written notice of their intention to resign.

Retirement

Employees may retire from County service by submitting the appropriate forms to the Ohio Public Employees Retirement System (OPERS) and providing written notice to Human Resources. Forms may be found on the OPERS website: www.OPERS.org or by contacting Human Resources. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of retirement after acceptance unless Human Resources, in conjunction with the employee's department director, accepts the employee's request to rescind. Employees are requested, when possible, to provide fourteen (14) calendar days advance written notice of their intention to retire.

Disability Separation

An employee who is unable to perform the essential job functions of their position due to a disabling illness, injury or condition, and has exhausted all paid sick leave and applicable unpaid leave, may be disability separated in accordance with the ADA and other applicable law. A disability separation may be voluntary or involuntary. The County may require the employee to submit to a medical or psychological fitness for duty examination with a physician chosen by the County for determining whether the employee can perform the essential job functions of their position, with or without reasonable accommodation.

Voluntary Disability Separation

A disability separation is voluntary when an employee requests to separate. The County may grant an employee's request for voluntary disability separation or may require the employee to submit to a medical or psychological examination. If the examination supports the employee's request, the County shall grant the employee's request for voluntary disability separation. If the medical examination does not support the employee's request, the County shall not approve the employee's request for voluntary disability separation.

An employee who is granted a voluntary disability separation shall retain the right to be reinstated to their position for two (2) years from the date that the employee is no longer in active work status.

Involuntary Disability Separation

A disability separation is involuntary when there is a dispute between the County and the employee regarding the employee's ability to perform the essential functions of their position, with or without reasonable accommodation. The County must have medical evidence of an employee's disabling illness, injury or condition that documents the employee's inability to perform one or more essential functions of their position. The County will schedule a pre-separation hearing and the employee shall be provided with written notice at least seventy-two (72) hours in advance. If the employee does not waive their right to the hearing in writing, the employee has the right to examine the County's evidence of disability, rebut that evidence, and present testimony and evidence on their own behalf at the hearing. If the County determines, after weighing the testimony and evidence admitted, that the employee is unable to perform one or more essential functions of their position, with or without reasonable accommodation, then the County shall separate the employee. Unless otherwise specified in the employee's CBA, an involuntarily disability separated employee shall have the right to appeal to the Personnel Review Commission (PRC) by following the PRC Administrative Rules.

Reinstatement from Disability Separation

An employee on disability separation for less than two (2) years may make a written request to the County for reinstatement accompanied by credible medical evidence that the employee can perform the essential functions of their position, with or without reasonable accommodation. A request cannot be made less than three (3) months from the date the employee was no longer in active work status. Upon receipt of this evidence, the County shall either reinstate the employee or require the employee to submit to a medical or psychological fitness for duty examination to determine whether the employee can perform the essential functions of their position, with or without reasonable accommodation. The County shall notify the employee of its decision to approve or deny the reinstatement request no later than sixty (60) calendar days after it receives the employee's written request. If the County determines that the employee is unable to perform one or more of the essential functions of the position, with or without reasonable accommodation, the County will schedule a hearing and provide the employee written notice at least seventy-two (72) hours in advance. If the employee does not waive the right to the hearing, the employee has a right to examine the County's evidence of continuing disability, rebut that evidence, and to present testimony and evidence on their own behalf. If the County then finds the employee incapable of performing one or more of the essential functions of their position, with or without reasonable accommodation, the employee will be notified of this decision in writing and shall have the right to appeal to the PRC by following the PRC Administrative Rules. The employee shall not make subsequent requests for reinstatement more than once every three (3) months from the date the employee is notified of a reinstatement denial. If the County determines that the employee is to be reinstated, the employee will be assigned to a position in the classification the employee held at the time of disability separation if a position is available. If that classification no longer exists or is no longer utilized by the County, or if there is no available position, the County shall endeavor to place the employee in a similar classification. If no vacancy in a similar classification exists, or if the employee no longer meets the minimum qualifications, the employee may be laid off.

Disability Retirement

Employees who are unable to perform the essential duties of their position, with or without reasonable accommodation, due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. Employees seeking reinstatement from a disability retirement pursuant to applicable state law shall be required to submit appropriate documentation of their ability to work and may be required to submit to an examination to determine whether they can perform essential functions of their position, with or without reasonable accommodation.

Layoff

Whenever the County determines that it is necessary or advisable to reduce its workforce, the County shall lay off employees or abolish their positions in accordance with the County Code and any applicable provisions of the Ohio Revised and Administrative Codes. Affected employees will be provided with information related to order of layoff, displacement rights, reinstatement rights, job placement services through existing state and county workforce programs, and other information related to the layoff process (e.g., unemployment).

Bargaining employees should refer to their CBA for information regarding layoffs.

Disciplinary Removal

Employees may be subject to involuntary separation based on disciplinary action as described in this handbook or their CBA.

Employee Separation Appeal

Classified employees who are involuntarily separated may appeal their separation to the PRC by following the PRC Administrative Rules. Bargaining employees who are involuntarily separated may appeal their separation based on the terms outlined in their CBA.

Final Paycheck

Upon separation of employment, compensation for accrued vacation leave and compensatory time will be included in the last paycheck or may be included in a separate check (provided that all County property i.e. laptop, keys, have been returned). There is no compensation for unused sick leave ~~or exchange time~~ except upon retirement. An employee with ten (10) or more years of service may receive payment for one-fourth (1/4) the value of accrued, unused sick leave, not to exceed 240 hours (30 days).

6.13 Delayed Openings/Early Closing Inclement Weather, Emergencies or Events Impacting Operations

Emergency Delayed Openings/Early Closing Suspension of Operations

As a general practice, the County does not ~~interrupt normal business hours or~~ close buildings unless the health, safety and/or security of County employees are threatened. ~~In addition, from time to time t~~The County may close buildings, delay opening, suspend operations or release employees early because of an emergency such as power failure, hazardous weather conditions, acts of God, or similar situations. These situations may necessitate the suspension of operations, closing of buildings, delayed opening or early closing of multiple buildings and/or ceasing all work activities.

Certain jobs are considered essential during an emergency and require designated personnel to be present for work. Employees should consult with their supervisor or department director to determine if they are considered an essential employee.

Notification

In the event of an emergency, the County Executive, or their designee, will be responsible for initiating emergency operating procedures, delayed opening or early closing procedures.

If the County Executive decides to suspend operations, close County buildings, decision to delay opening or close building(s) early ~~close more than one (1) County site has been made~~, the County's Department of Communications is responsible for initiating general notification to County employees and the public. ~~Other designees, including the County Executive, department directors and Human Resources, may also disseminate the notification. The information may also be disseminated by other authorized sources.~~

Employee notifications can occur in multiple ways, for example:

- contact by a County official
- local media, including local radio, television stations and their corresponding websites
- The County's Internet home page at www.cuyahogacounty.us and/or intranet site
- Notification from "ReadyNotify." Employees are encouraged to register with ReadyNotify (<https://ready.cuyahogacounty.us>) to receive all emergency notifications
- posting on an official County social media platform

Employees are encouraged to listen to local radio and watch for television announcements during periods of adverse weather or states of emergency to determine the status of their facilities. In addition, employees can also call the County main emergency message number, (216) 443-7000, and listen to a recorded message.

Employees Operating Working During Delayed Openings/Early Closings Suspended Operations

The County may require employees to work during emergencies or when operations are suspended, delayed openings or early closing. Department directors are responsible for identifying, designating and

notifying employees responsible for carrying out critical functions who are expected to report to work in the event of an emergency or suspended operations. ~~a delayed opening or early closing.~~

Pay Provisions During Suspended Operations Delayed Openings/Early Closings

~~Non-exempt~~ Employees will be notified not to report to work or employees who are at work when an emergency or suspended operations are delayed opening or early closing is declared may be sent home and will be paid for the balance of their scheduled hours. ~~Exempt employees will receive their regular pay for the day.~~ Employees who are required to work may receive hour-for-hour Compensatory Time or Exchange Time for hours worked during their regularly scheduled shift depending upon their FLSA status, in addition to their regular pay.

Employees on approved leave (e.g., vacation, sick, personal day, etc.) will be charged according to their leave arrangements.

The County reserves the right to determine pay provisions based on the circumstances. Factors that may be considered include, but are not limited to, notice to employees not to report and duration of the emergency.

Non-Emergency Delayed Openings/Early Closings/Suspension of Operations

The County Executive may authorize the delayed opening, ~~or~~ early closure or suspension of operations of one (1) or more buildings or offices for any reason deemed appropriate. In the event of an authorized non-emergency delayed opening, ~~or~~ early closure or suspension of operations, the provisions regarding notification, essential employees working, and pay provisions during an ~~for~~ emergency ~~delayed openings or early closures~~ shall apply.

7 STANDARDS OF CONDUCT

7.01 Anti-Harassment and Anti-Bullying

The County is committed to providing a workplace free from harassment, including sexual harassment and bullying. Conduct that unreasonably interferes with an individual's work performance, that creates an intimidating, offensive or hostile work environment, and/or adversely affects employment opportunities is strictly prohibited.

An employee who is found to have harassed or bullied an employee, or anyone engaged in County business, or anyone on County property, may be subject to corrective action (see section 6.11), disciplinary action (see section 7.07), training, mediation, or transfer. This includes any employee who interferes with the resolution of a complaint, retaliates against an individual for filing a complaint, or knowingly files an unfounded or fraudulent complaint intended to cause harm.

Harassment and bullying can be intentional or unintentional. It is the impact of the employee's actions, not intent, that determines if harassment or bullying occurred.

Definitions

Workplace Harassment is any unwelcome verbal, written or physical conduct that demeans or shows hostility, or aversion, toward an individual, or their relatives, friends or associates, because of their race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, and political affiliation, or on the basis of association with an individual that falls into a protected category of the County's equal opportunity policy, which can reasonably be considered to adversely affect the work environment.

Such harassing conduct may include, but is not limited to:

- Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile comments or acts
- Written or graphic material which demeans or shows hostility or aversion toward an individual or group

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, from one of the opposite sex, or from one of the same sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment

- Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance, or is so pervasive or severe that it creates an intimidating, hostile or offensive environment

The terms "intimidating," "hostile" and "offensive" are interpreted according to legal standards generally from the viewpoint of a reasonable person in similar circumstances as the complaining party.

Examples of sexual harassment include, but are not limited to:

- unwanted sexual advances
- demands for sexual favors in exchange for favorable treatment or continued employment
- repeated sexual jokes, flirtations, advances or propositions
- verbal abuse of a sexual nature (e.g., graphic comments about a person's body or sexual prowess)
- whistling or leering
- touching, pinching, or assault
- coerced sexual acts
- suggestive insulting, obscene comments or gestures
- displaying sexually suggestive objects, pictures or written material in the workplace

Bullying is egregious or repeated inappropriate behavior, intentional or unintentional, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons toward a co-worker or anyone engaged in County business, on County property and/or that could reasonably be expected to impact the workplace.

The County considers the following types of behavior examples of bullying (this list is not all inclusive):

- **Verbal or Written:** slandering, ridiculing or maligning a person or their family; persistent name calling that a reasonable person would consider hurtful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.
- **Physical:** pushing; shoving; kicking; poking; tripping; assault, or threat of assault; damage to a person's work area or property.
- **Non-Verbal Acts:** non-verbal threatening acts which a reasonable person would consider threatening.
- **Cyber:** the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Prohibited Retaliation

Any form of retaliation against those who bring forward complaints or perceived violations of this administrative guideline, or against those who oppose discrimination or harassment or participate in an investigation of a complaint, is strictly prohibited. Any action that is perceived to be retaliatory should immediately be reported to Human Resources.

Reporting Workplace Harassment, Sexual Harassment, Bullying, or Retaliation

Employees who believe they are the victim of workplace harassment, sexual harassment, bullying, or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding workplace harassment, sexual harassment, bullying, or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential workplace harassment, sexual harassment, bullying, or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of workplace harassment, sexual harassment, bullying, or retaliation involving employees or others to Human Resources.

Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of facts or opinions and/or spreading of information about a report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

These procedures are not designed or intended to limit the County's authority to discipline or take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment or bullying.

7.02 Resolving Work-Related Concerns

The County strives to maintain a workplace that fosters a productive and harmonious working environment where work-related concerns are managed promptly, impartially and justly.

Minor problems can develop into larger disputes, if they are not dealt with quickly and effectively. It is the County's intent to foster positive and collaborative relationships amongst employees and our customers. The County encourages quick and decisive resolutions to work-related concerns.

An employee with a work-related concern should first attempt to address the concern informally, with their supervisor. If the employee cannot resolve the issue informally with their supervisor, the following process must be used:

- **Step 1:** The employee must bring their concerns to the attention of their supervisor, in writing, for a resolution. Once made aware, the supervisor must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The supervisor's response will be in writing.
- **Step 2:** If the employee believes the situation remains unresolved, the employee must make a written request to their department director or designee outlining the concern, the date when the employee advised their supervisor of the concern, and that the concern remains unresolved. The department director or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The department director or designee's response will be in writing.
- **Step 3:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the Director of Human Resources or designee. The Director of Human Resources or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The Director of Human Resources or designee's response will be in writing.
- **Step 4:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the County Executive or designee. The County Executive or designee's decision is final, and the employee shall be notified in writing.

If employees are uncomfortable, or feel it is inappropriate to address the issue with a level(s) of management identified in this procedure, they may consult directly with Human Resources. An employee who skips one (1) or more steps in this procedure without reasonable cause, as determined by the Director of Human Resources or designee, may be required to complete the skipped step(s) before any further action will be taken regarding the employee's concern.

When this handbook establishes a process for reporting a concern (e.g., for reporting workplace violence, harassment, sexual harassment, discrimination, bullying, or retaliation), employees should follow the procedures for those circumstances. Bargaining employees should consult their CBA regarding the resolution of work-related concerns. Retaliation against an employee for following this process is strictly prohibited. Human Resources may be consulted at any step in this procedure for assistance.

7.03 Employee Dress/Appearance

The County has adopted a business-casual work apparel environment for its employees. Business-casual work apparel is intended to encourage a more relaxed and productive environment at work while at the same time maintaining an atmosphere of neat, well-groomed, business-like appearance among employees. Projecting a positive image of our workplace to our customers, volunteers and fellow employees should be a high priority for all employees.

Employees should exercise reasonable judgement and may consult with their supervisor to determine when professional business attire is necessary for specific work obligations.

Departments may have more specific work-apparel guidelines based on the nature of the work performed (examples include but are not limited to, employees working outside, uniformed employees, etc.).

If a supervisor decides that an employee's dress or appearance is not appropriate as outlined in this procedural guideline, they may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the procedure. An employee who is dressed inappropriately may be sent home to change their clothes and may be subject to disciplinary action. An employee who is sent home shall be placed in unpaid status or may use appropriate leave (e.g., vacation, exchange, or compensatory time) to cover a reasonable amount of time that they are away from the worksite.

Nothing in this guideline is intended to limit an employee's rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire.

7.04 Attendance

Timely and regular attendance is an expectation of performance for all County employees. To ensure appropriate staffing levels, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation they must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate and issue discipline when appropriate. Employees covered under a CBA should refer to their CBA for time and attendance requirements, if applicable.

Punctuality and regular attendance are essential to ensure optimal productivity and customer service. Employees are required to maintain a satisfactory record of attendance. The County recognizes that employees will at times experience illness, or on an occasion be late for work due to unusual circumstances. This policy attempts to acknowledge both management and employee concerns.

Occurrences

An occurrence is defined as an unapproved absence, two (2) tardies or two (2) missed time clock punch-ins/outs. The total number of days or partial days that an employee is unavailable for work due to unapproved absence are considered when applying discipline, as outlined in the table below.

Unapproved Absences

An absence is deemed unapproved when an absence of more than one hour is not covered by an approved leave (e.g., sick, FMLA, vacation, compensatory or exchange time).

Employees will be docked pay for all hours missed due to unapproved absences.

Tardy

An employee is tardy when the following occurs involving periods of one hour or less:

- failure to report to work on time, as scheduled
- taking an extended meal or break period without prior approval

Time Clocks and Failure to Clock Punch-in/out

Employees who use timeclocks are required to follow established guidelines for recording their actual hours worked. A missed clock punch-in/out is a violation of procedural guidelines, as is punching-in/out early or late without prior approval.

Department Notification

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee if they wish to arrive early or leave early from an assigned shift. Incidences of not following departmental notification procedures will be addressed in accordance with the County's progressive discipline guidelines. Please note that no call/no show is defined as AWOL below and treated differently from other notification violations.

The employee must follow their departmental notification procedures when an absence is due to a documented/approved leave of absence (e.g., FMLA, military leave, etc.) to ensure appropriate tracking of leave utilization.

Absence Without Leave (AWOL)

Employees who are absent for three (3) or more consecutively scheduled workdays without prior notification to their supervisor will be AWOL, and may be subject to removal. Supervisors should immediately consult with Human Resources if this situation occurs. A single day of no call/no show is subject to corrective action based on the circumstances of each individual case.

Progressive Discipline for Attendance

An occurrence is documented as a tardy and/or missed time clock punch-in/out. Supervisors and department management staff are responsible for tracking accumulated occurrences and for initiating the discipline process in consultation with Human Resources to ensure consistent application of discipline across the organization.

The following table is a guideline for discipline based on the total number of occurrences. Occurrences will be considered active for discipline purposes using a rolling twelve (12) month period. Occurrences will not be issued for absences that are protected under FMLA, ADA, Workers' Compensation, or legal proceedings leave.

Definition of an Occurrence	Occurrences	Disciplinary Action
An occurrence is equal to any of the following: <ul style="list-style-type: none">2 tardies2 missed clock punch-in/out1 full or partial day unapproved absence	2	Verbal reprimand
	3	Written reprimand
	5	1-day suspension
	7	3-day suspension
	9	Termination
Day of no call/no show (i.e., without prior notice)	1	1-day suspension
	2	3-day suspension
	3	Termination
AWOL (3 or more consecutive days of no call/no show)	1	Employee subject to removal.

If an employee accumulates several occurrences within a single pay period, the employee may be advanced to the level of discipline called for in these guidelines even if the employee has no prior discipline. For example, an employee with no prior discipline who accumulates five (5) occurrences in a pay period will be issued a one (1) day suspension.

This procedural guideline will be administered in conjunction with the timelines contained in this handbook and the County's CBAs for the expiration of active discipline. For example, if the timeline for the expiration of active discipline is twenty-four (24) months, a verbal reprimand issued under this procedural guideline will remain active for twenty-four (24) months and will be used as the basis of future discipline. If the discipline immediately prior to the one being assessed was less than twenty-four (24) months ago, the next discipline assessed will progress based on that prior discipline, unless the guidelines recommend discipline that is more severe. Examples: 1) If an employee has an active one (1) day suspension for missed clock punch-in/out and then is charged with two occurrences of tardiness, the employee will receive a three (3) day suspension. 2) If a three (3) day suspension has been imposed pursuant to this guideline and remains active, the next discipline will be termination.

7.05 Employee Responsibility for County Property

Employees shall not abuse, neglect, waste or misappropriate County property. All employees are responsible for the proper care of any tools, materials, equipment, vehicles, etc. assigned for the performance of their jobs. No County property shall be used for any purpose other than authorized work-related activities, this includes computers and the Internet. No County property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

In most cases, unless otherwise designated, uniforms, tools and equipment (e.g., County-issued cell phones, pagers, computers, keys, uniforms, identification badges, etc.) must be returned upon separation from employment. As a condition of employment, all employees agree that if the employee does not return County property the replacement cost of the item(s) will be deducted from the employees' salary and leave balance(s) due (except when prohibited by law). If the amount does not cover the costs, the employee will be responsible for paying the difference.

7.06 Notification of Criminal Arrest or Conviction

Any County employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to Human Resources. Examples of crimes that must be reported include, but are not limited to:

- felonies (or being arrested for a crime punishable as a felony)
- a crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

Criminal activity or an undisclosed criminal arrests or convictions may constitute cause for discipline. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.

7.07 Progressive Discipline

The County subscribes to a policy of progressive discipline. Progressive discipline is not intended to be punitive. The goal of progressive discipline is to help the employee recognize and correct unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

Application

When progressive discipline is applied, the County shall examine the totality of the employee's current disciplinary record, including, but not limited to, attendance and tardiness discipline that remains active.

Procedure

Supervisors and managers are responsible for exercising independent judgement to identify and recommend the need for discipline.

When a management representative recommends discipline, they shall consult with Human Resources for guidance and to ensure consistency across the organization. Prior to recommending discipline, supervisors must have investigated and obtained documentation of the alleged conduct.

After a supervisor has recommended discipline, the role of Human Resources is to provide guidance on the level of discipline to be imposed. If the facts of the case may justify a suspension, demotion, or removal, the management representative will complete a request for Pre-Disciplinary Conference (PDC).

The purpose of the PDC is to provide the employee with a final opportunity to present their side of the case and to provide any additional information or documentation that the employee desires to be considered. Human Resources will coordinate the PDC and will provide written notice to the employee and supervisor regarding the date, time, and location of the PDC. Employees shall be provided with the option of waiving the PDC. Employees shall have the right to take an audio or video recording of their PDC.

Depending on the nature of the discipline that is ultimately issued, employees will be notified of discipline by their supervisor or Human Resources.

All disciplinary actions that are imposed shall be filed with Human Resources. Disciplinary actions will remain active for two (2) years for purposes of progressive discipline. The two (2) year period shall be measured backward from the date of the subsequent offense to the date the prior discipline was imposed.

Levels of Disciplinary Action

The County reserves the right to skip one or more levels of progressive discipline depending on the circumstances and/or severity of the offense.

- **Verbal Reprimand:** A verbal reprimand is an articulation of the problem by the supervisor to the employee. A verbal reprimand shall note the date and nature of the problem, as well as specifically state the employee is receiving a verbal reprimand.
- **Written Reprimand:** A written reprimand is formal, written notice by the supervisor to the employee that their conduct is inappropriate, what actions are necessary to correct the misconduct, and the consequences of continued misconduct.
- **Working Suspension:** A working suspension results when an employee is required to report to work to serve a suspension. An employee serving a working suspension shall be compensated at their regular rate of pay for hours worked. The working suspension shall be recorded in the employee's personnel file and has the same effect as a suspension for the purposes of progressive discipline.
- **Suspension:** A suspension is a forced, unpaid leave of absence from employment for one (1) or more days.
- **Demotion:** A demotion is a forced transfer of the employee from one classification or job to another classification or job in a lower pay grade.
- **Removal:** A removal is a forced separation of employment.

A record of any disciplinary action must be made using a form prescribed by Human Resources and will be placed in the employee's personnel file.

At the sole discretion of the Director of Human Resources or designee, an employee may be temporarily placed on paid administrative leave. This may be necessary because the employee's actions indicate that remaining on the job or returning to the job may be detrimental to the employee, co-workers, customers or the County. Employees who are placed on paid administrative leave shall be prepared to return to work each day and may be subject to other requirements determined by Human Resources.

Prohibited Conduct

The County considers the following to be a non-exhaustive list of unsatisfactory conduct that may be considered grounds for progressive disciplinary action:

- Absence from duty without reasonable cause
- Absence without leave
- Being away from assigned work area without permission of supervisor
- Conduct that might endanger the safety of others
- Conduct unbecoming an employee of the County
- Creating a hostile, intimidating or offensive work environment based upon a protected characteristic
- Excessive absenteeism
- Excessive tardiness
- Failure to comply with safety regulations, procedures and/or guidelines
- Failure to cooperate in a workplace investigation
- Failure to follow call in procedures
- Failure to follow the orders of a supervisor
- Failure to properly report work status
- Failure to report known safety hazards
- Failure to wear required safety equipment
- Falsification
- Fighting
- Harassment, discrimination or retaliation against another
- Insubordination
- Intimidation or threats
- Misfeasance, malfeasance or nonfeasance
- Neglect of duty
- Offensive language or conduct toward another
- Poor job performance
- Possession of weapons on County premises without authorization
- Reckless operation and/or misuse of County vehicles and equipment
- Reporting for or being on duty in an unfit condition to work
- Reporting to work under the influence of alcohol and/or drugs
- Sleeping while on duty
- Theft

- Use of or possession of alcohol and/or drugs on County property
- Destruction of County property
- Violation of policies, procedures, rules, regulations, or guidelines

Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- Level of disruption to County business.
- Level of harm to the County's interests.
- Level of damage to the public's trust and confidence in Cuyahoga County government.
- The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.
- Whether the employee's conduct is part of a continuing problem.
- Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- Whether the employee's truthfulness brought into question because of his or her conduct.
- Whether there are extenuating or mitigating circumstances.

Appeals

The Cuyahoga County Charter provides classified non-bargaining employees an appeals process for certain disciplinary action through the Personnel Review Commission (PRC). Details are available on the website of the PRC. Bargaining employees should review their CBA regarding appeals.

8 WORKPLACE SAFETY

8.01 Workplace Violence Prevention

The creation and maintenance of a safe environment for all employees is one of the County's highest priorities. The County's goal is to prevent workplace violence through early intervention and investigation of threats or acts by or against employees while engaged in the performance of their duties.

All employees must make a reasonable effort to recognize potentially violent situations and take the appropriate measures to prevent escalation. All individuals are entitled to a non-threatening environment while on County property, or off County property when serving the County. Therefore, any form of violence, whether actual or perceived, will not be tolerated.

Definition

Workplace violence is defined as any act of aggression or violence or any statement that could be perceived by a reasonable person as an intent or threat to cause harm to a person or to property. Workplace violence can occur on or off County property and includes acts that could reasonably be expected to impact the workplace, including acts committed when an employee is off duty.

Reporting Workplace Violence

Any employee who witnesses or experiences workplace violence must promptly report the incident. All reports will be treated seriously and investigated accordingly. In the event of an imminent danger to themselves, or others, or property, employees should handle the situation as outlined below:

- Immediately call Protective Services at your location or, if direct telephone access is available call 911 to inform them of the incident. Until Protective Services staff or the police arrive, retreat to safety and try to avoid physical confrontation. If the circumstances permit, immediately notify your supervisor or manager of the incident. Do not attempt to take matters into your own hands.
- When the situation is so serious that immediate removal of an employee from property is necessary, the Director of Human Resources may place an employee on immediate paid or unpaid leave and have the employee removed from County property. In this case, the employee's supervisor should contact Human Resources regarding the need for disciplinary action.
- After an incident, any person who witnesses or has knowledge of the incident may be required to provide a statement to the manager or supervisor, describing the event. This is in addition to any statements given to Protective Services and/or local police.

In instances when the situation is not an emergency, employees should report the incident to their supervisor or manager immediately. If employees are not comfortable reporting the matter to a supervisor, reports of workplace violence may be made to Protective Services or Human Resources.

Supervisors and Protective Services staff are required to immediately communicate any complaints of workplace violence (or any acts of workplace violence that they witness or become aware of) to Human Resources.

Human Resources and department management will review each report and determine the appropriate response, which may include further investigation. If Human Resources finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer. Additionally, if appropriate, the investigation findings may be forwarded to the proper authorities for further action, including criminal prosecution.

The County strictly prohibits retaliation against employees who report workplace violence. However, any employee who knowingly makes a false report may be subject to disciplinary action. In addition, nothing in this or any other policy or procedure should be construed as limiting employees' right to contact public safety officials in emergency circumstances.

Weapons

The County strictly prohibits the wearing, transporting, storage, presence or use of dangerous weapons on County property, or while engaged in business with or on behalf of the County, regardless of whether the person is licensed to carry the weapon under Ohio law. This prohibition does not apply to any law enforcement or Protective Services personnel engaging in official duties. Employees who violate this prohibition are subject to disciplinary action.

Employees who observe a person with a dangerous weapon on County property must immediately contact Protective Services.

For purpose of this policy, **County property** is defined as all County-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the County's ownership or control. Furthermore, this procedure applies to all County-owned or leased vehicles. Private vehicles that come onto County property are not included.

For questions regarding whether an item is covered under this prohibition, employees should contact Human Resources. It is the responsibility of every employee to make sure any item in their possession is not prohibited by this prohibition.

8.02 Smoke and Tobacco Free Workplace

To protect the health and safety of County employees and our customers, and to create a cleaner and more sustainable work environment, the County has established a smoke and tobacco free workplace, including owned and leased buildings, grounds, and vehicles.

Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.

- **Smoking** is defined as the use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- **Tobacco use** is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited.
- **E-Cigarette use or vaping** is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems.

Prohibited Conduct

Employees are not permitted to smoke, use tobacco, e-cigarettes, or vape while on County property or while on County time. Employees are permitted to use FDA-approved tobacco/nicotine cessation aids, such as nicotine patches and gum.

Cessation Programs

The County provides access to resources for those who are interested in quitting the use of tobacco products. The County also offers an Employee Assistance Program, or you can contact the Ohio Tobacco Quit Line at 1-800-QUIT NOW.

8.03 Substance-Free Workplace

The County strives for a substance-free workplace to assist in maintaining a safe and productive work environment. To achieve this, the goal is to inform employees of the hazards of substance use, clarify the County’s expectations for employees with respect to substance use and the potential consequences of violations of those expectations, and ensure availability of rehabilitative assistance programs to substance users. Because of the importance of maintaining a safe and productive workplace, substance abuse will result in discipline up to and including removal.

Individuals Covered

This guideline applies to all employees. Applicants for employment are subject to pre-employment testing requirements as described in this procedure.

Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.
- **Employee Assistance Program (EAP)** is an employee benefit program intended to help employees address personal problems and/or behavior that may adversely impact work performance, health and well-being. EAP's generally include assessment counseling and referral services for employees and their household members.
- **Last Chance Agreement (LCA)** is an agreement between the County, employees and the employee’s union, for bargaining employees, which may be offered to employees found to be in

violation of this policy. If offered, the last chance agreement sets forth behavior or performance the employee agrees to change in exchange for an opportunity for the employee to remain in employment with the County.

- **Legal drug** means any substance, the possession or sale of which is not prohibited by state law, including prescription drugs and over-the-counter drugs.
- **Prohibited drug** means any drug in any detectable amount which is not legally obtainable under state law; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.
- **Reasonable suspicion** means suspicion based on personal observations that the County's representatives can describe concerning employees' appearance, behavior, speech, breath, body odor, and other physical or behavioral indicators of possible drug and/or alcohol use. Reasonable suspicion also may be based, in part, upon the documented observation of change in employees' typical behavior (e.g., excessive absence/tardiness or work performance changes), which suggests the use of drugs and/or alcohol.
- **Refusing to cooperate** means to refuse to sign a consent form, to obstruct the specimen collection process, including any attempt to tamper with the collection or testing process, or to fail to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate will typically result in suspension pending discharge unless the employee promptly establishes a valid medical basis for the failure to provide such specimens.
- **Substance Abuse Professional (SAP)** means a qualified professional, as defined by federal regulation who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver's licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.
- **Under the influence** means that the result of a laboratory's analysis of the employee's urine or blood specimen shows a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any prohibited drug or for a legal drug in violation of the conditions identified in "Prohibited Conduct" (failure by employee to report immediately to their supervisor any duty-related limitations as a result of prescription or over-the-counter medications and employees may not be under the influence of any legal drug while on County time or premises). Employees holding a commercial driver's license will be held to the standard determined by federal or Ohio law or regulations adopted by the U.S. Department of Transportation.

Prohibited Conduct

Behaviors and activities that are strictly prohibited by this guideline include:

- Selling; distributing; transferring; delivering; purchasing; using, possessing, or being under the influence of alcohol or any prohibited drugs or prescription drugs obtained illegally on the County's premises or while on County time or in or on County vehicles or while representing the County in any way.
- Refusing to cooperate with administration of drug/alcohol testing procedures.

- Failure by employees to report immediately to their supervisor any duty-related limitations from prescription or over-the-counter medications they are taking. Prescription or over-the-counter medications that do not impair the employee's safety or job performance or the safety or job performance of others are not required to be reported.
- Employees may not use or be under the influence of any legal drug while on County time or while on the County's premises if said drug may adversely affect the employee's safety or job performance, or the safety or job performance of others.
- Failing to report a work-related vehicular accident to immediate supervisors or other designated County personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this procedure.

Engaging in prohibited conduct will subject an employee to disciplinary action and/or the imposition of an LCA.

Testing Categories

Post-Offer, Pre-Employment Substance Testing

Applicants who receive an offer of employment will be required to undergo a pre-employment substance screen test conducted at the County's designated testing facility. Any offer of employment that an applicant receives from the County is contingent upon, among other things, satisfactory completion of the examination, screening and substance testing.

The County may rescind an offer of employment that has been extended to any applicant who tests positive for drugs and/or alcohol or any other violation of this administrative procedure.

Reasonable Suspicion Testing

If the County has reasonable suspicion based on observations reported by a supervisor or another employee and documented on an Observation Checklist, the employee may be immediately sent for substance testing.

The supervisor who made a referral for substance testing may complete and sign an Observation Checklist setting forth the observations upon which the supervisor relied in making the referral for drug and/or alcohol testing. If possible, the Observation Checklist will be prepared before the end of the current shift, but no later than twenty-four (24) hours after the end of the current shift. A copy of the Observation Checklist shall be provided upon request to the subject employee.

The employee may be placed on administrative leave and/or re-assigned temporarily to other work duties until the County receives the results of a reasonable suspicion test.

Post-Accident Testing

When employees are involved in a work-related accident (e.g., industrial safety, motor vehicle), they must report the accident to the supervisor or manager immediately. Employees shall be subject to post-accident testing if:

The employee is involved in a work-related accident that the County's representatives conclude was in whole or in part caused through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the County.

Post-accident testing involving a motor vehicle by an employee who holds a CDL will be completed within two (2) hours, unless not feasible due to extenuating circumstances.

Commercial Driver's License Testing

Employees required to have a valid Commercial Driver's License will also be subject to random testing as required by federal and Ohio regulations. Testing shall be performed by medical facilities/personnel and laboratories certified to perform such testing by the U.S. Department of Transportation and the Ohio Department of Transportation.

Return to Duty for Employees After a Positive Test Result

An employee with a CDL, or who operates a motor vehicle as part of their work duties, or who carries a firearm as part of their work duties, whose test result shows a urine or blood specimen with a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any illegal drug or for a legal drug in violation of the conditions identified in the Prohibited Conduct section of this guideline may be immediately relieved of duty for at least twenty-four (24) hours. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

An employee with a CDL, who operates a motor vehicle as part of their work duties, who receives a positive test result that includes a blood alcohol content result of 0.04 or greater, or refuses to complete a test when required, shall not be permitted to operate a motor vehicle as part of their work duties until the employee completes a return to duty process with an SAP. A return to duty process concludes when the SAP certifies the employee has successfully completed all recommended referrals (e.g., treatment) and the employee completes a return-to-duty test with a negative result and with a blood alcohol concentration less than 0.02. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

8.04 Fitness for Duty

Drug and Alcohol Testing

If a supervisor has a reasonable suspicion that an employee may be under the influence of alcohol or drugs, the supervisor shall immediately contact Human Resources, which shall determine if a reasonable suspicion test shall be conducted (see section 8.03).

Physical and Mental Health

The County may require that an employee submit to a medical or psychological examination to determine an employee's fitness for duty. If a management representative has a reasonable suspicion that an employee's behavior warrants a Fitness for Duty exam, they should contact Human Resources. Human Resources may place the employee on paid administrative leave pending the results of the examination.

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in disciplinary action. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination (i.e., missed appointment fee).

Upon completion of the examination, the County will receive a physician's report outlining the results of the employee's fitness for duty. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work may subject the employee to discipline pursuant to the Attendance Policy.

If the physician determines that the employee is not fit for duty, the employee will not be returned to work, will be removed from paid administrative leave and will be required to use their accrued paid leave (e.g., sick, vacation, exchange time, and/or compensatory time) or go on an unpaid leave. The employee will remain off work until they submit medical documentation, acceptable to the county, to Human Resources stating that they are able to perform the essential functions of their position, with or without reasonable accommodation.

8.05 Workers' Compensation

The State of Ohio Workers' Compensation Laws covers County employees. A County employee who sustains a job-related injury or occupational disease may be eligible to receive benefits from the Bureau of Workers' Compensation (BWC). A County employee who is involved in a work-related accident/injury should seek medical treatment and/or care immediately.

Employee Procedures

An employee who is involved in a work-related accident/injury or is diagnosed with an occupational disease must adhere to the following procedure:

- The employee must notify their supervisor of the work-related accident/injury or occupational disease diagnosis immediately or as soon as possible.
- The employee must obtain an Injury Reporting Kit and complete the Accident Investigation Report (AIR) within 24 hours of the occurrence, unless confined to a hospital. If confined to a hospital, the employee must complete the accident report within 24 hours of release from the hospital. Failure to complete the AIR may cause a denial of the claim and result in progressive discipline.
- The employee may seek treatment at the medical provider of their choice so long as the provider is BWC certified. If medical care is needed, the employee should obtain a Managed Care Organization (MCO) card from Human Resources to give their provider. If immediate medical care is needed, the employee does not need to obtain a MCO card. Rather, the employee should inform their provider that they have a work-related injury and refer them to the County's MCO.
- An employee who is involved in a work-related accident/injury may be required to submit to a drug and/or alcohol test. The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits and will subject the employee to the provisions of the County's Fitness for Duty Program.

Employees who are off work due to a work-related accident/injury or occupational disease are responsible for keeping their supervisors notified of their work status and to provide appropriate documentation from their physician. Appropriate documentation includes certification of total disability (BWC Form C-84) and physician's reports of work ability (BWC Form Medco-14).

If the employee is released to light or full duty, the employee must immediately provide appropriate documentation from their physician to Human Resources.

If an employee is required to attend an Industrial Commission hearing, he or she will be given up to two (2) hours of paid leave. The employee must present the Hearing Notice from the Industrial Commission to their supervisor prior to the hearing date to be granted the paid leave.

If an employee is required to attend a County or BWC mandated medical examination, he or she will be given up to four (4) hours of paid leave time to attend. The employee must present their supervisor with the written letter from the BWC, MCO or TPA to be granted the paid leave.

Time off for attendance at any medical appointment not mandated by the County or BWC must be covered by the employee's own leave time.

Supervisor Procedures

Immediately upon receipt of notification from an employee of a job-related accident/injury or occupational disease diagnosis, the supervisor shall:

- Provide the employee with an Injury Reporting Kit. Reporting kits can be obtained from Human Resources. The reporting kits contain the AIR that must be completed by the employee. Upon receipt of the completed AIR from the employee, the supervisor shall immediately give the form to Human Resources.
- Notify Human Resources of the incident.
- If the incident in question involves a vehicle accident, the supervisor is also required to complete a Fitness for Duty form and contact Protective Services.

Relationship to Leave Time

Employees who are off work for more than seven (7) calendar days due to a work-related accident/injury or occupational disease may be entitled to disability benefits through the BWC. It may be several weeks before the BWC determines eligibility and issues the first disability check to an injured employee. Employees who are off work due to a work-related accident/injury or occupational disease have the following options while waiting for the BWC to determine eligibility and issue disability payments:

- **Sick Leave.** The employee may elect to use their accrued sick leave and will continue to receive wages and benefits while using sick leave. Neither the BWC nor the County, will reimburse an employee for the usage of sick time. The BWC will not issue retroactive payment of disability payments to cover the time where sick leave was used.

- **Vacation/Compensatory/Exchange/Personal Leave.** An employee may elect to use their accrued vacation, compensatory, exchange or personal leave. The employee will continue to receive wages and benefits while using vacation, compensatory, exchange or personal leave. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where vacation, compensatory, exchange or personal leave were used. The County, however, will not reimburse or re-credit the employee for the vacation, compensatory, exchange or personal leave time used.
- **Unpaid Workers' Compensation Leave.** Injured employees also have the option of not receiving a paycheck from the County and waiting on BWC wage benefits. However, the decision to go into unpaid status may affect health care benefits. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where unpaid workers' compensation leave was used. Should the BWC determine that the employee is ineligible to receive disability, the employee will not receive any retroactive payment or reimbursement from the BWC or the County.

Absences from work for 3 or more consecutive days due to injury or illness covered under workers' compensation will be deducted from the employee's FML available leave balance. The employee should consult the County's FML policy and procedures for more information.

8.06 Alternative Work Program

When an employee is injured, the County's Managed Care Organization will review the employee's medical records and discuss restrictions with the employee's physician. The employee must file a workers' compensation claim with the BWC and complete the County's AIR before being considered for alternative work.

Human Resources will work in conjunction with department management to determine whether there is an appropriate alternative position. Human Resources will inform the employee of the new assignment, reporting time and work hours. For bargaining employees, the employee's union will be notified of the assignment. The employee will maintain their current rate of pay and their bargaining status. The County will make a reasonable effort to assign the employee to their regular shift.

An employee will be eligible for alternative work for up to sixty (60) calendar days. This initial sixty-day period may be extended by agreement between the County and the employee. At no time may an alternative work assignment exceed one hundred twenty (120) days.

For an employee to be allowed to return to their prior position, the employee must provide documentation, acceptable to the County, indicating that the employee can perform the essential functions of the position, with or without accommodation, or have been granted a reasonable accommodation under the ADA.

9 COMPENSATION

The County takes a holistic approach to employees' compensation centered around total rewards and administers a fair and equitable compensation program. The County categorizes compensation in two ways: direct and indirect.

Direct compensation is the money paid to an employee in exchange for their work. Direct compensation includes, but is not limited to, salaries/wages and any other form of monetary compensation.

Indirect compensation is a benefit given to an employee that has a financial value but is not a direct monetary payment. This may include, but is not limited to, healthcare coverage (medical and supplemental), life insurance, retirement contributions, career planning, EAP services, wellness programs, employee recognition programs, flexible working schedules, paid vacation and sick time, County-issued cellular phones and learning and development opportunities. Indirect compensation provided to employees is described in Chapter 10 of this handbook.

The Personnel Review Commission administers the County's classification plan and salary administration for classified positions. Human Resources administers and maintains the County's compensation policies and procedural guidelines described below.

Any form of direct or indirect compensation not explicitly authorized in this handbook, county policy approved by council, collective bargaining agreement, general law, or otherwise explicitly authorized by council including but not limited to fringe benefits, is strictly prohibited.

9.01 Salary/Wages

The determination of an employee's pay shall not be arbitrary or capricious, based on nepotism, political affiliation or any other factor that violates the Code of Ethics codified in Title 4 of the County Code or any other County, state or federal law. Pay determinations are based on relevant factors, including but not limited to, the pay range, direct experience performing the job functions, qualifications, the labor market, the pay of other employees assigned to similar positions, and other factors relevant to the employee's case.

An employee's salary/wages and any other form of direct compensation shall be approved by the County Executive or designee at the time of appointment or when any change is made to the employee's salary. Changes will be recorded on the county's personnel agenda.

9.02 Premium Pay

Premium pay may be offered to a non-bargaining, classified employee to provide services beyond what is required by the employee's position, to fulfill a County operational need, that will offset an expense the County would otherwise incur. The employee must satisfy one of the following criteria: in exchange for obtaining and maintaining a job-related professional license/certification or formal demonstration of the employee's mastery of skills, knowledge, and/or competencies, beyond what is required. Premium payments shall be approved by the County Executive or designee.

- Obtain and maintain an active professional license or certification that is mandated to legally perform a task required by the department. The employee must be required to perform this task at least 20% of normal work hours.
- Communicate with members of the public in a language other than English, including Braille and American Sign Language, at least 20% of normally scheduled work hours.
- For exempt employees only, during specified off-duty hours, are regularly required to remain on-call, to be constantly available to the employee's department, remain within a predetermined maximum distance from the workplace, respond to all requests to return to the workplace within a predetermined maximum amount of time, and remain fit for duty including refraining from the use of alcohol.

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Premium pay is only justified when it satisfies a current County operational need. This determination is made on a case-by-case basis. A written justification for premium pay must be submitted to both the employee's agency/department director and the director of human resources, and both the agency/department director and the director of human resources must provide written approval. Annually, the agency/department director must reaffirm the continued justification in order for the premium pay to continue.

9.03 Equity Adjustments

An equity adjustment is a mechanism for addressing salary inequities arising from external pressures in high demand fields and/or internal salary comparisons.

Reasons for equity adjustments may include, but are not limited to:

- a substantial increase in ongoing responsibilities that are not sufficient enough to warrant a reclassification or reassignment
- an unacceptable internal salary inequity between positions that are of comparable worth in a department or throughout the organization
- an unacceptable salary inequity between an employee's salary and the average salary of similar positions in the market
- the need to retain a key employee whose experience or special skills are uniquely critical

Equity adjustments may be made when approved by the County Executive, as the County's budget permits.

9.04 Compression Adjustment

A compression adjustment may occur when the salary/wages of a direct supervisor is/are too close to the salary/wages of their direct reports.

Human Resources, in consultation with the department director, will determine when a compression adjustment is appropriate. A compression adjustment may occur during organizational restructuring or when an employee is hired or promoted into a vacant position. There may be circumstances when compression adjustments are not made, including but not limited to:

- a temporary working level (TWL) assignment causes compression between a supervisor and their subordinates
- a supervisor has an atypical reporting structure
- a supervisor leads subordinates with specialized skills and/or significant, relevant experience whose pay is commensurate with their skill and experience
- an adjustment is not supported by the labor market

Compression adjustments shall be approved by the County Executive or designee.

9.05 Temporary Work Level (TWL)

A temporary work level (TWL) may be granted when an employee is temporarily assigned 50% or more of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

Time served in a TWL will not be applied towards the length of service requirement to qualify for reclassification through a position audit (see section 6.03).

The employee must meet the minimum qualifications for the position in the higher pay range to be granted a TWL. An employee who is granted a TWL will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.

A supervisor must consult, in advance, with Human Resources regarding a TWL. Human Resources will review TWL and makes a recommendation to the County Executive for final approval.

9.06 Non-Exempt Employees: Overtime/Compensatory Time

Non-exempt employees can earn overtime or compensatory time (a form of paid leave) when they work more than forty (40) hours in a workweek or are required to work on a County-recognized holiday. Time spent on paid leave (i.e., sick, vacation, compensatory time off, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

Employees must be granted prior authorization from their supervisor to work beyond forty (40) hours in a workweek.

State and federal law define overtime as compensation to non-exempt employees at time and one-half the regular rate for work beyond forty (40) hours in a work week. The County ~~may pay an employee an overtime cash payment or can~~ credits ~~non-exempt the~~ employees with compensatory time. ~~Normally, the County will credit the employee with compensatory time.~~ A department director ~~may must provide specific, time limited written approval request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve an overtime cash payment~~ for an employee or group of employees to receive cash payment in lieu of compensatory time. This approval must be based on extraordinary operational needs, or work on a County-recognized holiday.

An employee who has requested paid leave using compensatory time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations.

Compensatory time not used within one hundred eighty (180) days after it is accrued shall be converted to an overtime cash payment and paid to the employee. When ending employment, all unused compensatory time is paid at the employee's regular rate at the time of payment.

Non-bargaining employees may accrue up to the FLSA maximum of two hundred forty (240) hours of compensatory time. Eligible non-bargaining law enforcement employees may accrue up to four hundred eighty (480) hours. Once employees reach the maximum compensatory time accrual, the County will pay for additional overtime hours worked.

Employees moving from a non-exempt position to an exempt position will receive payment for their accrued compensatory time at the time of the move.

9.07 Exempt Employees: Exchange/Straight Time

Exchange Time

Exempt employees can earn exchange time (a form of paid leave) when they work more than forty (40) hours in a workweek, or work on a County holiday provided the following:

- there is a compelling reason for the exempt employee to be required to work beyond normal working hours –working beyond regular work hours to finish up normal assignments does not qualify.

there is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be authorized or required by the supervisor to work the extra time.

Supervisors have discretion to make judgements regarding the application of the above criteria but are expected to do so in a way that supports the operations of the County without adversely affecting long-term staffing needs.

Usage of paid leave (i.e., sick, vacation, exchange time, etc.), does not count towards the forty (40) hours work requirement. However, paid time off on County recognized holidays does count.

Exchange time is accrued in increments of one-minute after the first 30 minutes over 40 hours. Exchange time earned in lieu of holiday premium pay is not subject to the forty (40) hour requirement.

In order to qualify for exchange time, employees must designate the hours as exchange time in the County's payroll system. The County will not recognize exchange time beyond an accrual of 40 hours except as otherwise set forth below.

An employee who has requested paid leave using exchange time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations. However, there is no guarantee that exchange time can be used if it is not possible to accommodate its usage within a six (6) months of the time that the exchange time is accrued.

Exchange time not used within six (6) months of accrual shall expire. If a critical or extraordinary operational need exists, the Director of Human Resources may authorize an employee to accrue up to two hundred (200) hours of exchange time and may extend the expiration timeframe up to one (1) year. At no time shall exchange time be paid out to the employee.

Straight Time Pay

In rare circumstances the County may pay an exempt employee a straight time cash payment (based on the employee's hourly rate of pay) in lieu of exchange time. Normally, the County will credit the employee with exchange time. A department director may request, on a temporary basis, that a straight time cash payment for an employee or group of employees be provided in lieu of exchange time, subject to all of the following conditions:

1. The department director has determined that hiring additional employees or outsourcing the work would be impractical or less cost-effective than straight time payments;
2. County operations temporarily require exempt employees to work beyond forty (40) hours per week or to work on a County holiday to meet public health or safety need(s), payroll deadlines, to meet mandatory deadlines for the sexennial and triennial real estate assessments, or to meet the critical needs associated with implementing the Enterprise Resource Planning system and/or the Real Property software system, or other information systems;
3. The director of the requesting department has determined, in writing with notification to the Director of Human Resources for placement on the County personnel agenda, that it would be impractical or inequitable to expand the cap on accrual of exchange time, expand the timeframe in which an employee's exchange time can be used, or modify one or more employee's base salary.
4. The County Executive or designee provides written authorization in advance, or within fourteen (14) days in case of emergency, specifying:
 - a. The employee or employees eligible to receive straight time payments,
 - b. The total number of hours worked beyond 40 each employee is authorized to receive straight time payments; and
 - c. the defined period of time, not to exceed 90 days, during which each employee is eligible to receive such payments. The County Executive may extend the time period for additional

time provided all of the foregoing conditions still apply, but such extension shall be considered a separate approval for the purposes of reporting and subject to the requirements of this section.

5. The defined period of time provided for in item 4(c) above may not be extended more than once unless the extension is accompanied by a plan to correct the situation necessitating the straight time payments.

Authorized straight-time payments shall be listed on the county's personnel agenda at the time they are approved by the County Executive.

As with the accrual of exchange time, usage of paid leave during the workweek (i.e., sick, vacation, exchange time, etc.) does not count towards the work requirement, but County recognized holidays shall count.

10 BENEFITS

10.01 Healthcare Benefits

Cuyahoga County is committed to promoting and sustaining the well-being of its employees and their families by providing quality and integrative health and wellness programs. Employees are offered comprehensive and competitive benefits programs which include, but are not limited to medical, prescription drug, dental, vision and life insurance and a wellness program.

Eligibility

Full-time regular and part-time benefits-eligible employees may receive healthcare benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees have thirty (30) days from their date of hire to make their benefit elections and to submit documentation regarding proof of relationship for their dependents. If an employee fails to make benefit elections within that time, the employee must either wait until the next open enrollment period or experience an IRS approved qualifying event to elect benefits.

Dependent Eligibility

An employee's dependents may be covered by the County's healthcare benefits. Eligible dependents include an employee's legal spouse, children, step children, legally adopted children from the employee or the employee's spouse, or any children who, by court order, must be provided healthcare coverage by the employee. Healthcare benefits may also cover other dependent children if the employee has legal guardianship, as outlined in each of the County's group insurance carrier contracts. Healthcare benefits will be extended to dependent children up to age twenty-six (26), in accordance with federal law and the Ohio Department of Insurance guidelines. No employee or dependent can be covered by more than one County sponsored benefit plan.

Documentation showing proof of relationship is required to be submitted to Human Resources before dependents can be added to medical, dental and vision plans. Employees are bound by the deadlines designated by Human Resources to submit proof of relationship documentation. Acceptable documentation includes, but is not limited to a marriage certificate, and a bill (i.e., utility, credit card, insurance, etc.), recent tax record or other County-approved document showing the names of the employee and spouse and their address, and a certified birth certificate or adoption paperwork for a child.

If an employee is covered by healthcare coverage elsewhere, the employee can waive County coverage and may be entitled to receive a taxable opt-out payment, determined annually during open enrollment. Employees who opt-out of county healthcare coverage will be required to attest that they have alternative coverage in order to be eligible for the taxable opt-out payment.

Employee contributions for benefits are paid through a pre-tax payroll deduction.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for their dependents in these plans. Enrolling ineligible dependents may be considered fraud.

Employees may be subject to eligibility audits. An employee selected for an eligibility audit will be required to submit copies of documentation showing proof of relationship such as certified birth certificate(s), marriage certificate(s), income tax return(s) and/or other related documentation including affidavits.

Any person who, with intent to defraud or knowing that they are facilitating fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action.

10.02 Open Enrollment and Qualifying Events for Mid-Year Enrollment in Benefits Coverage

Open Enrollment, which generally occurs in the last quarter of each year, is a time when employees can change their benefits enrollments and/or sign up for benefits. Annually, employees may be required to reenroll in benefits by the Open Enrollment deadline. Employees who fail to enroll by the Open Enrollment deadline will default to the medical plan designated by the County. Once an employee defaults, the plan cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

Employees are responsible for notifying Human Resources when a qualifying event occurs that may impact their dependents' coverage. All changes require the appropriate certification and documentation within thirty (30) days of the qualifying event. Employees may not be able to change their election until the next Open Enrollment period if appropriate notice is not received.

Examples of qualifying events that require mid-year election changes include:

- marital status (marriage, divorce, legal separation, death of spouse)
- number of dependents (birth, adoption, placement for adoption, legal guardianship, death)
- employment status of employee (i.e., part-time to full-time)
- dependent eligibility (Loss of student status, age limit)
- residence (dependent moves out of plan service area)
- loss or gain of employment by the employee's spouse or dependent
- significant cost or change in coverage of spouse or dependent under another employer plan
- loss of certain other health coverage (plans provided by governmental or educational institutions)
- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events
- judgement, decree or order resulting in change in legal custody (Qualified Medical Child Support Order)
- entitlement to Medicare or Medicaid

A qualifying event can affect the employee's single/family coverage entitlement for medical, prescription drugs, dental and vision, as well as impacting flexible spending accounts and life insurance. In the case of divorce, legal separation or annulment, employees must adjust their covered dependents by removing former spouses within thirty (30) days of divorce, legal separation or annulment. Copies of the first and last pages of the court document must be submitted to Human Resources. Failure to adhere to this requirement may subject the employee to disciplinary action.

Divorced employees who are required by court order to pay benefits for their ex-spouse cannot cover the ex-spouse under County benefits. A separate policy must be purchased outside of County benefits.

10.03 Optional Employee Benefits

At the sole discretion of the County, certain additional optional employee benefits may be offered to employees, at the employee's expense, including but not limited to:

- Voluntary benefits, such as accident insurance, critical life events insurance, universal life insurance with long term care rider, and/or short-term disability
- Discounted public transportation bus/transit passes and parking

Employees will be notified of these benefits as they become available.

10.04 Wellness Program

If the county establishes a wellness program, employees are encouraged to actively participate. The wellness program is designed to assist employees and their families in making positive and healthy lifestyle choices with a focus on wellbeing. The wellness program has several components including health screenings, education, activities, weight management, newsletters, on-site fitness programs, financial education, healthy lifestyle incentives and more.

10.05 Flexible Spending Accounts (FSA)

Flexible Spending Accounts (FSA) are Internal Revenue Service (IRS) sanctioned benefits that provide employees the opportunity to have pre-tax amounts withdrawn from their paycheck and deposited into Medical, Dependent Care and/or Transportation FSA(s). These accounts are offered by the County as an additional benefit that allow employees to pay for related eligible expenses using pre-tax dollars.

Eligibility

Full-time regular and part-time benefits-eligible employees may enroll in flexible spending accounts during Open Enrollment. New employees can enroll within thirty (30) days from their date of hire or during Open Enrollment.

Medical FSA

The Medical FSA allows employees to use pre-tax dollars for many healthcare expenses not covered by medical and dental plans (i.e., copays, deductibles, orthodontia, etc.), vision care expenses for prescription eyeglasses and contact lenses, as well as prescription medication. Medical FSAs are pre-funded, allowing participants access to their annual elections on the first day of participation. For a complete list of eligible expenses, review IRS Publication 502 (Medical and Dental Expenses Expenses) online at www.irs.gov. Enrollment in a Medical FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Medical FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

Dependent Care FSA

The Dependent Care FSA allows employees to use pre-tax dollars for charges that are incurred for the care of dependents. This includes expenses for eligible dependents under age thirteen (13) and may apply to a spouse or parent who resides with the employee and is physically or mentally incapable of self-care. For a complete list of eligible expenses, review IRS Publication 503 (Child and Dependent Care Expenses) online at www.irs.gov. Enrollment in a Dependent Care FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Dependent Care FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

Transportation (Parking, Transit, RTA, Bicycling) FSA

The Transportation FSA allows employees to use pre-tax dollars for charges that are incurred for work-related parking, mass transportation, and bicycling. For a complete list of eligible expenses, review IRS Publication 15-B (Employer's Tax Guide to Fringe Benefits) online at www.irs.gov.

There are strict deadlines associated with the submission of claims for withdrawal of funds from flexible spending accounts. Employees that fail to submit claims prior to the deadline will forfeit any remaining balances in their flexible spending accounts. More information regarding specific deadlines can be obtained by contacting the Department of Human Resources. Enrollment in a Transportation FSA is available at any time.

10.06 Retirement – Ohio Public Employee Retirement System

Employees are required to participate in the Ohio Public Employees Retirement System (OPERS). OPERS is the pension system utilized by the County instead of the Federal Social Security system. OPERS offers three retirement plans to its members: The Traditional Pension Plan (Defined Benefit), the Member-Directed Plan (Defined Contribution), and the Combined Plan (Combination of both Defined Benefit and Contribution). Additional information can be found on the OPERS website.

Contributions

The State of Ohio sets the employee and employer contribution rates. The employee's contribution rate is deducted from the gross bi-weekly salary/wage of the employee's pay. This amount is added to the County contribution rate and deposited into the employee's individual account with OPERS.

Tax-Deferred Basis

The Internal Revenue Code allows public employee pension plan contributions to be remitted on a tax-deferred basis. This means the employee pension contribution will not be included in taxable income when calculating federal and state income tax withholding. This yields an immediate tax savings to the employee.

City taxes will continue to be deducted from the employee's portion of the OPERS contribution. Also, the amount of pension contribution that is tax-deferred may be subject to federal and state taxation when it is withdrawn, either at retirement or upon separation of employment.

Other Information

Depending on the plan chosen, other benefits available may include survivor and disability benefits as well as healthcare benefits upon retirement.

OPERS service time continues to accrue during paid leaves of absence including Family Medical Leave. OPERS contributions are not remitted during an unpaid leave. Some leaves, such as military and workers' compensation may be eligible for free service credit. Credit for approved unpaid leaves may be purchased.

Information is available by contacting OPERS directly or at the OPERS website, www.opers.org.

10.07 Deferred Compensation

Employees can choose to contribute to a Deferred Compensation Plan. Employees may authorize a portion of their pay to be withheld and invested to supplement their future retirement income. Unless otherwise provided by law, money contributed to a Deferred Compensation Plan and any earnings on those contributions are not subject to federal or state income tax until those monies are paid to the employee, at the point of retirement or at the point of an approved withdrawal. Contact Human Resources for more information on Deferred Compensation Plans.

10.08 Employee Assistance Program

The County is committed to the health, safety, and welfare of its employees and their families. The County offers the EAP to provide employees and their eligible dependents with tools and resources to assist with personal matters. The EAP offers employees and their dependents short-term assessment and problem resolution by licensed counselors for a range of common concerns. The County funds the initial counseling sessions for employees and eligible dependents. The Employee Assistance Program (EAP) is designed to offer employees and their dependents assistance with issues including but not limited to:

- Addiction/Chemical Dependency
- Adolescent Issues & Guidance
- Chronic Physical Illness
- Depression/Anxiety
- Eating Disorders
- Family/Dependent Care Resources
- Financial Management Assistance
- Legal Consultation
- Major Life Events, including births, accidents and deaths
- Management Consultation
- Marital Conflict or Divorce
- Retirement Coaching
- Stress Management
- Wellness Advice
- Workplace Conflict Resolution

Following completion of the initial sessions, counselors may recommend a plan, which may include additional counseling and/or needed services. Subsequent services may be covered by the employee's medical provider and insurance.

Employees' current job and future advancement will not be jeopardized by using EAP services. The EAP provides strict confidentiality, following all federal and Ohio laws. As with all health-related documents, if EAP records are provided to the County, the EAP's records will be maintained in a confidential manner. The County may, upon recommendation or request by management, and when appropriate, refer employees to the EAP to assist with workplace and/or performance issues.

Participation in the EAP does not excuse employees from complying with the County's policies or from meeting job requirements during or after receiving assistance. Nor will participation prevent the County from taking corrective action for performance problems that occur before or after employees seek assistance through the plan.

Additional information regarding the EAP can be obtained from Human Resources.

10.09 Lactation Accommodation

Cuyahoga County supports and complies with all federal and Ohio laws and regulations by providing accommodations to employees who are nursing mothers who wish to express breast milk during the workday.

Break Time for Lactation Purposes

Employees who are nursing mothers can take reasonable, paid break periods during the workday to express breast milk. Employees should work with their supervisor to make reasonable efforts to minimize disruption to departmental operations.

Lactation Rooms

For the convenience and privacy of employees who are nursing mothers, the County has designated rooms at various facilities where a mother can express breast milk. These rooms will include reasonable and appropriate amenities.

Usage rules for these designated rooms and room amenities, will be posted at each facility. To ensure privacy, nursing mothers may reserve/schedule a location room at a time convenient to their needs. Each facility handles the reservations/scheduling in a different manner. Employees should contact Human Resources for information on the reservations/scheduling process.

Resources

For more information about lactation accommodations, employees should contact Human Resources. Other information and resources for nursing mothers who have returned to work are available through the Employee Assistance Program.

10.10 Life Insurance & Accidental Death & Dismemberment (AD&D)

The County provides a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Eligibility

Full-time and part-time benefits-eligible employees are eligible to receive a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Employees are eligible to receive benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees may elect additional supplemental coverage.

The County provides Accidental Death and Dismemberment Insurance that will pay an amount if employees become disabled or die due to a non-work-related accident. The payment amount varies according to the type of disability or death.

The County's group term life insurance has two features allowing employees to take a portion or all of their life insurance with them under an individual arrangement with the County's insurance carrier:

- The "conversion provision" allows employees to convert the basic insured amount, if applicable to their group, and the supplemental coverage into a whole life policy.
- The "portability provision" allows employees to take the insured amount that is more than the basic coverage and create an individual term life policy at the same prevailing group premium. Changes in premium still occur at the same five-year (5) age intervals as when employed.

There are deadlines associated with both the "conversion" and "portability" provisions of the County's sponsored life insurance program.

10.11 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides qualified beneficiaries who lose their healthcare benefits the right to choose to continue those benefits for limited periods due to qualifying life events. Qualified beneficiaries may be required to pay the entire premium for coverage, in addition to an administrative fee.

Qualified Beneficiaries

A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event for someone who is an employee, the employee's spouse or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

Qualifying Life Events

Qualifying life events are certain events that would cause an individual to become eligible for COBRA. The type of qualifying life event will determine who the qualified beneficiaries are and the length of time under which continuation of healthcare coverage will be provided under COBRA.

Qualifying Life Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment (including military leave of absence)

Qualifying Life Events for Spouses

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying Life Events for Dependent Children

- Loss of dependent child status under the healthcare plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Under COBRA, employees and/or their qualified beneficiaries must notify Human Resources of a divorce, legal separation or a child losing dependent status under the plan within sixty (60) days of the qualifying event.

The County provides employees with written notice of their rights under COBRA when they become eligible for coverage under the health insurance plan, as well as when a qualifying event occurs. Employees should contact Human Resources with any questions.

11 TIME OFF AND LEAVES OF ABSENCE

All time off and leave is subject to prior approval, unless otherwise noted. Employees must request leave using the procedures and forms outlined by Human Resources and their department.

Every request for leave will be given fair consideration in accordance with the following procedural guidelines and the staffing needs of the employee's department. Any leave approved based on false information is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation may be subject to disciplinary action.

Employees are solely responsible to ensure that they have adequate vacation leave, sick leave and/or compensatory/exchange time when requesting and/or taking paid leave.

11.01 Paid Vacation Leave

The County provides paid vacation leave to full-time and part-time benefits-eligible employees. Vacation accrual is based on years of service and begins on the first day of employment with the County. Employees who have previous service with any political subdivision of the State of Ohio may receive service credit for vacation accrual. To receive credit, employees must provide Human Resources with a signed letter from the former employer(s), on each employer(s) letterhead, with the qualifying start and end dates of employment, number of days worked if any of the service was less than a full year, number of hours worked if any of the service was less than full-time, and verification of any unused accumulated sick leave. Employees must provide the required documentation ~~service credit verification form, completed by their former employer(s)~~, within sixty (60) days of their date of hire. Forms received after sixty (60) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the form is received. ~~The service credit verification form is available online, or a paper copy can be requested from Human Resources.~~ An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio shall not have prior service considered for the purpose of computing vacation leave.

Eligible full-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	3.1 hours	80 hours/10 days	240 hours/30 days
5 to less than 15	4.6 hours	120 hours/15 days	360 hours/45 days
15 to less than 25	6.2 hours	160 hours/20 days	480 hours/60 days
25 or more	7.7 hours	200 hours/25 days	600 hours/75 days

Eligible part-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	2.47 hours	64 hours/8 days	192 hours/24 days
5 to less than 15	3.70 hours	96 hours/12 days	288 hours/36 days
15 to less than 25	4.93 hours	128 hours/16 days	384 hours/48 days
25 or more	6.16 hours	160 hours/20 days	480 hours/60 days

Once an employee's vacation leave balance reaches the maximum accrual allowance, no further vacation leave will accrue until the balance drops below the maximum amount.

There is no waiting period after an employee is hired or promoted before vacation time can be used. Employees must have their supervisor's approval to use vacation leave.

An employee separating from the County is eligible for payout of their accrued vacation leave balance, minus any fees, charges or outstanding financial obligations the employee may have to the County.

11.02 Paid Holidays

The County provides full-time and part-time benefits-eligible employees with paid time off on the following, recognized holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Employees who are in an unpaid status on the regular work day immediately preceding or following the holiday are not eligible for holiday pay.

Eligible employees who work on a County-recognized holiday and are in a paid status on the regular work day immediately preceding ~~and or~~ following a holiday are entitled to holiday pay for their regularly scheduled work hours. If the employee's work schedule is other than Monday through Friday, and the

holiday falls on the employee's day off, the employee is entitled to a floating day off, to be used within ninety thirty (930) calendar days and with prior approval.

An employee in a non-exempt position who is required to work on a County holiday shall be entitled to regular pay in addition to holiday premium pay at one and one-half (1.5) times for each hour worked. Exempt employees who are required to work on a County holiday will receive regular pay in addition to holiday premium pay at their regular rates for each hour worked, or exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve holiday premium pay for an employee or group of employees in lieu of exchange time, subject to the conditions in Section 9.07 of this handbook.

Part-time benefits-eligible employees are entitled to holiday pay for their scheduled hours if the recognized holiday falls on their regularly scheduled workday.

Part-time benefit non-eligible employees and temporary employees are not entitled to holiday pay or premium holiday pay even if they work on a recognized holiday.

11.03 Paid Sick Leave

The County provides paid sick leave to full-time and part-time employees. Sick leave can be used for the following reasons:

- illness, injury, or pregnancy-related condition of the employee or the employee's immediate family member
- exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees
- death of an employee's immediate family member (*in conjunction with the bereavement policy*)
- healthcare appointment with an appropriate healthcare practitioner for the employee, or the employee's immediate family member where the employee's presence is reasonably necessary

For purposes of this section, immediate family member includes the employee's spouse, child, step-child, parent, parent-in-law, grandparent, sibling, brother- or sister-in-law, aunt, uncle, or persons to whom the employee stands in loco parentis, or any other relative residing with the employee (proof of residency required).

Sick leave accrues at the rate of 0.0575 hours for each hour of service. Employees must be on active pay status to accrue sick leave. Employees may not use sick leave that was accrued in the same pay period. Sick leave may not be used to cover absences that occurred prior to the accrual of the leave. Sick leave is used in a minimum of one (1) minute increments. Sick leave payment shall not exceed the normal, scheduled workday earnings.

Employees must follow their department's guidelines regarding appropriate notification for using sick leave. When the need for leave is foreseeable, the employee must notify their supervisor by making a

leave request in advance. In unforeseen circumstances, an employee must follow their department guidelines regarding notification.

The employee shall record their absence in the applicable timekeeping system. If the pay period ends before the employee returns to work, the employee's supervisor shall record the employee's absence.

The County reserves the right to require documentation to support the employee's sick leave request (i.e., medical certification) for all absences of three (3) or more days, or when the County has a reasonable suspicion that sick leave is being abused. Abuse of sick leave may subject the employee to disciplinary action.

An employee's supervisor must notify Human Resources anytime an employee is out on sick leave for 3 consecutive work days to ensure the employee receives information regarding FMLA.

Unused Sick Leave

Upon retirement, an employee with ten (10) or more years of service shall be paid for one-fourth (1/4) of the accrued, unused sick leave balance up to a maximum of two-hundred forty (240) hours. Payment for unused sick leave is not available under any other circumstance.

Sick Leave Credit

Employees who have a balance of sick leave earned while employed by another political subdivision of the State of Ohio within the past ten (10) years may have the unused sick leave balance credited to their current sick leave balance with the County. ~~Employees can contact Human Resources for more information on how to receive this credit.~~ To receive sick leave balance credit, employees must provide Human Resources with a signed letter from the most recent qualifying former employer, on the employer's letterhead, with qualifying start and end dates of employment and verification of any unused accumulated sick leave.

11.04 Paid Bereavement Leave

All full-time employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to five (5) days of paid bereavement leave.

Full-time employees are entitled to up to three (3) days of paid bereavement leave for the loss of a brother, sister, half-brother, half-sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, uncle, aunt, first cousin, niece or nephew, or any relative residing with the employee (proof of residency required).

Part-time benefits-eligible employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to three (3) days of paid bereavement leave.

To be eligible for bereavement leave, the employee must provide appropriate documentation supporting the request for leave (e.g., obituary, funeral/memorial service program, death certificate, etc.). Bereavement leave must be used within six (6) months of the loss. Bereavement leave may be taken as a continuous period or on an intermittent basis. If an employee needs additional time away from work, the employee may request to use accrued sick leave, vacation leave, compensatory and/or exchange time with the approval of their supervisor. Once these paid leaves are depleted, employees may request an unpaid personal leave of absence.

11.05 Paid Legal Proceedings Leave

Employees may receive legal proceedings leave when they are:

- summoned for jury duty by a court of competent jurisdiction
- subpoenaed to attend a court proceeding for a matter that is work-related and employee acted within the proper scope of their employment
- participating in any hearing of the PRC as the appellant, a summoned witness or at the request of the County

To receive this leave, employees shall submit, to their supervisor, a copy of the summons or request as soon as the notice is received.

An employee out on legal proceedings leave is required to immediately report to work after they are released, unless there would be less than one (1) hour left in the employee's regularly scheduled work day upon reporting to work. For example, an employee on an 8:30 – 4:30 schedule who is released from jury duty at 1 p.m. is required to immediately report to work. If the employee is released from jury duty at 4 p.m., they would not be required to report to work.

The County will compensate an employee on legal proceedings leave at their normal rate of pay, provided that the employee, upon receipt of any compensation paid by the court, submits the compensation to the County. Checks received in the name of the employee must be endorsed and provided to their supervisor for deposit to the County Treasurer. The employee, however, shall not be granted any mileage, travel or other related expenses.

11.06 Unpaid Personal Leave of Absence

Full-time and part-time benefits-eligible employees may apply for an unpaid personal leave of absence. A personal leave involves a temporary separation from active pay status. Employees may apply for a personal leave of absence without pay for a maximum of one (1) month, unless approved for a longer period by the Director of Human Resources.

Job performance, absenteeism and departmental requirements may be considered before a request is approved. Approval for leave is within the sole discretion of County management. Leave must not unduly disrupt the department's normal operations.

Employees requesting a personal leave must complete a *request for unpaid leave* form. The request must be submitted to the employee's supervisor at least sixty (60) days prior to the beginning of the leave, or as soon as possible when extenuating circumstances make it impossible to give at least 60 days' notice. The request for unpaid leave form is available online, or a paper copy can be requested from Human Resources. Bargaining employees who are ineligible for personal leave under the terms of their CBA may be permitted leave under this provision of the Employee Handbook at the discretion of the Director of Human Resources.

If the employee's supervisor approves the request, then request must then be forwarded to the employee's department director and Human Resources for approval, in that order.

An employee must exhaust all applicable paid leave before beginning a personal leave of absence. For example, an employee requesting an unpaid leave of absence to campaign for an elected office would first have to exhaust all vacation and exchange/compensatory time but would not have to exhaust their sick leave. The effective date of the personal leave will be the employee's first non-working day following the exhaustion of any of the employee's applicable, available paid leave balances (i.e., sick and vacation leave, compensatory and exchange time).

A personal leave is a temporary separation from active pay status. Sick and vacation leave and OPERS service time do not accrue during the leave. However, an employee on personal leave may continue their voluntary benefits, at their own expense. To continue benefits, a *benefits continuation form* must be completed and submitted to Human Resources prior to commencement of the personal leave of absence. The benefits continuation form is available online, or a paper copy can be requested from Human Resources.

If the employee chooses to continue their benefits, the employee must pay for coverage by prepaying, in full, their contributions for the duration of time they will be on a personal leave of absence. Payment must be received by the end of the month prior to the month for which the leave has been approved. If the employee does not pay for their contribution for their benefits while on a personal leave of absence, benefits will be cancelled.

Any extensions for personal leaves of absence beyond the maximum one (1) month period will be considered on a case-by-case basis by the department director and Human Resources.

Failure to return to work upon the expiration of the personal leave, without reasonable explanation, may subject the employee to disciplinary action. An employee who fails to return to service from a personal leave and who is subsequently terminated or voluntarily resigns from service shall not receive service credit for the time spent on personal leave. In this case, the employee's termination date will be the start date of the personal leave.

An employee may be permitted to return to work prior to the originally scheduled expiration of the personal leave if the earlier return date is agreed to by both the employee and Human Resources.

11.07 Family Medical Leave

The Family and Medical Leave Act (FMLA) and its amendments provide employees with the right to take job-protected unpaid time off for various identified reasons.

Employees with at least one (1) year of service who have worked at least 1,250 hours in the previous year are eligible, and can request up to twelve (12) workweeks (480 hours) of Family Medical Leave (FML), during a 12-month period, for one of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- The birth or placement of a child for adoption or foster care
- To care for an immediate family member (as defined by this procedure to only include spouse, child or parent) with a serious health condition
- To take medical leave when employees are unable to work because of their own serious health condition

Employees may take up to twelve (12) weeks of approved leave within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of FML, during this time the employee must have worked 1,250 hours. If two married employees both work for the County and each wants to take leave for the birth of a child, adoption or placement with the employee of a child in foster care, or to care for a parent with a serious health condition, the employees may take only a combined total of twelve (12) weeks of leave.

A serious health condition is defined as a condition that requires in-patient care at a hospital, hospice or residential medical care facility, or a condition that requires continuing care by a licensed healthcare provider as defined in the FMLA. In general, a period of incapacity of more than three (3) days, and two (2) visits to a healthcare provider within thirty (30) days (the first within seven [7] days of the onset of incapacity), would be considered a serious health condition. A serious health condition leaves employee unable to perform their job. Questions about what health conditions are covered under this procedural guideline should be directed to Human Resources.

Employees must use all accumulated paid time off allowances during their FML. FML that exceeds an employee's accumulated paid time off allowance is unpaid, and employees are responsible for financially arranging to continue their benefit coverage, at their expense, during the absence. For serious health conditions, employees must provide a healthcare provider's verification of the medical need for leave. On return from FML, employees are placed in their former or comparable jobs.

Leave Categories

- Continuous Leave: Employees may take leave in a continuous block of time.
- Intermittent Leave: Employees may take leave in separate blocks of time due to a single illness or injury, rather than for one continuous period and may include periods of leave from an hour or more (with appropriate notice for non-emergency circumstances such as regular treatment visits, etc.) to several weeks. Examples of intermittent leave would include leave taken for chemotherapy

that includes time taken on an occasional basis for a medical appointment or leave taken several days at a time spread over a period of six (6) months

- **Reduced Leave Schedule:** Employees may take leave that reduces their usual number of working hours per workweek, or hours per workday. In other words, a reduced leave schedule is a change in the employee's schedule for a period, normally from full-time to part-time. Such a schedule reduction might occur, for example, when employees work part-time after the birth of a child or employees recovering from a serious health condition cannot work a full-time schedule. The difference between the employee's reduced schedule and regular schedule will be charged against the employee's available FML weeks/hours. Documentation of medical necessity of reduced schedule is required.

Military Family Leave Entitlement

Eligible employees with a spouse, child or parent on active duty or called to active duty status in the National Guard or Armed Forces Reserves in support of a contingency operation may use their 12-week leave entitlements to address qualifying exigencies. Qualifying exigencies may include attending military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions and attending post-deployment reintegration briefings.

FML also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. This type of Military Family Leave is available only once. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Armed Forces Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status or on the temporary disability retired list.

Applying for Leave

Employees or an employee's supervisor if the employee is unable, must request FML through the MyHR system or -must contact Human Resources to initiate FML and must provide Human Resources with a thirty (30) day notice, if the leave is foreseeable. The County reserves the right to require an employee delay the start of their FML if thirty (30) days' advance notice is not provided when the need for FML is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.

Certification and Recertification of Serious Health Conditions

The County will ask for certification of the employee's serious health condition or that of a family member. Employees must respond to such a request within fifteen (15) days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification form.

Certification of a serious health condition will include the following:

- The date when the condition began
- The condition's expected duration
- The medical facts regarding the condition; and
- A brief statement of treatment

For employee's serious health condition, a statement noting the employee is unable to perform work of any kind or unable to perform the essential functions of the job. For a seriously ill family member, a statement indicating assistance is required, what that assistance is and/or that the employee's presence would be beneficial.

The County reserves the right to ask for a second opinion and will pay for employees to get a certification from a second healthcare provider selected by the County.

If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third healthcare provider. The County's healthcare provider and the employee's healthcare provider will jointly select the third healthcare provider, and the County will pay for that opinion. The third opinion will be final.

The County may request recertification of a chronic or episodic serious health condition requiring intermittent leave or reduced schedule every six (6) months, or less, as indicated by the healthcare provider's certification. No additional opinions or re-certifications will be requested in the case of leave to care for a military service member, in conformance with the regulations.

Holidays and Suspended Operations

When a holiday or inclement weather, emergency or event impacting operations falls during a week in which an employee is taking a full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

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Status and Benefits While on FML

While on paid FML, the County will continue employees' benefit coverage at the same level and under the same conditions as if they had continued to work. All available paid leave must be used and charged against the employee's FML before unpaid FML will be initiated. The employee's accrued time must be used in the following order: Sick, Compensatory/Exchange, Vacation. Sick and vacation leave will accrue during the employee's paid FML as it normally would. Available time accrued during paid FML must be used in the same order as above. ~~however, the time accrued during the leave may not be used until the employee returns to work.~~ All usual payroll deductions will be taken during the employee's paid FML.

While on unpaid FML, if employees choose to continue their benefit coverage, employees will be responsible for making payment arrangements for the employee paid portion of benefits for the duration of unpaid FML. If for any reason employees allow their benefit coverage to lapse while on unpaid FML, benefits will be cancelled. Vacation and sick leave do not accrue during unpaid FML.

Leave Donation

Employees may donate accrued sick or vacation leave to a fellow employee who has a serious health condition as defined under the FMLA and are in critical need of time off due to the condition. Donation of leave time is strictly voluntary. FML leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that the employee:

- is first approved for FML leave that removes them from the workplace for fifteen (15) consecutive work days for their own serious health condition. Donated leave may be applied retroactively to whenever the donee exhausts his or her paid leave balance. Employees on intermittent FML leave do not qualify to participate in the program. Any unused donated leave will be returned to the donating employee
- has exhausted all sick leave, vacation leave and compensatory/exchange time
- has not had any discipline for attendance within the previous year

An employee may donate accrued sick or vacation leave provided the donating employee:

- voluntarily elects to donate leave to a designated, approved recipient, and does so with the understanding that any used donated leave will not be returned
- retains a sick balance of at least one hundred twenty (120) hours after their donation
- is in active pay status at the time their sick time is to be used

Employees interested in receiving donated time should contact Human Resources. Employees who qualify may receive leave through the Leave Donation Program for up to twelve (12) weeks.

An employee may request donation leave from other employees or may designate a non-supervisory employee to make such a request on their behalf. Supervisors and managers may not solicit leave donations for or from any employee in their chain of command.

When an employee has exhausted all donated time, they may be placed on an unpaid extended sick/medical leave or may be separated in accordance with County policy or their CBA.

Returning from FML

Most employees who take leave under this procedural guideline will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms and conditions. The job will be the same or one that requires substantially equivalent skill, effort, responsibility and authority. However, employees' rights to reinstatement cease if the employment relationship ends (e.g. loss of job due to reduction in force while on leave or situations where the organization learns of circumstances that would otherwise result in the termination of employment). The County may exempt certain highly-compensated employees from this requirement and not return them to the same or similar position.

Before employees may return to work from a leave of absence, they may be required to present to the County a medical certificate from their healthcare provider indicating any restrictions on their ability to perform the essential functions of the job to which they are returning. For scheduling purposes, this

release must be received no less than two (2) business days before the employee's anticipated return date. The County may also require a physical examination at its expense to determine fitness for duty.

All family and medical leave taken, for whatever reason (including leaves for workplace injury), will be counted against employees' available leave of absence period under the FMLA.

11.08 Unpaid Medical Leave

Employees who are not eligible for FML (see section 11.07), or who have exhausted their FML, may be granted unpaid medical leave of absence because of personal illness or injury that disables the employee from performing the essential functions of their job (including medical conditions related to pregnancy or childbirth) or an illness/injury of an employee's child (including a child for whom the employee is the legal guardian), spouse, or parent, but not including the employee's parents-in-law. The County reserves the right to require medical or other relevant documentation to justify the leave.

Unpaid medical leave may be granted for up to a total of twelve (12) weeks within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of unpaid medical leave. Unpaid medical leave must be taken in continuous blocks of time of at least five (5) consecutive workdays.

To be eligible for unpaid medical leave, any accumulated paid leave must be exhausted, and the employee must comply with their department's call-off procedure. The employee must demonstrate that the probable length of absence will not exceed twelve (12) weeks and the employee must present Human Resources at the time that the request is made with sufficient medical documentation, acceptable to the County, demonstrating that the employee is unable to perform the essential functions of their position and containing the probable period for which the employee will be unable to perform the essential functions of their position. If the need for leave is for the employee's covered family member, the documentation must demonstrate that the employee is needed to care for the covered family member.

If an employee takes unpaid medical leave to care for a covered family member and does not return to work within twelve (12) weeks, the employee may be removed. Such employees shall have no right to reinstatement but remain eligible for future employment through the County's regular hiring process. The County may initiate the disability separation process (see section 6.12) for an employee who takes unpaid medical leave for their own medical condition and does not return to work within twelve (12) weeks, consistent with the ADA or other applicable law.

When the County has a reasonable belief that an employee who has been on extended unpaid medical leave may be unable to perform the essential functions of their position, with or without reasonable accommodation, the County may require the employee to submit to and satisfactorily pass a medical examination before being permitted to return to work. The purpose of the medical examination shall be to determine if they can perform the essential functions of their position, with or without reasonable accommodation, consistent with the ADA or other applicable law. In the event of a difference of opinion as to the employee's physical status between the employee's physician and the County's physician the employee shall be referred to a mutually agreed upon physician whose opinion shall be binding.

11.09 Paid Parental Leave

The County offers Paid Parental Leave to employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. Parental leave gives parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations.

Paid parental leave is available to full-time and part-time benefits-eligible employees who are FML eligible (see section 11.07). An employee is FML eligible when they have at least one (1) year of service with the County and have worked at least 1,250 hours in the previous year.

Paid parental leave is two (2) continuous weeks of paid leave, which will run concurrently with FML, and is in addition to any other paid leave that may be available for the employee to use while on FML.

Paid parental leave will be based on an employee's normal rate of pay (based on full-time equivalency), not including premiums or scheduled overtime. Part-time benefits-eligible employees will receive two (2) continuous weeks of paid leave, with pay based on the average number of hours worked during the previous year.

Vacation and sick leave continue to accrue during paid parental leave. The County will continue to pay its share of the cost of an eligible employee's group health insurance during paid parental leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

Paid parental leave must be utilized within twelve (12) weeks following the birth or adoption of a child. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, unpaid personal leave and holiday. Bargaining employees should review their CBA (if applicable) and contact Human Resources.

An employee is eligible for paid parental leave once within a rolling twelve (12) month period. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to utilize the appropriate provisions of this procedural guideline.

Documentation

Eligible employees must submit a completed *leave request form* to Human Resources at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible; employees must submit a leave request form to Human Resources as soon as possible.

Eligible employees will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FML will govern (see section 11.07). The medical documentation must be completed and signed by the individual's health care provider.

Eligible employees will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

11.10 Military Leave

The County supports employees who volunteer or are called to active military service. Military leaves are governed by federal and Ohio law and will be treated in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave

Under Ohio law, employees who are members of the Ohio National Guard, the Ohio defense corps, the Ohio naval militia, or any reserve component of the United States armed forces are entitled to a paid leave of absence not to exceed twenty-two (22) workdays in any one (1) calendar year. The leave can be continuous or intermittent.

Unpaid Military Leave

Under federal law, employees who are members of the United States armed forces shall be granted up to five (5) years of unpaid military leave with reinstatement rights to serve in the armed forces. The five (5) year maximum may be extended in certain cases, consistent with applicable law.

An employee on unpaid military leave of thirty (30) days or less may continue their healthcare benefits by directly paying the employee's portion of their health insurance premium. An employee on unpaid military leave longer than thirty (30) days will be provided information on continuation of benefits for up to twenty-four (24) months at the employee's expense (see section 10.11).

An employee on unpaid military leave may use vacation leave or exchange/compensatory time to cover part or all of their military leave.

An employee returning from unpaid military leave must apply for reinstatement within the timeframe established by applicable law. The County will promptly reinstate the employee in the position they would have attained had they not been on unpaid military leave and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority.

Requesting Paid or Unpaid Military Leave

An employee seeking military leave (paid or unpaid) should contact Human Resources as soon as possible. Any supervisor or department director who becomes aware of an employee's possible need for military leave should immediately notify Human Resources.

12 MISCELLANEOUS

12.01 Personnel Information and Privacy

The County is committed to treating personal information about employees as sensitive and respects the need to protect each employee's privacy. Human Resources manages and maintains official personnel records for all County Executive employees. Personnel records may be in the form of paper, digital, or microfiche.

Access

Personnel files are stored in secured areas (e.g., within locked file cabinets, on secure computer servers). Authorized supervisors may review their employees' personnel files, in coordination with Human Resources. Employees are granted access to their own personnel file and records in accordance with the procedures outlined herein.

Medical information about employees is maintained separately from other records. Access to medical information is restricted to appropriate Human Resources and Law Department employees on a need-to-know basis.

Handling Personnel Information

If an individual requests copies of information in an employee's personnel file, Human Resources will make copies of the information and will work with the appropriate authority to distribute the copies to the requesting party. Copies may be redacted, consistent with applicable law. When practical, Human Resources will notify an employee when information from their personnel file is provided to a third party.

Questions or issues about the application or enforcement of these security measures should be addressed to the Director of Human Resources and/or the Director of Law.

Employees' Access to Information

Employees may review information contained in their personnel file during non-working time (e.g., breaks, lunch, before or after work). All reasonable and timely requests for access to personal information will be honored on employees' own time (e.g., paid time off).

Employees interested in reviewing the contents of their personnel file shall contact Human Resources and provide at least two (2) working days' notice of their desire to schedule a mutually convenient time for an appointment.

Accuracy of Information

To ensure that personnel files are up to date and contain accurate, complete information, employees must notify Human Resources of any change in their personal information. It is the responsibility of employees to notify Human Resources of any changes in the following, within one (1) month of the event, by making updates in Employee Self Service:

- Legal name
- Telephone number(s)
- Home address
- Marital status
- Number of dependents
- Beneficiary designations
- Scholastic achievements, other awards or certifications
- Emergency contacts

It is in the employee's interest to keep records of acquired new skills or experience, if the employee wants those records to be reviewed for any job advancements.

In addition, the County may initiate personal information updates by requiring all employees to review and verify their personal information on file.

Additions, Deletions or Changes

Employees may request corrections or deletions of information in their personnel records, as appropriate, to Human Resources. Human Resources ordinarily checks with the department director where the record originated, if applicable, and with the Director of Law as to any public record restrictions. Human Resources will notify the employee, in writing, as to whether the requested amendment will be made. A copy of the written response will be included in the employee's record.

12.02 Recording of Conversations

The County has established the following guidelines for the recording of conversations concerning County business. This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the public, including, but not limited to, public hearings. Any violation of this policy could result in disciplinary action.

County employees shall not record any conversations involving the discussion of County business unless at least one of the following applies:

- The Director of Law or designee authorizes in writing an employee to record a conversation;
- All parties first consent in writing; or
- The department director, with the approval of the Director of Law, authorizes recording as a standard course of business in the interest of the public (e.g., all telephone calls to the 696-KIDS hotline and 911 calls are recorded).

12.03 Workplace Search

The County has the right to conduct investigations pertaining to security or work-related matters. During these investigations, authorized personnel may request that employees open for inspection any package, bag, container or vehicle brought into or taken from the County premises. In addition, work areas (e.g., desks, files, computers, cabinets and lockers) are County property and may be subject to search when the County reasonably suspects a policy violation has occurred. Failure to cooperate with an investigation or search is a violation of County guidelines and the employee may be subject to disciplinary action.

This does not apply to inspections of work areas to locate documents or information when an employee is unavailable. The County reserves the right to conduct such inspections and retrieve documents, other work materials, information, etc., based upon operational needs.

A supervisor, department director or Human Resources may question employees and/or search any personal property or any area from which the County conducts business, including any/all spaces, facilities and/or vehicles leased by the County, when there are reasonable grounds for suspecting that the search will enable the County to:

- safeguard another employee's safety or property
- safeguard a County customer or their property
- protect County property from destruction and/or theft
- investigate possible violations of County policy
- carry out an internal workplace harassment/discrimination investigation

Some storage equipment (e.g., cabinets, lockers) may be locked to secure its contents from theft or damage. The County reserves the right to search locked storage equipment when there are reasonable grounds to do so. County management will obtain authorization from either Human Resources or Protective Services prior to conducting a workplace search.

In the event a search is initiated the following procedures will be followed:

- The employee, a supervisor, Protective Services or law enforcement, and a union steward/representative (for bargaining employees) should be notified of and present for a search. Lack of availability of any of the above will not delay or prevent a search.
- If the employee is not present during a search, Protective Services or law enforcement will be instructed to remove any locking device, if one is present. The employee can receive reimbursement for their personal lock, at a reasonable cost, if applicable. If the employee is present, Protective Services or law enforcement will direct the employee to open/grant access to the area. If the employee refuses to grant access, the lock will be removed, at the employee's expense. An employee may be responsible for any damage occurring from gaining access to areas secured by the employee.

- All property obtained from a search will be inventoried. After the inventory is complete, all observers will sign the inventory sheet. Items identified to be inappropriate for the workplace will be confiscated. The following are some items that are prohibited in the workplace:
 - drugs (without prescription in employee's name)
 - alcohol
 - guns and other weapons prohibited by law
 - pornography

This list is not exhaustive. If any of the items removed from County property violate the law, law enforcement will be contacted. Inventoried items that are confiscated may be returned to the owner for removal from County premises or in the case of County property, returned to its appropriate area(s). Employees may be subject to disciplinary action for inappropriate items brought onto County property.

County employees may periodically be required to submit to a search using a metal detector.

12.04 Health Insurance Portability and Accountability Act (HIPAA)

On occasion, the County receives Personal Health Information (PHI) relative to an employee's employment. Under the Health Insurance Portability and Accountability Act (HIPAA), the originator of the information is required to advise affected employees of how this information may be used or disclosed and how employees can receive a copy of the information being sent. The actual Privacy Notice can be obtained from the Human Resources Department and/or on the County's Intranet web page.

Types of Personal Health Information Received by the County

The following list, though not all-inclusive, represents the type of information received by the County and which may be shared as requested under Ohio law, such as through a subpoena:

- Pre-employment clearances
- Workers' Compensation documentation
- Return-to-Work testing results
- Fit-for-Duty exam results
- Substance-testing clearances
- FMLA medical certifications
- Disability accommodation documentation

Retention of Personal Health Information

The County takes reasonable precautions to protect employees' personal health information. Information received that contains genetic information or is otherwise not applicable to one's employment, benefits or required by federal, state or local law is either redacted or destroyed, consistent with the County's records retention policy.

12.05 Furlough Programs

The County may establish mandatory or voluntary furlough programs in accordance with applicable law. A furlough program involves the taking of unpaid furlough days by County employees.

12.06 Professional Licenses

Any County employee who is required, as a condition of employment, to possess and maintain in good standing, a professional license (e.g., social worker license, license to practice law, etc.) shall immediately report any change in the employee's licensure status to their department management.

12.07 Electronic Equipment and Communications Policy

The County's Electronic Equipment and Communications Policy defines the acceptable use of electronic equipment and the responsibilities of all users. Employees may access the Electronic Equipment and Communications Policy from the MyHR system or may request a copy from Human Resources.

Employees are expected to know and comply with the Electronic Equipment and Communications Policy. Employees may be subject to disciplinary action for failure to comply with this policy.

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12.08 Travel Policy

Employees may access the County's Travel Policy on the MyHR system or may request a copy from Human Resources.

Employees are expected to know and comply with the Travel Policy. Employees may be subject to disciplinary action for failure to comply with this policy.

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12.09 Other Policies

The County has and may adopt other policies that affect employees (e.g., public records policy, ~~travel policy, electronic communications and equipment policy~~). Employees are expected to know and comply with policies that apply to their employment and may be subject to disciplinary action for failure to follow these policies. In addition, employees are expected to know and comply with any policies or guidelines set by their department.