



**AGENDA
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, JANUARY 26, 2021
2:00 PM**

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:
<https://www.youtube.com/CuyahogaCounty>**

****Public comment for this meeting may be submitted in writing via email to the Clerk of Council at arichardson01@cuyahogacounty.us no later than 1:00 p.m. on Tuesday, January 26, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) January 12, 2021 Regular Meeting [See Page 19]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**

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

- 1) R2021-0003: 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 38]

Sponsor: Councilmember Brown on behalf of Personnel Review Commission

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

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

- 1) R2021-0002: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2021, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective. [See Page 155]

Sponsor: Councilmember Tuma on behalf of The MetroHealth System

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2021-0032: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and

agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 159]

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

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

- 1) R2021-0033: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 169]

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

- 2) R2021-0034: A Resolution making an award on RQ2931 to Willham Roofing Co., Inc. in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility, located at 2501 Harvard Avenue, Newburgh Heights, Ohio; authorizing the County Executive to execute Contract No. 701 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 172]

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

- 3) R2021-0035: A Resolution making an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor's Office at the Halle Warehouse; authorizing the County Executive to execute Contract No. 575 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 176]

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

- 4) R2021-0036: A Resolution authorizing an amendment to Contract No. 128 with Ozanne Construction Company, Inc. for design-build services for the Central Booking Project at the Cuyahoga County Justice Center, effective 2/23/2021 and for additional funds in the amount not-to-exceed \$2,419,505.00; 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 211]

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

- 5) R2021-0037: A Resolution authorizing a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 - 2/14/2041; authorizing the County Executive to execute the agreement and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 219]

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

- 6) R2021-0038: A Resolution authorizing an amendment to Contract No. 78 with The United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and for additional funds in the amount not-to-exceed \$2,619,463.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. [See Page 224]

Sponsor: County Executive Budish/Department of Workforce Development

- 7) R2021-0039: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms, and declaring the necessity that this Resolution become immediately effective as follows: [See Page 231]

- i) Appointment for an unexpired term ending 12/31/2021:
 - a) Donisha Greene (Replacing Carmen Harris)
- ii) Appointment for the term 1/1/2020 – 12/31/2022:
 - a) Dr. Victoria Winbush
- iii) Appointments for the term 1/1/2021 – 12/31/2023:
 - a) Mark Batson
 - b) Katie Boland
 - c) Yvette Bozman
 - d) Kristie Groves
 - e) Yvanka Hall
 - f) Kathleen Hallisey
 - g) Julie Johnson
 - h) Janet Keeler
 - i) Janet Montoya
 - j) Shannon Monyak
 - k) Douglas Tayek
 - l) Kim Thomas
 - m) Eugene Ward, Jr.
- iv) Reappointments for the term 1/1/2021 – 12/31/2023:
 - a) Bill Hebble
 - b) Carolyn Lookabill

Sponsor: County Executive Budish

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2021-0012: A Resolution declaring that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; 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 291]

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

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

- 2) R2021-0013: A Resolution declaring that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; 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 296]

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

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

- 3) R2021-0014: A Resolution declaring that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; 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 301]

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

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

- 4) R2021-0017: A Resolution declaring that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland;

total estimated project cost \$4,300,000.00; 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 306]

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

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

- 5) R2021-0019: A Resolution declaring that public convenience and welfare requires rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; 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 311]

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

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

- 6) R2021-0028: A Resolution; authorizing authorizing an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services, effective 4/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46 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 316]

Sponsor: County Executive Budish/County Sheriff

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

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

- 1) R2021-0010: A Resolution declaring that public convenience and welfare requires resurfacing of various avenues, boulevards, roads and streets located in various municipalities in connection with the 2021-2022 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective: [See Page 323]
 - a. Bradley Road, South Corporation Limit to Wolf Road in the City of Bay Village, Council District 1;
 - b. Libby Road, Northfield Road to Aurora Road in the City of Bedford Heights, Council District 9;
 - c. East Edgerton Road, Broadview Road to East Corporation Limit in the City of Broadview Heights, Council District 6;
 - d. Memphis Avenue, Intersection with Tiedeman Road in the City of Brooklyn, Council District 3;
 - e. Spring Road, Broadview Road to Jennings Avenue in the City of Cleveland, Council District 7;
 - f. Shaw Avenue, Hayden Avenue to Manhattan Avenue in the City of East Cleveland, Council District 10;
 - g. Cochran Road, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow, Council District 6;
 - h. Bishop Road, Intersection with Wilson Mills Road in the City of Highland Heights, Council District 11;
 - i. Rockside Road, Brecksville Road to East Corporation Limit in the City of Independence, Council District 6;
 - j. Anderson Road, Richmond Road to Professor Road in the City of Lyndhurst, Council District 11;

- k. Dunham Road, Libby Road to Rockside Road in the City of Maple Heights, Council District 8;
- l. Gates Mills Boulevard, Cedar Road to SOM Center Road in the City of Mayfield Heights, Council District 6;
- m. Chagrin Boulevard, South Lane to East Corporation Limit in the Village of Moreland Hills, Council District 6;
- n. Abbey Road, Albion Road to South of the Turnpike Bridge in the City of North Royalton, Council District 5;
- o. Solon Road, West Corporation Limit to Richmond Road in the Oakwood Village, Council District 6;
- p. Brookside Drive/Mill Street, Bagley Road to Columbia Road in the City of Olmsted Falls, Council District 5;
- q. Chestnut Road, Broadview Road to East Corporation Limit in the City of Seven Hills, Council District 6;
- r. Coventry Road, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights, Council District 9
- s. Mayfield Road, East Corporation Limit to Belvoir Boulevard in the City of South Euclid, Council District 11;
- t. Warrensville Center Road, Fairmount Boulevard to Cedar Road in the City of University Heights, Council District 10;
- u. Alexander Road, Dunham Road to Walton Road in the Village of Walton Hills, Council District 6;
- v. Miles Road & Warrensville Center Road, East of Green Road to East Corporation Limit & S. R. 480 to North Corporation Limit in the City of Warrensville Heights, Council District 9

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

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

- 2) R2021-0011: A Resolution declaring that public convenience and welfare requires rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; total estimated project cost \$1,800,000.00; 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 338]

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

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

- 3) R2021-0015: A Resolution declaring that public convenience and welfare requires rehabilitation of Ivanhoe Road from Euclid Avenue to E. 152nd Street, in the Cities of Cleveland and East Cleveland; total estimated project cost \$1,340,000.00; 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 343]

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

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

- 4) R2021-0016: A Resolution declaring that public convenience and welfare requires improvements to Lakeshore Boulevard from East 217th Street to East 228th Street, in the City of Euclid; total estimated project cost \$1,000,000.00; 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 348]

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

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

- 5) R2021-0018: A Resolution declaring that public convenience and welfare requires rehabilitation of Union Road from Broadway Avenue (north) to Broadway Avenue (south) in the City of Bedford; total estimated project cost \$1,000,000.00; 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 353]

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

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

- 6) R2021-0020: A Resolution making an award on RQ1170 to TriMor Corporation in the amount not-to-exceed \$4,723,245.00 for the reconstruction of Apron "H" and Taxiway "B" at the Cuyahoga County Airport; authorizing the County Executive to execute Contract No. 11 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 358]

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

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

- 7) R2021-0021: A Resolution making an award on RQ2979 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$1,414,375.00 for the 2020 Catch Basin and Test Tee Repair Program for various County Sewer Districts for the period 2/15/2021 – 2/14/2023; authorizing the County Executive to execute Contract No. 233 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 378]

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

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

- 8) R2021-0022: A Resolution authorizing a revenue generating Utility Agreement with the 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 17 for the period of 1/1/2021 – 12/31/2021; 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. [See Page 388]

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

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

- 9) R2021-0023: A Resolution confirming the County Executive’s appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, followed by an additional term beginning 7/1/2021 and ending 6/30/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 391]

Sponsor: County Executive Budish

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

- 10) R2021-0024: A Resolution confirming the County Executive’s reappointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2021 - 12/31/2023; and declaring the necessity that this Resolution become immediately effective. [See Page 396]

Sponsor: County Executive Budish

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

- 11) R2021-0025: A Resolution confirming the County Executive’s reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term

1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective: [See Page 401]

v) The Honorable Michael Dylan Brennan
(Heights Region)

vi) The Honorable Bradley D. Sellers
(Chagrin/Southeast Region)

Sponsor: County Executive Budish

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

- 12) R2021-0026: A Resolution making an award on RQ47474 to AT&T Corporation in the amount not-to-exceed \$2,000,000.00 for Session Initiation Protocol services and the replacement of (2) individual circuits on the CISCO infrastructure in connection with Wide Area Network and telecommunications for the period of 7/1/2020 – 6/30/2025; authorizing the County Executive to execute Contract No. 173 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 412]
[Pending Committee Recommendation]

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

- 13) R2021-0027: A Resolution authorizing an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 – 6/30/2020 to extend the time period to 6/30/2021, and for additional funds in the amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendment 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 on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court [See Page 424]

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

14) R2021-0029: A Resolution; authorizing a Contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 366 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 429]

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

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

15) R2021-0030: A Resolution authorizing an amendment to Contract No. 148 with Child Care Resource Center dba Starting Point for management and administration of the Family Child Care Home (FCCH) Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,433,551.00; 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 435]

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

16) R2021-0031: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021, to remove various providers, effective 1/1/2021, to change payment rates for various providers, effective 1/1/2021 and for additional funds in the total amount not-to-exceed \$61,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 446]

a. Adelphoi Village, Inc.

- b. Applewood Centers, Inc.
- c. Artis's Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc. dba Capstone Academy
- p. House of New Hope
- q. In Focus of Cleveland, Inc.
- r. Keystone Richland Center LLC dba Foundations for Living
- s. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- t. Lutheran Metropolitan Ministry dba S.T.A.R.T Support to At-Risk Teens
- u. National Youth Advocate Program, Inc.
- v. New Directions, Inc.
- w. OhioGuidestone
- x. Ohio Mentor, Inc.
- y. Pathway Caring for Children
- z. Pressley Ridge
- aa. Reach Counseling Services dba Educational Alternatives
- bb. Rite of Passage, Inc.
- cc. Specialized Alternatives for Families and Youth of Ohio, Inc.
- dd. Young Star Academy, LLC (Tri-State Youth Authority, Inc dba Mohican Youth Academy)
- ee. The Twelve of Ohio, Inc.
- ff. The Village Network
- gg. New Beginnings Residential Treatment Center, LLC
- hh. Gracehaven, Inc.
- ii. Homes For Kids of Ohio, Inc.
- jj. Lighthouse Youth Services, Inc.
- kk. RTC Resource Acquisition Corporation dba Resource Treatment Center
- ll. ENA, Inc. dba Necco Center

- mm. Youth for Tomorrow-New Life Center, Inc.
- nn. Multi County Juvenile Attention System
- oo. Life Start, Inc.
- pp. George Junior Republic in Pennsylvania
- qq. Piney Ridge Treatment Center
- rr. Rolling Hills Hospital, LLC
- ss. Habilitation Center, LLC dba Millcreek of Arkansas
- tt. The Buckeye Ranch, Inc.
- uu. COMPASS Family and Community Services
- vv. Eastway Corporation
- ww. Focus 2 Focus, Inc.
- xx. Freedom Youth Program
- yy. Youth Intensive Services, Inc.

Removing providers, effective 1/1/2021:

- a. Sequel Pomegranate Health System, LLC
- b. The Glen Mills Schools
- c. Quality Care Residential Homes, Inc.
- d. Anne Grady Services

Changing payment rates, effective 1/1/2021:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Bellefaire Jewish Children’s Bureau
- d. New Beginnings Residential Treatment Center, LLC

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

e) CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- 1) O2021-0001: An Ordinance enacting Section 208.04 of the Cuyahoga County Code to establish a Cuyahoga County Diversion Board to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center; and declaring the necessity that this Ordinance become immediately effective. [See Page 470]

Sponsor: County Executive Budish
Committee Assignment and Chair: Public Safety & Justice Affairs –
Gallagher

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, FEBRUARY 9, 2021
2:00 PM /REMOTE



MINUTES
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, JANUARY 12, 2021
2:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 2:00 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

There was no silent meditation.

5. PUBLIC COMMENT

Ms. Loh submitted public comment via email regarding the Women's Shelter.

6. APPROVAL OF MINUTES

- a) December 18, 2020 Special Meeting
- b) January 4, 2021 Organizational Meeting

A motion was made by Mr. Miller, seconded by Ms. Brown and approved by unanimous vote to approve the minutes from the December 18, 2020 Special and the January 4, 2021 Organizational meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Jones thanked Councilmembers for their willingness to serve on the Council committees and looks forward to working with them over the next few years.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish thanked Executive staff members from the Department of Public Safety and Justice Services and the Department of Public Works for their continued efforts to ensure the public's safety during the Covid-19 pandemic.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2021-0002: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2021, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Tuma on behalf of The MetroHealth System

Council President Jones referred Resolution No. R2021-0002 to the Public Works, Procurement & Contracting Committee.

- 2) R2021-0003: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown on behalf of Personnel Review Commission

Council President Jones referred Resolution No. R2021-0003 to the Human Resources, Appointments & Equity Committee.

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

- 1) R2020-0250: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown on behalf of Personnel Review Commission

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

On a motion by Ms. Brown with a second by Ms. Simon, Resolution No. R2020-0250 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0004, R2021-0005, R2021-0006, R2021-0007, R2021-0008 and R2021-0009.

- 1) R2021-0004: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 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

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2021-0004 was considered and adopted by unanimous vote.

- 2) R2021-0005: A Resolution authorizing an amendment to Contract No. 261 with Medical Mutual of Ohio dba Medical Mutual Services, L.L.C. for group healthcare benefits for County employees and their eligible dependents and

Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period of 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$98,243,820.48; authorizing the County Executive to execute the amendment 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 Human Resources

On a motion by Mr. Jones with a second by Ms. Brown, Resolution No. R2021-0005 was considered and adopted by unanimous vote.

- 3) R2021-0006: A Resolution authorizing an amendment to Contract No. 209 with CVS Pharmacy, Inc. dba Caremark PCS Health, L.L.C. for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period of 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$18,539,400.00; 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 Human Resources

On a motion by Mr. Jones with a second by Ms. Brown, Resolution No. R2021-0006 was considered and adopted by unanimous vote.

- 4) R2021-0007: A Resolution making a sole source award on RQ2924 with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,700,000.00 for Out-of-School Time services for youth for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 247 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2021-0007 was considered and adopted by unanimous vote.

- 5) R2021-0008: A Resolution authorizing an amendment to Contract No. 204 with The MetroHealth System for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 – 12/31/2020, to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,400,000.00; 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.

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2021-0008 was considered and adopted by unanimous vote.

- 6) R2021-0009: A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 – CE1700265-01 and Contract Nos. 98 and 106 with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2020 to extend the period to 6/30/2021, to remove the provider Buckeye Homecare Services, Inc., assign the interest from Priority Home Health Care, Inc. to Addus Healthcare, effective 1/1/2021 and for additional funds in the amount not-to-exceed \$1,800,145.20; 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:

- a. A-1 Health Care, Inc.
- b. ABC International Services, Inc.
- c. ~~Buckeye Homecare Services, Inc.~~
- d. Casleo Corporation
- e. Critical Signal Technologies, Inc.
- f. Family & Community Services, Inc.
- g. First Choice Medical Staffing, Inc.

- h. Geocare Inc.
- i. Home Care Relief Inc.
- j. Priority Home Health Care, Inc. nka Addus Healthcare
- k. Renaissance Home Health Care
- l. Rose Centers for Aging Well, LLC
- m. RX Home Healthcare Inc.
- n. Senior Transportation Connection
- o. Solutions Premier Training Services
- p. TOBI Transportation LLC
- q. Transport Assistance, Inc.
- r. U First Homecare Services, Inc.
- s. Xcel Healthcare Providers Inc.
- t. Honor & Compassion Homecare, LLC
- u. LCH Group

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

On a motion by Ms.Conwell with a second by Mr. Miller, Resolution No. R2021-0009 was considered and adopted by unanimous vote.

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

- 1) R2021-0010: A Resolution declaring that public convenience and welfare requires resurfacing of various avenues, boulevards, roads and streets located in various municipalities in connection with the 2021-2022 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective:
 - a. Bradley Road, South Corporation Limit to Wolf Road in the City of Bay Village, Council District 1;
 - b. Libby Road, Northfield Road to Aurora Road in the City of Bedford Heights, Council District 9;
 - c. East Edgerton Road, Broadview Road to East Corporation Limit in the City of Broadview Heights, Council District 6;

- d. Memphis Avenue, Intersection with Tiedeman Road in the City of Brooklyn, Council District 3;
- e. Spring Road, Broadview Road to Jennings Avenue in the City of Cleveland, Council District 7;
- f. Shaw Avenue, Hayden Avenue to Manhattan Avenue in the City of East Cleveland, Council District 10;
- g. Cochran Road, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow, Council District 6;
- h. Bishop Road, Intersection with Wilson Mills Road in the City of Highland Heights, Council District 11;
- i. Rockside Road, Brecksville Road to East Corporation Limit in the City of Independence, Council District 6;
- j. Anderson Road, Richmond Road to Professor Road in the City of Lyndhurst, Council District 11;
- k. Dunham Road, Libby Road to Rockside Road in the City of Maple Heights, Council District 8;
- l. Gates Mills Boulevard, Cedar Road to SOM Center Road in the City of Mayfield Heights, Council District 6;
- m. Chagrin Boulevard, South Lane to East Corporation Limit in the Village of Moreland Hills, Council District 6;
- n. Abbey Road, Albion Road to South of the Turnpike Bridge in the City of North Royalton, Council District 5;
- o. Solon Road, West Corporation Limit to Richmond Road in the Oakwood Village, Council District 6;
- p. Brookside Drive/Mill Street, Bagley Road to Columbia Road in the City of Olmsted Falls, Council District 5;
- q. Chestnut Road, Broadview Road to East Corporation Limit in the City of Seven Hills, Council District 6;

- r. Coventry Road, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights, Council District 9;
- s. Mayfield Road, East Corporation Limit to Belvoir Boulevard in the City of South Euclid, Council District 11;
- t. Warrensville Center Road, Fairmount Boulevard to Cedar Road in the City of University Heights, Council District 10;
- u. Alexander Road, Dunham Road to Walton Road in the Village of Walton Hills, Council District 6;
- v. Miles Road & Warrensville Center Road, East of Green Road to East Corporation Limit & S. R. 480 to North Corporation Limit in the City of Warrensville Heights, Council District 9

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

Council President Jones referred Resolution No. R2021-0010 to the Public Works, Procurement & Contracting Committee.

- 2) R2021-0011: A Resolution declaring that public convenience and welfare requires rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; total estimated project cost \$1,800,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0011 to the Public Works, Procurement & Contracting Committee.

- 3) R2021-0012: A Resolution declaring that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; finding that special assessments will neither be levied nor collected to pay for any

part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0012 to the Public Works, Procurement & Contracting Committee.

- 4) R2021-0013: A Resolution declaring that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0013 to the Public Works, Procurement & Contracting Committee.

- 5) R2021-0014: A Resolution declaring that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0014 to the Public Works, Procurement & Contracting Committee.

- 6) R2021-0015: A Resolution declaring that public convenience and welfare requires rehabilitation of Ivanhoe Road from Euclid Avenue to E. 152nd Street, in the Cities of Cleveland and East Cleveland; total estimated project cost \$1,340,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0015 to the Public Works, Procurement & Contracting Committee.

- 7) R2021-0016: A Resolution declaring that public convenience and welfare requires improvements to Lakeshore Boulevard from East 217th Street to East 228th Street, in the City of Euclid; total estimated project cost \$1,000,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0016 to the Public Works, Procurement & Contracting Committee.

- 8) R2021-0017: A Resolution declaring that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland; total estimated project cost \$4,300,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0017 to the Public Works, Procurement & Contracting Committee.

- 9) R2021-0018: A Resolution declaring that public convenience and welfare requires rehabilitation of Union Road from Broadway Avenue (north) to Broadway Avenue (south) in the City of Bedford; total estimated project cost \$1,000,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0018 to the Public Works, Procurement & Contracting Committee.

- 10) R2021-0019: A Resolution declaring that public convenience and welfare requires rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0019 to the Public Works, Procurement & Contracting Committee.

- 11) R2021-0020: A Resolution making an award on RQ1170 to TriMor Corporation in the amount not-to-exceed \$4,723,245.00 for the reconstruction of Apron "H" and Taxiway "B" at the Cuyahoga County Airport; authorizing the

County Executive to execute Contract No. 11 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0020 to the Public Works, Procurement & Contracting Committee.

- 12) R2021-0021: A Resolution making an award on RQ2979 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$1,414,375.00 for the 2020 Catch Basin and Test Tee Repair Program for various County Sewer Districts for the period 2/15/2021 – 2/14/2023; authorizing the County Executive to execute Contract No. 233 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0021 to the Public Works, Procurement & Contracting Committee.

- 13) R2021-0022: A Resolution authorizing a revenue generating Utility Agreement with the 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 17 for the period of 1/1/2021 – 12/31/2021; 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/Division of County Engineer

Council President Jones referred Resolution No. R2021-0022 to the Public Works, Procurement & Contracting Committee.

- 14) R2021-0023: A Resolution confirming the County Executive's appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board

for an unexpired term ending 6/30/2021; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0023 to the Human Resources, Appointments & Equity Committee.

- 15) R2021-0024: A Resolution confirming the County Executive's reappointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2021 - 12/31/2023; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0024 to the Human Resources, Appointments & Equity Committee.

- 16) R2021-0025: A Resolution confirming the County Executive's reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective:

- i) The Honorable Michael Dylan Brennan
(Heights Region)
- ii) The Honorable Bradley D. Sellers
(Chagrin/Southeast Region)

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0025 to the Human Resources, Appointments & Equity Committee.

- 17) R2021-0026: A Resolution making an award on RQ47474 to AT&T Corporation in the amount not-to-exceed \$2,000,000.00 for Session Initiation Protocol services and the replacement of (2) individual circuits on the CISCO infrastructure in connection with Wide Area Network and telecommunications for the period of 7/1/2020 – 6/30/2025; authorizing the County Executive to execute Contract No. 173 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 Information Technology

Council President Jones referred Resolution No. R2021-0026 to the Finance & Budgeting Committee.

- 18) R2021-0027: A Resolution authorizing an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 – 6/30/2020 to extend the time period to 6/30/2021, and for additional funds in the amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendment 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 on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court

Council President Jones referred Resolution No. R2021-0027 to the Public Safety & Justice Affairs Committee.

- 19) R2021-0028: A Resolution authorizing an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 12/31/2025, to change the scope of services, effective 4/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46; 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/County Sheriff

Council President Jones referred Resolution No. R2021-0028 to the Public Safety & Justice Affairs Committee.

- 20) R2021-0029: A Resolution; authorizing a Contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food

purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 366 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0029 to the Health & Human Services & Aging Committee.

- 21) R2021-0030: A Resolution authorizing an amendment to Contract No. 148 with Child Care Resource Center dba Starting Point for management and administration of the Family Child Care Home (FCCH) Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,433,551.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0030 to the Education, Environment & Sustainability Committee.

- 22) R2021-0031: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021, to remove various providers, effective 1/1/2021, to change payment rates for various providers, effective 1/1/2021 and for additional funds in the total amount not-to-exceed \$61,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a. Adelphoi Village, Inc.

- b. Applewood Centers, Inc.
- c. Artis's Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc. dba Capstone Academy
- p. House of New Hope
- q. In Focus of Cleveland, Inc.
- r. Keystone Richland Center LLC dba Foundations for Living
- s. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- t. Lutheran Metropolitan Ministry dba S.T.A.R.T Support to At-Risk Teens
- u. National Youth Advocate Program, Inc.
- v. New Directions, Inc.
- w. OhioGuidestone
- x. Ohio Mentor, Inc.
- y. Pathway Caring for Children
- z. Pressley Ridge
- aa. Reach Counseling Services dba Educational Alternatives
- bb. Rite of Passage, Inc.
- cc. Specialized Alternatives for Families and Youth of Ohio, Inc.
- dd. Young Star Academy, LLC (Tri-State Youth Authority, Inc dba Mohican Youth Academy)
- ee. The Twelve of Ohio, Inc.
- ff. The Village Network
- gg. New Beginnings Residential Treatment Center, LLC
- hh. Gracehaven, Inc.
- ii. Homes For Kids of Ohio, Inc.
- jj. Lighthouse Youth Services, Inc.
- kk. RTC Resource Acquisition Corporation dba Resource Treatment Center
- ll. ENA, Inc. dba Necco Center

- mm. Youth for Tomorrow-New Life Center, Inc.
- nn. Multi County Juvenile Attention System
- oo. Life Start, Inc.
- pp. George Junior Republic in Pennsylvania
- qq. Piney Ridge Treatment Center
- rr. Rolling Hills Hospital, LLC
- ss. Habilitation Center, LLC dba Millcreek of Arkansas
- tt. The Buckeye Ranch, Inc.
- uu. COMPASS Family and Community Services
- vv. Eastway Corporation
- ww. Focus 2 Focus, Inc.
- xx. Freedom Youth Program
- yy. Youth Intensive Services, Inc.

Removing providers, effective 1/1/2021:

- a. Sequel Pomegranate Health System, LLC
- b. The Glen Mills Schools
- c. Quality Care Residential Homes, Inc.
- d. Anne Grady Services

Changing payment rates, effective 1/1/2021:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Bellefaire Jewish Children’s Bureau
- d. New Beginnings Residential Treatment Center, LLC

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

Council President Jones referred Resolution No. R2021-0031 to the Health & Human Services & Aging Committee.

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

1) R2020-0259: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2021 – 1/31/2025; and declaring the necessity that this Resolution become immediately effective:

- i) Cynthia Schulz
- ii) Steven M. Licciardi

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. R2020-0259 was considered and adopted by unanimous vote.

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

- 1) O2021-0001: An Ordinance enacting Section 208.04 of the Cuyahoga County Code to establish a Cuyahoga County Diversion Board to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Ordinance No. O2021-0001 to the Public Safety & Justice Affairs Committee.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, January 25th at 1:00 p.m.

Mr. Gallagher reported that the Public Safety & Justice Services Committee will meet on Tuesday, January 19th at 1:00 p.m.

Ms. Stephens reported that the Community Reinvestment Advisory Subcommittee will meet on Wednesday, January 13th at 2:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, January 19th at 10:00 a.m.

Ms. Conwell reported that Health, Human Services & Aging Committee will meet on Wednesday, January 20th at 1:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, January 19th at 10:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, January 20th at 3:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, January 25th at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 2:41 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0003

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 December 2, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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: *Area Construction Engineer*

Number: 18076
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was updated to better reflect work performed on the job.
Position was opened to the Bridge and Road Maintenance section
of Public Works.

Exhibit B: Class Title: *Customer Service Representative*
Class Number: 16041
Pay Grade: 5B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Language was updated to better reflect the work performed on the
job. Added a Technology Requirements section.

Exhibit C: Class Title: *Emergency Management Specialist*
Class Number: 12091
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit D: Class Title: *Engineer 1*
Class Number: 18072
Pay Grade: 8A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
Added a Technology Requirements section and recommending
FLSA change to Exempt based on professional exemption.

Exhibit E: Class Title: *Engineer 2*
Class Number: 18073
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect the work performed on the
job. Added a Technology Requirements section and
recommending FLSA change to Exempt based on professional
exemption.

Exhibit F: Class Title: *Engineer 3*
Class Number: 18074
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
Added a Technology Requirements section.

Exhibit G: Class Title: *Engineer 4*

Class Number: 18075
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit H: Class Title: *Engineering Technician*
Class Number: 18701
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit I: Class Title: *Section Chief, Engineer*
Class Number: 18077
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language has been updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit J: Class Title: *Senior Emergency Management Specialist*
Class Number: 12092
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit K: Class Title: *Supervisor, Emergency Management Specialist*
Class Number: 12093
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

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.



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 15, 2020

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

FROM: F. Allen Boseman, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on December 2, 2020, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Area Construction Engineer 18076	16A Exempt	16A Exempt (No Change)	Public Works

PROPOSED REVISED CLASSIFICATIONS (Cont.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Customer Service Representative 16041	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology
Emergency Management Specialist 12091	8A Exempt	8A Exempt (No Change)	Public Safety and Justice Services
Engineer 1 18072	8A Non-Exempt	8A Exempt	Public Works
Engineer 2 18073	10A Non- Exempt	10A Exempt	Public Works
Engineer 3 18074	14A Exempt	14A Exempt (No Change)	Public Works
Engineer 4 18075	15A Exempt	15A Exempt (No Change)	Public Works
Engineering Technician 18701	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Section Chief, Engineer 18077	17A Exempt	17A Exempt (No Change)	Public Works
Senior Emergency Management Specialist 12092	10 Exempt	10A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Emergency Management Specialist 12093	13 Exempt	13A Exempt (No Change)	Public Safety and Justice Services

cc: Deborah Southerington, Commissioner
 Thomas Colaluca, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Andria Richardson, Clerk of Council
 Sheba Marshall, HR Director – Total Rewards
 Deborah Johnson, HR Director - Talent Management

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18076	Area Construction Engineer	Public Works	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18076	Area Construction Engineer	Public Works	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect work performed on the job. Position was opened up to the Bridge and Road Maintenance section of Public Works.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Area Construction Engineer	Class Number:	18076
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works		

Classification Function

The purpose of the classification is to interpret, organize, execute, to staff, oversee construction projects, and coordinate assignments in the Construction or the Bridge/Road Maintenance division.

Distinguishing Characteristics

This is a professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for oversight of multiple construction and/or maintenance teams while the latter is responsible for the Construction Division and/or Bridge Maintenance Section of the Public Works Office. This class is different from Engineer 4 where the latter has less experience and coordinates the work of individuals with an engineering design skillset versus focusing on construction and maintenance.

Essential Job Functions

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

- 30% +/- 10%
- Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff, and the contractor; reviews and approves amendments to construction plans; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.

- 30% +/- 10%
- Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.

- 20% +/- 10%
- Oversees field activities while working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.

- 15% +/- 5%
- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

- 5% +/- 2%
- Assumes duties of the Chief Section Engineer in his/her absence.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with a minimum of nine (9) years civil engineering experience in highway and/or bridge work or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within six (6) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment, engineer's scales and measuring tools.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers), and engineer scales.

Technology Requirements

- Ability to operate a variety of software and databases including construction management and communication software (APPIA), email software (MS Outlook), spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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,

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend contractor submittals, invoices, plans, construction schedules, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, 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 use and interpret engineering, construction, and related legal terminology and language.
- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sabine Respress; Communications Coordinator 2	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Andy Molls; Deputy Chief Technology Officer	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Service Representative	Class Number:	16041
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide assistance to all County departments on telecommunication equipment and service issues.

Distinguishing Characteristics

This is an entry level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

35% +/- 10%

- Provides assistance to all County departments on telecommunication equipment (telephones, cellular phones, pagers, etc.) and services issues; assists departments with analyzing and reassessing telecommunication needs; receives equipment requests and orders equipment and services for customers as directed by supervisor; installs telecommunication equipment; monitors the progress of installations and changes to verify completion of equipment and service requests; makes changes to cellular users' information including name changes, password resets, call details, etc.; processes activation and disconnection requests for communication device accounts; arranges and coordinates device/account moves, adds, changes, and repairs with the vendor; converts analogue telephone lines to a Voice Over Internet Protocol (VOIP) system; submits requests for new/renewal of circuits with Telecommunications Requests (TSR) through the State of Ohio; manages voicemail inboxes.

35% +/- 10%

- Processes billings for telecommunications equipment and services; reviews vendor services invoices; identifies discrepancies with billings; collaborates with vendors to resolve issues with billing and payments; creates queries and reports to provide payment for all billing accounts; prepares and submits requests to vendors for credits; sends check payments to vendors; prepares and submits vouchers for payments to the Fiscal Department; verifies all telecommunication equipment and services billed are being used; verifies cost centers by comparing related budgeted costs to actual costs; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.

20% +/- 10%

- Maintains documentation on all processes, procedures, and actions; maintains records of invoices; maintains records of spending utilizing spreadsheets to assist with keeping budgets for contracts within allotted budget amount; prepares cost analyses spreadsheets and graphs for accounts; maintains and updates various spreadsheets and lists (e.g. VOIP conversions, VOIP master cut spreadsheets, Right Fax ports, etc.); maintains records of checks sent to vendors.

Customer Service Representative

5% +/- 2%

- Provides front line customer and technical support; logs and processes departments' service requests and complaints; assists with programming and troubleshooting of cellular equipment; provides or schedules training sessions for telecommunications equipment for other County departments.

5% +/- 2%

- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; seeks best pricing for telecommunication services and equipment; maintains knowledge of trends in products, services, standards procedures, and costs; schedules and participates in calls and meetings with vendors to discuss issues with services.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of related experience; 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

Physical Requirements

- Ability to operate a variety of automated office machines including computer, phone, and multi-function printer.

Technology Requirements

- Ability to use a variety of software including Microsoft Word, Excel, and Outlook.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, emails, statements, checks, equipment request forms, collection notices, vouchers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.

Customer Service Representative

- Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, customer service requests, equipment requests, checks, charts, graphs, chargebacks, forms, vouchers, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to exchange information, follow instructions, record, and deliver information, and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	12091
FLSA:	Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is an entry level classification that receives general and specific direction from management as well as receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; assists with providing technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; assists with planning emergency preparedness test exercises; organizes and coordinates the logistics of training programs, workshops, and exercises; attends and participates in Local Emergency Planning Committee (LEPC) meetings, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences; creates maps using geographic information software.

- 30% +/- 10%
- Provides support with coordinating public outreach campaigns and materials; assists with developing training materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; manages social media accounts and posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers presentations regarding emergency management plans.

- 10% +/- 5%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; acts as a member of the incident support team; assists with fulfillment of resource requests; coordinates with public officials and communities for damage reports; assists with performing damage assessments of public and private property; maintains activity logs to document emergency or disaster events.

Emergency Management Specialist

20% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; receives and fills public records requests; completes/coordinates completion of mandated reporting (Tier II reports, spill reports, damage reports, etc.); stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or other public safety discipline with one (1) year of public safety experience; or any equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including after action reports, Tier II reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, correspondence, and other reports and records.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Emergency Management Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, relevant federal and state laws, department guidelines, policies and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field to assist with conducting damage assessments.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 1	Class Number:	18072
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is an entry-level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of routine work methods and procedures and with increasing independence as work experience is gained.

Essential Job Functions

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

- 30% +/- 10%
- Assist higher level engineers with the development of plans for engineering projects; utilizes Computer Aided Design software to draft engineering plans; sketches changes that have been made to project plans during implementation; evaluates the quality and accuracy of project plans upon completion of engineering project; creates estimates of project costs or estimates of project costs using a historical database; assists with the coordination of public and private utility relocations
- 30% +/- 10%
- Assist higher-level engineers by collecting field measurements, samples, or photographs for engineering projects; photographs work site for plan creation or work logs; enters field measurements and observations into a project report; collects testing reports and provides to higher-level engineers; inspects materials and workmanship for conformance with project plans and specifications.
- 15% +/- 5%
- Assist higher-level engineers by obtaining or completing the necessary documentation or reporting for engineering projects; collects records of previous projects; records, evaluates and rates the condition of structures; observes and evaluates work associated with construction projects; provides daily reports of work done on a project; informs and provides updates to the public regarding plan development or construction progress..
- 15% +/- 5%
- Performs technical engineering calculations and statistical analyses; calculates the quantities of materials needed for projects; utilizes engineering principles for designing project plans such as geometrics, hydraulics, statics, etc.
- 10% +/- 5%
- Attends various meetings and trainings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; stays abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil Engineering Technology from an EAC/ABET or ETAC/ABET accredited institution; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.

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 and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.
- Ability to comprehend a variety of information documents including engineering plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.

Engineer 1

- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, and departmental employees and administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 2	Class Number:	18073
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works		

Classification Function

The purpose of the classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from Engineer 1 in that the latter has less work experience, fewer credentials, and works under a greater degree of supervision.

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%
- Assists with the design and development of basic to complex engineering plans, technical specifications, and cost estimates for assigned projects; assists higher level engineers with writing, evaluating, and analyzing specifications, engineering procedures, and techniques to ensure compliance with guidelines and regulations; performs basic review of plans and specifications for engineering projects; prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares and submits environmental applications with appropriate planning authorities and confirms permits obtained; conducts research to obtain needed project information; prepares documents needed for various projects.

- 35% +/- 10%
- Under supervision of a state-registered engineer, inspects various phases of construction to ensure that the project's workmanship and materials comply with contractual plans and specifications; inspects and tests construction materials for ;documents observations of technical work done for engineering projects; provides daily reports of work done on a project and provides necessary documentation as directed.

- 15% +/- 5%
- Performs statistical work involving data from various engineering projects; researches and analyzes technical information; performs engineering calculations, drafts technical reports, applies engineering principles to produce reports, plans, and drawings; reviews the computation of engineering calculations for various projects as developed by others to detect potential problems and determine potential solutions; records, evaluates and rates the condition of structures; records, itemizes and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

15% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; attends trainings to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC/ABET or ETAC/ABET accredited institution with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.
- An Engineer-in-Training (EIT) designation from the State of Ohio is required.

Additional Requirements

- No special license or certificate 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 and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 2

- Ability to comprehend a variety of informational documents including design plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, "as-built" utility plans, GIS maps, request for qualifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, departmental employees, administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 3	Class Number:	18074
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, and review assigned engineering projects. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for completing engineering projects under a framework of procedures and regulations. The employee is expected to provide and design solutions to identified concerns. The employees in this classification are expected to make decisions independently but consult with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer 2 that this position requires a Professional Engineer designation with the State of Ohio and require more experience.

Essential Job Functions

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

- 40% +/- 10%
- Plans, performs, coordinates work, and reviews work on engineering projects; applies engineering principles and criteria for project design; performs structural, hydrological, and other engineering calculations for engineering projects; prepares cost estimates and contract documents; prepares bid packages; advertises projects for sale; drafts and prepares plans for engineering projects.

- 30% +/- 10%
- Oversees the work of lower level engineers, technicians, construction inspectors, consultants, and general contractors; reviews inspection reports, plan submittals, progress schedules, shop drawings, and daily diary reports; makes recommendations for work orders; coordinates projects with utilities companies as needed; reviews and recommends consultant proposals and invoices for acceptance; coordinates federal, state, and municipal funding for projects as needed; performs traffic analysis and projections for projects.

- 20% +/- 10%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; inspects, evaluates, rates, reports and analyses the condition and ongoing maintenance needs of County structures; coordinates quality control expectations; inspects and tests construction materials for conformance with contract plans and specifications; prepares and reviews reports, correspondence, and records for submission; maintains current project files.

- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Engineer 3

construction project; attends trainings and conferences to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering in civil engineering or civil/construction engineering technology with five (5) years of related engineering experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 3

- Ability to comprehend a variety of informational documents including design plans, construction schedules, consultant proposals, cost estimates, material submittals, project amendments, maps, inspection reports, testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, memos, correspondence, work orders, reports, design plans, construction diaries, inventory sheets, drawings, bid documents, sketches, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering and related legal terminology and language.
- Ability to communicate with supervisor, engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, contractors, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added
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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 4	Class Number:	18075
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, review, and provide support to large complex engineering projects as assigned. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts, and practices of engineering, but consult with the Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the Engineer 3 that this position is required to lead multi-sectional teams, and coordinate engineering/technical activities on behalf of the Chief Section Engineer.

Essential Job Functions

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

- 40% +/- 10%

• Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex engineering calculations for engineering plans; prepares cost estimates and contract documents; performs calculations and prepares sketches for engineering projects.
- 30% +/- 10%

• Oversees the work of supporting professionals and clerical staff ; reviews the work of consultant and County engineers for conformance with standards and accepted practice; performs budget preparation and/or long range planning; reviews invoices and proposals of consultants and contractors; assist in development of section policy; reviews the work of other county engineers.
- 20% +/- 10%

• Collects and processes data for technical analysis and report preparation; performs routine studies and reports related to the planning for infrastructure management and improvements.
- 10% +/- 5%

• Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of construction project; attends trainings and conferences to stay abreast of current trends in civil engineering; makes written and oral presentations of technical work.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with seven (7) years of related engineering experience. or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of professional staff and to maintain standards.

Mathematical Ability

- Ability add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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 invoices, design plans, construction schedules, cost estimates, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.

Engineer 4

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, contracts, plans, inventory sheets, estimates, drawings, bid documents, sketches, 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 engineering, and related legal terminology and language.
- Ability to communicate with supervisor, staff, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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:	Engineering Technician	Class Number:	18071
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide technical expertise in drafting engineering plans; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches, and verbal instructions

Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data, and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from Engineer I in that the later has a greater scope of responsibilities and has a higher education requirement.

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.

- Drafts construction plans using computer aided design (CAD) software; reviews survey notes, soil conditions, topography maps, right-of-way plans, and other information sources for drafting plans; makes routine engineering calculations to determine drainage areas, profile grades, and other volume and quality calculations; develops profiles and cross sections from contour plans; develops contour plans from survey data and cross sections; plots drawings for review or for final master construction set.
60% +/- 10%
- Reviews routine and complex engineering calculations for mathematical error; assists in preparation of engineer's estimates.
20% +/- 10%
- Performs routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.
10 +/- 5%
- Assists Professional Surveyor in making field measurements, collecting data, and verifying survey information to facilitate plan preparation.; determines drainage areas, geometric areas, and profile grades
10 +/- 5%

Experience Required to Perform Essential Job Functions

- High School diploma and five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Engineering Technician

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 automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), civil infrastructure design and documentation, spreadsheet (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, topography maps, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare construction drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in the field and in an office environment.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, vibrations, traffic hazards, and machinery.

Engineering Technician

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non- Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Chief, Engineering	Class Number:	18077
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office (e.g. construction, sanitary, bridge design, highway design, planning and programming). The incumbent also provides highly responsible administrative support to Chief Deputy Engineer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and controlling a section of the Public Works Engineer Office, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to meet, consult, and collaborate with the Chief Deputy Engineer to discuss plans, programs, 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.

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status; performs the work of lower level engineers when short-staffed.
- 25% +/- 10%
- Supervises and directs the work of assigned section in the Public Works Engineer Office and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.
- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

Section Chief, Engineering

10% +/- 5%

- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and participates in professional group meetings, conferences, seminars, and training.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in Civil engineering or Civil/Construction engineering technology or a related field desirable with nine (9) years previous experience, including one (1) year of supervisory or engineering project management experience or an equivalent combination of education, training, and experience.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

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 invoices, project plans, construction schedules, timesheets, leave requests, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, AISC steel design guidelines, ACI reinforced concrete design standards, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, project plans, estimates, requests for proposal, 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, 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 engineering, related legal, construction, and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	12092
FLSA:	Exempt	Pay Grade:	10A
Department:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

60% +/- 10%

- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.

15% +/- 10%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans.

15% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; or an equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include but are not limited to Microsoft Office Suite applications, video and audio conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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 perform routine statistics.

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mark Christie, Manager Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Emergency Management	Class Number:	12093
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

- 50% +/- 10%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations.

- 20% +/- 10%
- Supervises and manages unit staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

Supervisor, Emergency Management

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to, Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Supervisor, Emergency Management

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, and the Ohio Revised Code.
- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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.

Posted on 11/24/2020

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Area Construction Engineer	18076	16A Exempt	16A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect work performed on the job. Position was opened to the Bridge and Road Maintenance section of Public Works.
Customer Service Representative	16041	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
Emergency Management Specialist	12091	8A Exempt	8A Exempt (No Change)	PSJS	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
Engineer 1	18072	8A Non-Exempt	8A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
Engineer 2	18073	10A Non-Exempt	10A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
Engineer 3	18074	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section.
Engineer 4	18075	15A Exempt	15A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added.
Engineering Technician	18701	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
Section Chief, Engineer	18077	17A Exempt	17A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
Senior Emergency Management Specialist	12092	10 Exempt	10A Exempt (No Change)	PSJS	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
Supervisor, Emergency Management Specialist	12093	13 Exempt	13A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Area Construction Engineer	Class Number:	18076
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works	Exhibit A	

Classification Function

The purpose of the classification is to interpret, organize, execute, to staff, oversee construction projects, and coordinate assignments in the Construction or the Bridge/Road Maintenance division.

Distinguishing Characteristics

This is a professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for oversight of multiple construction and/or maintenance teams while the latter is responsible for the Construction Division and/or Bridge Maintenance Section of the Public Works Office. This class is different from Engineer 4 where the latter has less experience and coordinates the work of individuals with an engineering design skillset versus focusing on construction and maintenance.

Essential Job Functions

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

- 30% +/- 10%
- Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff, and the contractor; reviews and approves amendments to construction plans; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.
- 30% +/- 10%
- Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.
- 20% +/- 10%
- Oversees field activities while working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.
- 15% +/- 5%
- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.
- 5% +/- 2%
- Assumes duties of the Chief Section Engineer in his/her absence.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with a minimum of nine (9) years civil engineering experience in highway and/or bridge work or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within six (6) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment, engineer's scales and measuring tools.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers), and engineer scales.

Technology Requirements

- Ability to operate a variety of software and databases including construction management and communication software (APPIA), email software (MS Outlook), spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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,

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend contractor submittals, invoices, plans, construction schedules, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, 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 use and interpret engineering, construction, and related legal terminology and language.
- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sabine Respress; Communications Coordinator 2	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Andy Molls; Deputy Chief Technology Officer	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Service Representative	Class Number:	16041
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology	Exhibit B	

Classification Function

The purpose of this classification is to provide assistance to all County departments on telecommunication equipment and service issues.

Distinguishing Characteristics

This is an entry level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

35% +/- 10%

- Provides assistance to all County departments on telecommunication equipment (telephones, cellular phones, pagers, etc.) and services issues; assists departments with analyzing and reassessing telecommunication needs; receives equipment requests and orders equipment and services for customers as directed by supervisor; installs telecommunication equipment; monitors the progress of installations and changes to verify completion of equipment and service requests; makes changes to cellular users' information including name changes, password resets, call details, etc.; processes activation and disconnection requests for communication device accounts; arranges and coordinates device/account moves, adds, changes, and repairs with the vendor; converts analogue telephone lines to a Voice Over Internet Protocol (VOIP) system; submits requests for new/renewal of circuits with Telecommunications Requests (TSR) through the State of Ohio; manages voicemail inboxes.

35% +/- 10%

- Processes billings for telecommunications equipment and services; reviews vendor services invoices; identifies discrepancies with billings; collaborates with vendors to resolve issues with billing and payments; creates queries and reports to provide payment for all billing accounts; prepares and submits requests to vendors for credits; sends check payments to vendors; prepares and submits vouchers for payments to the Fiscal Department; verifies all telecommunication equipment and services billed are being used; verifies cost centers by comparing related budgeted costs to actual costs; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.

20% +/- 10%

- Maintains documentation on all processes, procedures, and actions; maintains records of invoices; maintains records of spending utilizing spreadsheets to assist with keeping budgets for contracts within allotted budget amount; prepares cost analyses spreadsheets and graphs for accounts; maintains and updates various spreadsheets and lists (e.g. VOIP conversions, VOIP master cut spreadsheets, Right Fax ports, etc.); maintains records of checks sent to vendors.

Customer Service Representative

5% +/- 2%

- Provides front line customer and technical support; logs and processes departments' service requests and complaints; assists with programming and troubleshooting of cellular equipment; provides or schedules training sessions for telecommunications equipment for other County departments.

5% +/- 2%

- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; seeks best pricing for telecommunication services and equipment; maintains knowledge of trends in products, services, standards procedures, and costs; schedules and participates in calls and meetings with vendors to discuss issues with services.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of related experience; 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

Physical Requirements

- Ability to operate a variety of automated office machines including computer, phone, and multi-function printer.

Technology Requirements

- Ability to use a variety of software including Microsoft Word, Excel, and Outlook.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, emails, statements, checks, equipment request forms, collection notices, vouchers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.

Customer Service Representative

- Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, customer service requests, equipment requests, checks, charts, graphs, chargebacks, forms, vouchers, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to exchange information, follow instructions, record, and deliver information, and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	12091
FLSA:	Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services	Exhibit C	

Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is an entry level classification that receives general and specific direction from management as well as receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; assists with providing technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; assists with planning emergency preparedness test exercises; organizes and coordinates the logistics of training programs, workshops, and exercises; attends and participates in Local Emergency Planning Committee (LEPC) meetings, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences; creates maps using geographic information software.
- 30% +/- 10%
- Provides support with coordinating public outreach campaigns and materials; assists with developing training materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; manages social media accounts and posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers presentations regarding emergency management plans.
- 10% +/- 5%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; acts as a member of the incident support team; assists with fulfillment of resource requests; coordinates with public officials and communities for damage reports; assists with performing damage assessments of public and private property; maintains activity logs to document emergency or disaster events.

Emergency Management Specialist

20% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; receives and fills public records requests; completes/coordinates completion of mandated reporting (Tier II reports, spill reports, damage reports, etc.); stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or other public safety discipline with one (1) year of public safety experience; or any equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including after action reports, Tier II reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, correspondence, and other reports and records.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Emergency Management Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, relevant federal and state laws, department guidelines, policies and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field to assist with conducting damage assessments.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 1	Class Number:	18072
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works	Exhibit D	

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is an entry-level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of routine work methods and procedures and with increasing independence as work experience is gained.

Essential Job Functions

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

- 30% +/- 10%
- Assist higher level engineers with the development of plans for engineering projects; utilizes Computer Aided Design software to draft engineering plans; sketches changes that have been made to project plans during implementation; evaluates the quality and accuracy of project plans upon completion of engineering project; creates estimates of project costs or estimates of project costs using a historical database; assists with the coordination of public and private utility relocations
- 30% +/- 10%
- Assist higher-level engineers by collecting field measurements, samples, or photographs for engineering projects; photographs work site for plan creation or work logs; enters field measurements and observations into a project report; collects testing reports and provides to higher-level engineers; inspects materials and workmanship for conformance with project plans and specifications.
- 15% +/- 5%
- Assist higher-level engineers by obtaining or completing the necessary documentation or reporting for engineering projects; collects records of previous projects; records, evaluates and rates the condition of structures; observes and evaluates work associated with construction projects; provides daily reports of work done on a project; informs and provides updates to the public regarding plan development or construction progress..
- 15% +/- 5%
- Performs technical engineering calculations and statistical analyses; calculates the quantities of materials needed for projects; utilizes engineering principles for designing project plans such as geometrics, hydraulics, statics, etc.
- 10% +/- 5%
- Attends various meetings and trainings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; stays abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil Engineering Technology from an EAC/ABET or ETAC/ABET accredited institution; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.

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 and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.
- Ability to comprehend a variety of information documents including engineering plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.

Engineer 1

- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, and departmental employees and administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 2	Class Number:	18073
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works	Exhibit E	

Classification Function

The purpose of the classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from Engineer 1 in that the latter has less work experience, fewer credentials, and works under a greater degree of supervision.

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%
- Assists with the design and development of basic to complex engineering plans, technical specifications, and cost estimates for assigned projects; assists higher level engineers with writing, evaluating, and analyzing specifications, engineering procedures, and techniques to ensure compliance with guidelines and regulations; performs basic review of plans and specifications for engineering projects; prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares and submits environmental applications with appropriate planning authorities and confirms permits obtained; conducts research to obtain needed project information; prepares documents needed for various projects.

- 35% +/- 10%
- Under supervision of a state-registered engineer, inspects various phases of construction to ensure that the project's workmanship and materials comply with contractual plans and specifications; inspects and tests construction materials for ;documents observations of technical work done for engineering projects; provides daily reports of work done on a project and provides necessary documentation as directed.

- 15% +/- 5%
- Performs statistical work involving data from various engineering projects; researches and analyzes technical information; performs engineering calculations, drafts technical reports, applies engineering principles to produce reports, plans, and drawings; reviews the computation of engineering calculations for various projects as developed by others to detect potential problems and determine potential solutions; records, evaluates and rates the condition of structures; records, itemizes and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

15% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; attends trainings to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC/ABET or ETAC/ABET accredited institution with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.
- An Engineer-in-Training (EIT) designation from the State of Ohio is required.

Additional Requirements

- No special license or certificate 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 and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 2

- Ability to comprehend a variety of informational documents including design plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, request for qualifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, departmental employees, administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 3	Class Number:	18074
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works	Exhibit F	

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, and review assigned engineering projects. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for completing engineering projects under a framework of procedures and regulations. The employee is expected to provide and design solutions to identified concerns. The employees in this classification are expected to make decisions independently but consult with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer 2 that this position requires a Professional Engineer designation with the State of Ohio and require more experience.

Essential Job Functions

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

- 40% +/- 10%
- Plans, performs, coordinates work, and reviews work on engineering projects; applies engineering principles and criteria for project design; performs structural, hydrological, and other engineering calculations for engineering projects; prepares cost estimates and contract documents; prepares bid packages; advertises projects for sale; drafts and prepares plans for engineering projects.

- 30% +/- 10%
- Oversees the work of lower level engineers, technicians, construction inspectors, consultants, and general contractors; reviews inspection reports, plan submittals, progress schedules, shop drawings, and daily diary reports; makes recommendations for work orders; coordinates projects with utilities companies as needed; reviews and recommends consultant proposals and invoices for acceptance; coordinates federal, state, and municipal funding for projects as needed; performs traffic analysis and projections for projects.

- 20% +/- 10%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; inspects, evaluates, rates, reports and analyses the condition and ongoing maintenance needs of County structures; coordinates quality control expectations; inspects and tests construction materials for conformance with contract plans and specifications; prepares and reviews reports, correspondence, and records for submission; maintains current project files.

- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of

Engineer 3

construction project; attends trainings and conferences to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering in civil engineering or civil/construction engineering technology with five (5) years of related engineering experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 3

- Ability to comprehend a variety of informational documents including design plans, construction schedules, consultant proposals, cost estimates, material submittals, project amendments, maps, inspection reports, testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, memos, correspondence, work orders, reports, design plans, construction diaries, inventory sheets, drawings, bid documents, sketches, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering and related legal terminology and language.
- Ability to communicate with supervisor, engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, contractors, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added
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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 4	Class Number:	18075
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works	Exhibit G	

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, review, and provide support to large complex engineering projects as assigned. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts, and practices of engineering, but consult with the Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the Engineer 3 that this position is required to lead multi-sectional teams, and coordinate engineering/technical activities on behalf of the Chief Section Engineer.

Essential Job Functions

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

- 40% +/- 10%
- Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex engineering calculations for engineering plans; prepares cost estimates and contract documents; performs calculations and prepares sketches for engineering projects.
- 30% +/- 10%
- Oversees the work of supporting professionals and clerical staff ; reviews the work of consultant and County engineers for conformance with standards and accepted practice; performs budget preparation and/or long range planning; reviews invoices and proposals of consultants and contractors; assist in development of section policy; reviews the work of other county engineers.
- 20% +/- 10%
- Collects and processes data for technical analysis and report preparation; performs routine studies and reports related to the planning for infrastructure management and improvements.
- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of construction project; attends trainings and conferences to stay abreast of current trends in civil engineering; makes written and oral presentations of technical work.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with seven (7) years of related engineering experience. or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of professional staff and to maintain standards.

Mathematical Ability

- Ability add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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 invoices, design plans, construction schedules, cost estimates, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.

Engineer 4

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, contracts, plans, inventory sheets, estimates, drawings, bid documents, sketches, 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 engineering, and related legal terminology and language.
- Ability to communicate with supervisor, staff, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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:	Engineering Technician	Class Number:	18071
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works	Exhibit H	

Classification Function

The purpose of this classification is to provide technical expertise in drafting engineering plans; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches, and verbal instructions

Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data, and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from Engineer I in that the later has a greater scope of responsibilities and has a higher education requirement.

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%
- Drafts construction plans using computer aided design (CAD) software; reviews survey notes, soil conditions, topography maps, right-of-way plans, and other information sources for drafting plans; makes routine engineering calculations to determine drainage areas, profile grades, and other volume and quality calculations; develops profiles and cross sections from contour plans; develops contour plans from survey data and cross sections; plots drawings for review or for final master construction set.
- 20% +/- 10%
- Reviews routine and complex engineering calculations for mathematical error; assists in preparation of engineer's estimates.
- 10 +/- 5%
- Performs routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.
- 10 +/- 5%
- Assists Professional Surveyor in making field measurements, collecting data, and verifying survey information to facilitate plan preparation.; determines drainage areas, geometric areas, and profile grades

Experience Required to Perform Essential Job Functions

- High School diploma and five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Engineering Technician

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 automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), civil infrastructure design and documentation, spreadsheet (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, topography maps, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare construction drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in the field and in an office environment.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, vibrations, traffic hazards, and machinery.

Engineering Technician

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non- Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Chief, Engineering	Class Number:	18077
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	Exhibit I	

Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office (e.g. construction, sanitary, bridge design, highway design, planning and programming). The incumbent also provides highly responsible administrative support to Chief Deputy Engineer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and controlling a section of the Public Works Engineer Office, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to meet, consult, and collaborate with the Chief Deputy Engineer to discuss plans, programs, 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.

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status; performs the work of lower level engineers when short-staffed.

- 25% +/- 10%
- Supervises and directs the work of assigned section in the Public Works Engineer Office and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

Section Chief, Engineering

10% +/- 5%

- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and participates in professional group meetings, conferences, seminars, and training.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in Civil engineering or Civil/Construction engineering technology or a related field desirable with nine (9) years previous experience, including one (1) year of supervisory or engineering project management experience or an equivalent combination of education, training, and experience.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

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 invoices, project plans, construction schedules, timesheets, leave requests, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, AISC steel design guidelines, ACI reinforced concrete design standards, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, project plans, estimates, requests for proposal, 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, 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 engineering, related legal, construction, and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	12092
FLSA:	Exempt	Pay Grade:	10A
Department:	Public Safety and Justice Services Exhibit J		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

- 60% +/- 10%
- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans.

15% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; or an equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include but are not limited to Microsoft Office Suite applications, video and audio conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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 perform routine statistics.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

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 after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mark Christie, Manager Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Emergency Management	Class Number:	12093
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services	Exhibit K	

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

- 50% +/- 10%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations.
- 20% +/- 10%
- Supervises and manages unit staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

Supervisor, Emergency Management

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to, Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Supervisor, Emergency Management

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, and the Ohio Revised Code.
- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

Resolution No. R2021-0002

<p>Sponsored by: Councilmember Tuma on behalf of The MetroHealth System</p>	<p>A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2021, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Ohio Revised Code Section 339.05 authorizes the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies to obtain supplies, equipment and services routinely used in the operations of the Hospital, which, upon said adoption and the approval of the County Executive and County Council, may be followed by the Board of Trustees in lieu of following the competitive bidding procedures of Ohio Revised Code Section 307.86 to 307.92; and

WHEREAS, Ohio Revised Code Section 339.05 specifically authorizes the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies for services provided through a joint purchasing arrangement; and,

WHEREAS, The MetroHealth System seeks to participate in one or more joint purchasing associations available to health care facilities in order to obtain the favorable volume pricing available to the member institutions, thereby reducing the Hospital's overall expense for supplies, equipment and services; and

WHEREAS, on December 16, 2020, The MetroHealth System Board of Trustees adopted Resolution 19399 approving annual joint purchasing policies and procedures for the year 2021.

WHEREAS, The MetroHealth System's current purchasing policy expired December 31, 2020, and in order that critical services provided by The MetroHealth System may continue uninterrupted, it is necessary that this Resolution become immediately effective.

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

SECTION 1. The County Council hereby approves The MetroHealth System's adoption of a purchasing policy which authorizes the System's membership and participation in one or more joint purchasing associations for the purpose of acquiring such supplies, equipment and services routinely used in the operations of the Hospital which are available through group purchasing arrangements in order to achieve economies for the 2021 Calendar Year.

SECTION 2. That the purchases of such supplies, equipment and services through joint purchasing arrangements shall be exempt from the competitive bidding procedures of Ohio Revised Code Section 307.86.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of The MetroHealth System; 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 any of its committees that resulted 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 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

Approval of Certain Annual Purchasing Policies and Procedures

RESOLUTION 19399

WHEREAS, the Board of Trustees of The MetroHealth System has been presented a recommendation for certain annual purchasing policies and procedures; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of The MetroHealth System hereby approves certain annual purchasing policies and procedures, for participation in group/joint procurement arrangements.

For the calendar year 2021, and for the purpose of acquiring supplies, equipment, and services routinely used in the operations of the System, the System may obtain membership and participate in either:

- a) One or more group purchasing organizations (each a "GPO") sponsored by nonprofit organizations, for all products available through such GPOs, provided that the terms and conditions of such participation, and the GPO's policies and procedures, are evaluated and determined to be in the best interest of the System; and,
- b) One or more state or federally operated joint purchasing programs (each a "JPP"), for purchase of all products available through such JPPs.

The System may pay GPO and JPP participation or membership fees and costs, if any, out of general operating funds.

BE IT FURTHER RESOLVED, the President and Chief Executive Officer or his designees are hereby authorized to negotiate and execute agreements and other documents, and develop and execute procedures consistent with this resolution.

AYES: Ms. Dee, Mr. Hairston, Mr. Hurwitz, Ms. Kirk, Mr. Monnolly, Mr. Moreno, Mr. Moss, Dr. Silvers, Ms. Whiting

NAYS: None

ABSENT: None

ABSTAINED: None

DATE: December 16, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0032

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 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.
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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 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. Cuyahoga Support Enforcement HS245105 – CSEA Fatherhood Initiative Personal Services	\$ (277,297.00)	JE011
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Other Expenses	\$	(846,370.00)
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The Office of Budget and Management, on behalf of Fatherhood Initiative, is requesting an appropriation decrease of \$1,123,667 to move the 2021 approved budget to the proper accounting unit based on auditing guideline issued in 2019. Funding is Health and Human Services Levy.

B. Other Health and Safety		JE011
HS280100 – Fatherhood Initiative		
Personal Services	\$	277,297.00
Other Expenses	\$	857,370.00

The Office of Budget and Management, on behalf of Fatherhood Initiative, is requesting an appropriation increase of \$1,134,667 to move the 2021 approved budget to the proper accounting unit based on auditing guideline issued in 2019. Included in this request, is an \$11,000 donation (\$5,000 from St. Luke’s Foundation and \$6,000 from Dollar Bank) for the 2021 Fatherhood Annual Conference. Funding is Health and Human Services Levy (excluding the donations).

C. Opioid Mitigation		JE012
EX345100 – Opioid Mitigation		
Other Expenses	\$	18,092,071.00

The Office of Budget and Management requests appropriation of the remaining (unspent portion) 2020 Opioid Mitigation Fund budget. These amounts were previously approved by Council in 2020 but must be re-appropriated in 2021. The Opioid Mitigation Fund is funded by settlement payments from the pharmaceutical companies. The unencumbered cash balance as of December 31st was \$113.3 million.

D. Board of Develop. Disabilities		JE013
DD210100 – Bd of Developmental Disabilities		
Personal Services	\$	(5,430,775.00)
Capital Outlays	\$	(1,356,670.00)

The Office of Budget and Management, on behalf of the Board of Developmental Disabilities (BoDD), is requesting an appropriation decrease in the amount of \$6,757,445.00 to adjust the Executive’s 2021 budget/adopted by Council to align with the BoDD Board approved budget which took place after submission of the Executive’s 2021 budget. Funding consists primarily from the Board of Developmental Disabilities Levy and augmented with federal and state grants.

E. Board of Develop. Disabilities		JE013
DD210100 – Bd of Developmental Disabilities		
Other Expense	\$	45,336,036.78

The Office of Budget and Management, on behalf of the Board of Developmental Disabilities (BoDD), is requesting an appropriation increase in the amount of \$45,336,036.78 to adjust the Executive’s 2021 budget update/adopted by Council to align with the BoDD Board approved budget which took place after submission of the Executive’s 2021 budget. The \$336,036.78 is for operating expense and \$45,000,000.00 of this increase is being requested to be set aside for the establishment of a Medicaid Reserve Fund. The cash balance in the fund as of December 31, 2020 is

\$164,228,220.51. Funding consists primarily from the Board of Developmental Disabilities Levy and augmented with federal and state grants.

F. Debt Service **JE030**
FS500130 – DS – Medical Mart Series 2020
Other Expenses \$ (93,019.00)

The Office of Budget and Management requests an appropriation reduction of \$93,019.00 for the Series 2020D debt service. Surplus resulted from remaining funds in the Cost of Issuance Account from bond proceeds subsequently used to offset County obligation. Funding source is the Debt Retirement Fund.

G. General Fund **JE031**
JC100100 – Administrative
Other Expenses \$ 80,000.00

Juvenile Court is requesting \$80,000 in additional appropriation to fund a contract to assist the Court with collective bargaining negotiations. The Court holds two union agreements, one for Detention staff and another for staff in Probation and the Clerk's Office. In October 2019, the Court entered into a contract for legal services but that vendor is no longer able to fill the contractual obligations and the Court must contract with another law firm to assist. When the vendor is engaged, the rate structure shall be \$290/hour. Funding is General Fund.

H. Lodging Tax Fund **JE033**
FS335100 – Hotel/Lodging Tax
Other Expenses \$ 20,002,000.00

The Office of Budget and Management, on behalf of the Fiscal Office, is requesting an appropriation increase in the amount of \$20,002,000 in the Hotel Motel Tax Budget Account to allow the County to record the lodging tax disbursements. These disbursements were previously paid from both trust and agency accounts. With the implementation of INFOR/Lawson and Governmental Accounting Standards Board (GASB) Summary Statement 54 (requiring governments to classify and report amounts in the fund balance) this must be budgeted. Revenues are received monthly from the lodging tax paid by hotels and motels and are then disbursed to the various entities per agreement. This fund serves as a clearing account for taxes collected and distributed to the proper entities. There is no impact on the General Fund.

I. General Fund **JE035**
FS100900 – Non Departmental Rev/Exp
Other Expenses \$ 2,700,000.00

The Office of Budget and Management requests an appropriation increase of \$2,700,000 to General Fund Non-Departmental Revenue. Appropriation is necessary to post transactions resulting from the administrative fee collected against County sales tax revenues. The Ohio Department of Taxation reduces revenue disbursements by one percent pursuant to ORC §5739.21(C). Revenues are recorded equal to the expense captured on the books. There is no impact on the General Fund.

J. General Fund			JE037
PS100100 – General Office			
Other Expenses	\$	10,000.00	

The Office of Budget and Management, on behalf of the County Prosecutor’s Office, is requesting additional appropriations of \$10,000 for Outside Counsel regarding an investigation of a December 3, 2020 complaint for an employee related matter. The case was filed with the Clerk of Courts on January 5, 2021. Funding is General Fund.

K. Other Judicial			JE038
PS285105 – Sexual Assault Kit Initiative			
Personal Services	\$	779,159.00	
Other Expenses	\$	220,841.00	

The Office of Budget and Management, on the behalf of the Prosecutors Office, is requesting to establish appropriations of \$1,000,000.00 for the FY20 Sexual Assault Kit Initiative (SAKI). This grant was awarded by the Department of Justice Office of Justice Programs Bureau of Justice Assistance for the period of October 1, 2020 to September 30, 2023 in the amount of \$1,000,000. There is no cash match requirement.

L. Capital Projects			JE039
PW600100 – Capital Projects			
Personal Services	\$	288,000.00	
Capital Outlays	\$	560,000.00	

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase in the amount of \$848,000 for the Jail 2 Dishwasher Project. The total cost of the project is estimated at \$900,000 where \$52,000 was already appropriated on the 09/15/2020 agenda on resolution R2020-0174 to allow trade salaries and miscellaneous expenses to be placed in the project. The anticipated completion date is 11/1/2021 and funding for this project comes from the General Fund Capital Improvement Subsidy. This project is on the 2020 CIP.

M. Capital Projects			JE040
PW600100 – Capital Projects			
Personal Services	\$	20,000.00	
Other Expenses	\$	3,350,000.00	

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase in the amount of \$3,370,000 for the Harvard Garage Roof Replacement Project. The total cost of the project is estimated at \$3,385,000 where \$15,000 was already appropriated on the 12/20/2020 agenda on resolution R2020-0289 to allow miscellaneous expenses to be placed in the project. The anticipated completion date is 11/1/2021. Funding for this project is split between Sanitary Fund (55%), Road and Bridge Fund (26%) and General Fund (19%) and is on the 2020 CIP.

N. Capital Projects			JE041
PW600100 – Capital Projects			
Personal Services	\$	122,800.00	
Other Expenses	\$	22,000.00	
Capital Outlays	\$	121,369.85	

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase in the amount of \$266,169.85 for the Perkins Parking Lot Improvements Project. The total cost of the project is estimated at \$328,500 where \$62,330.15 was already appropriated on the 10/13/2020 agenda on resolution R2020-0217 to allow miscellaneous expenses and a contract to be placed in the project. The anticipated completion date is 9/1/2021. Funding for this project comes from the General Fund Capital Improvement Subsidy and is on the 2020 CIP.

O. Capital Projects **JE042**

PW600100 – Capital Projects		
Personal Services	\$	10,000.00
Capital Outlays	\$	173,000.00

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase in the amount of \$183,000 for the Juvenile Justice Center UPS (Uninterrupted Power Supply) Project. The total cost of the project is estimated at \$300,000 where \$117,000 was already appropriated on the 10/27/2020 agenda on resolution R2020-0223 to allow miscellaneous expenses to be placed in the project. The anticipated completion date is 12/31/2021. Funding for this project comes from the General Fund Capital Improvement Subsidy and is on the 2020 CIP.

P. Capital Projects **JE043**

PW600100 – Capital Projects		
Personal Services	\$	309,000.00
Capital Outlays	\$	20,000.00

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase in the amount of \$329,000 for the Justice Center Tower 2 VAV Project. The total cost of the project is estimated at \$360,750 where \$31,750 was already appropriated on the 10/27/2020 agenda on resolution R2020-0223 to allow miscellaneous expenses to be placed in the project. The anticipated completion date is 8/1/2021. Funding for this project comes from the General Fund Capital Improvement Subsidy and is on the 2020 CIP.

Q. Other Judicial **JE044**

PS285110 – Internet Crimes Against Childr		
Personal Services	\$	432,908.00
Other Expenses	\$	94,467.00
Capital Outlays	\$	85,017.00

The Office of Budget and Management, on behalf of the Prosecutors Office, is requesting appropriations of \$612,392 for the Ohio ICAC Task Force Program. This grant was awarded by the Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention for the period of October 1, 2020 to September 30, 2021. There is no cash match requirement.

R. Other Social Services **JE045**

HS300200 – Children and Family Grants		
Personal Services	\$	40,390.00
Other Expenses	\$	216,610.00

The Department of Children and Family Services requests \$257,000 in appropriation for the University of Maryland - LGBTQ2S 2020-2021 grant. Together with Case Western Reserve University the Department is implementing and evaluating a family finding intervention for youth, developing a specialized group of highly trained foster homes to provide nurturing and affirming placements for this population, as well as developing and facilitating additional education opportunities for staff, youth, and caregivers. The funding for this grant is from the U.S. Department of Health and Human Services Administration for Children, Youth, and Families, Children's Bureau passed through the University of Maryland. The grant period is September 30, 2020 to September 29, 2021. An in-kind local match of \$61,751 will be provided through personnel services in the Department's operating fund, paid for by a one-time use of Health and Human Services levy dollars.

S.	Other Social Services			JE046
	HS300200 – Children and Family Grants			
	Other Expenses	\$	165,000.00	

The Department of Children and Family Services requests \$165,000 in appropriation for the University of Maryland - LGBTQ2S 2018-2019 grant. Together with Case Western Reserve University the Department is implementing and evaluating a family finding intervention for youth, developing a specialized group of highly trained foster homes to provide nurturing and affirming placements for this population, as well as developing and facilitating additional education opportunities for staff, youth, and caregivers. The funding for this grant is from the U.S. Department of Health and Human Services Administration for Children, Youth, and Families, Children's Bureau passed through the University of Maryland. The full two year grant amount was \$240,000 for the grant period September 30, 2018 to September 29, 2019 with no local match requirement. The cash for this grant period was received but the grant was not properly appropriated.

T.	Other Judicial			JE048
	PS285100 – Prosecutor Oth Judicial Grants			
	Personal Services	\$	325,440.00	
	Other Expenses	\$	14,560.00	

The Office of Budget and Management, on behalf of the Prosecutor's Office, is requesting appropriations of \$340,000 for the FY20 Innovative Prosecution Program grant. This grant was awarded by the Department of Justice Office of Justice Programs Bureau of Justice Assistance for the period October 1, 2020 to September 30, 2022. There is no cash match requirement.

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A.	FROM: Sanitary Engineer	GL004
	PW715100 – Sanitary Districts	
	Trans Out – Transfer Out	\$ 150,000.00

TO: Sanitary Engineer
PW715500 – Sanitary Construction
Trans In – Transfer In \$ 150,000.00

The 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. The funds would remain within zone 5715, which had a cash balance of \$42,713,772 as of the end of November, 2020. Funding comes from fees from participating municipalities.

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 CC041
January 26, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: January 14, 2021

Re: Fiscal Agenda – 1/26/2021

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 **January 26, 2021**. 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 increase/decrease as requested.
- Request to provide appropriations for various grants that have been awarded.
- Request to provide appropriation increase and decreases for the projects approved in the 2020 (CIP) Capital Improvement Plans budget.
- Cash Transfers as requested.

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	Item	Funding Source	Purpose
Fatherhood Initiative	(\$1,123,667.00)	B	HHS Levy Fund	Appropriation Decrease
Fatherhood Initiative	\$1,134,667.00	C	HHS Levy Fund	Appropriation Increase
Executive	\$18,092,071.00	D	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Board of Developmental Disabilities	\$6,757,445.00	E	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Board of Developmental Disabilities	\$45,336,036.78	F	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Office of Budget and Management	\$(93,019.00)	G	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Decrease
Juvenile Court	\$80,000.00	H	General Fund	Appropriation Increase
Fiscal Office	\$20,002,000.00	I	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Office of Budget and Management	\$2,700,000.00	J	General Fund	Appropriation Increase
Prosecutor Office	\$10,000.00	K	General Fund	Appropriation Increase
Children and Family Services	\$422,000.00	S/T	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Prosecutor’s Office	\$1,952,392.00	L-R-U	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Public Works	\$8,351,787.85	A-M-N-O-P-Q	CIP - General Fund	Project Appropriation

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	Item	Funding Source	Purpose
Sanitary Engineer	\$150,000.00	A	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0033

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 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.
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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 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. Capital Projects

JE007

PW600100 – Capital Projects		
Personal Services	\$	174,000.00
Other Expenses	\$	3,115,618.00
Capital Outlays	\$	66,000.00

The Office of Budget and Management requests an appropriation increase in the amount of \$3,355,618 for the Central Booking Project at the Justice Center for a GMP contract amendment. The primary goal of this GMP contract amendment is to provide professional design, pre-construction and construction services for an Interim Comprehensive Central Booking facility to be located within various floors of the Cuyahoga County Justice Center & Jail facility. The concept of a Central Booking facility has been studied by Cuyahoga County since 2015, and most recently as part of the ongoing Cuyahoga County Justice Center Executive Steering Committee planning efforts for replacement or renovation of current justice and corrections facilities for the County. In the context of the current Justice Center planning efforts, one of the key actions suggested for inmate population management and reduction of Jail population is the implementation of a comprehensive Central Booking process that includes all stakeholders in the Justice System that can make decisions related to the release of arrestees from custody. Recognizing that the implementation of population management initiatives does not rely solely on the construction of new facilities, the Office of the County Executive has determined that it is important to move forward immediately with the development of an interim solution for Central Booking in the existing facility. This can provide a means of reducing the population through a comprehensive program of risk assessment and release consistent with the objectives of assuring court appearance and maintaining public safety. In undertaking this initiative, the County and stakeholders in the justice system recognize that equally important to the administrative and economic impact of reducing the jail population is the impact on the individual who has a greater chance of success if able to remain in the community while his/her case is adjudicated. The total cost of the project is \$3,355,618 and is on the 2020 CIP. The anticipated completion date of this project is September 1, 2021. Funding for this project comes from the General Fund Capital Improvement Subsidy.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0034

<p>Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer</p>	<p>A Resolution making an award on RQ2931 to Wilham Roofing Co., Inc in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility located at 2501 Harvard Avenue, Newburgh Heights, Ohio; authorizing the County Executive to execute Contract No. 701 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ2931 to Wilham Roofing Co., Inc in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility located at 2501 Harvard Avenue, Newburgh Heights, Ohio; and

WHEREAS, the primary goal of this project is to replace the roof on the Harvard Avenue Maintenance Facility, located at 2501 Harvard Avenue, Newburgh Heights; and

WHEREAS, the project is 100% funded by Capital Improvement fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ2931 to Wilham Roofing Co., Inc in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility located at 2501 Harvard Avenue, Newburgh Heights, Ohio.

SECTION 2. That the County Executive is authorized to execute the contract and all 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

OnBase Item Detail Briefing Memo - Form

Title:

Department of Public Works Harvard Avenue Maintenance Facility Roof Replacement

A. Scope of Work Summary

1. Department of Public Works is requesting approval of a contract with Willham Roofing Company for the anticipated cost of \$3,282,328.00.

If the Project is new to the County.

Describe the exact services being provided.

Replacement of the roof on the Harvard Avenue Maintenance Facility.

The anticipated start-completion dates are n/a.

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

3. The project is not mandated. Project is in district 8. Newburg Heights, Ohio.

B. Procurement

1. The procurement method for this project was RFB. The total value of the RFB is \$3,282,328.00.

2. The RFB was closed on 10/16/2020. There is an SBE goal of 7%, MBE 17%, and WBE 6%.

3. There were 10 bids pulled from OPD, 6 bids submitted for review, 6 bids approved.

The lowest vendor (Terik Roofing) was NOT selected due to the fact that they were higher than Willham when the alternates were added in. Willham was the second lowest bidder on the project.

C. Contractor and Project Information

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

Willham Roofing Company
20501 Albion Road
Strongsville, OH 44149
Council District (5)

2. The president for the contractor/vendor is Steven H. Willham.

3.a The address or location of the project is:
Harvard Maintenance Facility
2501 Harvard Avenue
Newburg, Ohio 44105

3.b. The project is located in Council District (8).

D. Project Status and Planning

1. The project is a new to the County.

E. Funding

1. The project is funded by capital improvements.

2. The schedule of payments is by invoice.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0035

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6 th floor of the County Prosecutor’s Office at the Halle Warehouse; authorizing the County Executive to execute Contract No. 575 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor’s Office at the Halle Warehouse; and

WHEREAS, the primary goal of this project is to partially renovate the south half of the sixth floor of the County Prosecutor’s Office; and

WHEREAS, the project is 100% funded by Capital Improvement fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor’s Office at the Halle Warehouse.

SECTION 2. That the County Executive is authorized to execute the contract and all 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

OnBase Item Detail Briefing Memo - Form

Title:

Halle Warehouse Prosecutor Offices RQ49012/RQ3117 Department of Public Works with Sterling Professional Group

A. Scope of Work Summary

1. Public Works is requesting approval of a contract with Sterling Professional Group for the anticipated cost of \$870,309.00.

If the Project is new to the County.

Describe the exact services being provided. The anticipated start-completion dates are This project is for the partial renovation of the sixth floor, south half.

2. The primary goals of the project are (list 2 to 3 goals). Various types of construction will be performed under the supervision of a general contractors.

3. The project is mandated by : n/a
Council District 7

B. Procurement

1. The procurement method for this project was RFB. The total value of the RFB is \$870,309.00.

2.The RFB was closed on 10/23/2020. There is an SBE of 7%, MBE 17%, and WBE 6%.

3. There were 23 bids pulled from OPD, 16 bids submitted for review, 16 bids approved.

For this project the engineer's estimate was \$1,443,565.00, and this was under by 60%.

C. Contractor and Project Information

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

Sterling Professional Group
7900 Rockside Rd. Suite 125
Valley View, Ohio
Council District (6)

2. The president for the contractor/vendor is Carolyn Mysza.

3. The project is located in Council District (7)

D. Project Status and Planning

1. The project is a new to the County.

E. Funding

1. The project is funded 100% by the capital projects.

2. The schedule of payments is by invoice.



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 3117	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$1,443,565.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 23, 2020	NUMBER OF RESPONSES (issued/submitted): 23/16
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Cuyahoga County Halle Warehouse Prosecutor Office	
DIVERSITY GOAL/SBE 7%	DIVERSITY GOAL/MBE 17%	DIVERSITY GOAL/WBE 6%
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:250,108.00	Add 2%, Total is:\$255,110.06
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:250,108.00	Add 2%, Total is: \$255,110.06
*PRICE PREFERENCE LOWEST BID REC'D \$250,108.00	RANGE OF LOWEST BID REC'D \$ 0-500,000	Minus \$, =
PRICE PREF % & \$ LIMIT(10%)25,010.80	MAX SBE/MBE/WBE PRICE PREF \$275,118.80	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount	Buyer Administrative Review:	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
							SBE / MBE / WBE			
1.	Harrington Electric Co. 3800 Perkins Avenue Cleveland, Ohio 44114	Bid Bond 100% Fidelity and Deposit Company of Maryland	\$250,108.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: (Not Registered) PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N)	(WF) Mars Electric Co.-SBE WBE (AAM) Safeguard Associates-SBE MBE <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Electrical Trades costs only-not a complete bid NONCOMPLIANT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount	Buyer Administrative Review:	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				<p>Form of Proposal: <input checked="" type="checkbox"/> Yes</p> <p>Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes</p> <p>Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes</p> <p>CCBB: <input checked="" type="checkbox"/> Yes (answer: yes)</p> <p>CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes)</p> <p>AIA: <input checked="" type="checkbox"/> Yes</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes</p> <p>Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes</p> <p>OPD Buyer Initials: SSP</p>			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 LL 10/29/20		
							SBE/MBE/WBE Comments and Initials:	No Percentage given for Subs used 10/27/20 CF DIV-1 not submitted, Scope of Work not defined for any DIV-2 submitted and no waiver requested. EN 10/27/2020 LL 10/29/20		

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount	Buyer Administrative Review:	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
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2.	Engelke Construction Solutions 2927 Nationwide Pkwy Brunswick, OH 44212	Bid Bond 100% Atlantic Specialty Insurance Company	\$787,471.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: (Not Registered) PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (WM) Architectural Interior Restorations SBE 13% 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 Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No	INCOMPLETE BID Total Bid including Alternates \$808,416.00 A. Cover Letter <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B. Lists of Convictions or Fines <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C. Project Organization Chart <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D. Firm's Safety Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F. Similar project Reference <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No G. Examples of Firm Management Reports <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No AIA 305 Qualifications Missing Ohio contracting Licensing. List of similar Projects not relevant to scope of project bid. Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 787,471.00 + Alt 1 - \$ 16,500.00 + Alt 2 - \$ 4,475.00 Total Bid: \$ 808,416.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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	<input checked="" type="checkbox"/> Not			<p>(Not Submitted)</p> <p>CCBEIP: <input checked="" type="checkbox"/> No (Not Submitted)</p> <p>AIA: <input checked="" type="checkbox"/> Yes</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes</p> <p>Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes</p> <p>OPD Buyer Initials: SSP</p>		<p>SBE/MBE/WBE Comments and Initials:</p>	<p>Partial Wavier Requested CF 10/27/2020 Scope of Work not defined, waiver requested only for SBE but no DIV-2 for MBE/WBE submitted. Contacted subs on DIV-3 2of 2 and their response matched the document. LL 10/29/20</p>		
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	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)	
3.	Sterling Professional Group 9700 Rockside Road, Suite 125 Valley View, OH 44125	Bid Bond 100% Atlantic Specialty Insurance Company	\$832,840.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 14-0036 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (answer: yes) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (WF) Sterling Professional Group -Prime SBE WBE 20% (WF) Burkshire Construction Co.-SBE WBE	SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No	<p>Total Bid including Alternates \$870,309.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications All info provided</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 832,840.00 + Alt 1 - \$ 33,200.00 + Alt 2 - \$ 4,264.00 Total Bid: \$ 870,309.00</p> <p>Contractor has successfully completed work on other County facilities</p> <p>DPW - Facilities Design Comments: All required information has been provided DAS 11-12-20</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>11/30/2020</i> <i>12/30/20</i>	
Total %		SBE: <u>20</u> % MBE: <u> </u> % WBE: <u> </u> %		SBE/MBE/WBE Comply: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> No LL 10/29/20		SBE/MBE/WBE Comments and Initials:		EM Painting-Not certified at this time. No Percentage given, No scope of work given for Sub. Asked for Partial Wavier- No statement given. 10/27/20CF DIV-2s for Subs not filled out and/or signed by prime. EN 10/27/202 LL 10/29/200	

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)
			NCA: <input checked="" type="checkbox"/> Yes Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

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)
4. Feghali Brothers, LLC 4636 Beech Ct Canfield, OH 44406		\$845,900.00	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0281 PH: <input checked="" type="checkbox"/> No Bond Compliance: <input checked="" type="checkbox"/> No (No Bond Submitted)	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) Imperial Mechanical, Inc. SBE/WBE 3.5% (MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 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>3.5</u> % MBE: <u>0</u> % WBE: <u>0</u> %	Total Bid including Alternates \$876,400.00 A. Cover Letter <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B. Lists of Convictions or Fines <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C. Project Organization Chart <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D. Firm's Safety Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Form of Proposal:
 Yes

Addenda 1-3
Acknowledgement:
 Yes

Site Visitation
Acknowledgement:
 Yes

CCBB: Yes
(answer: no)

CCBEIP: Yes

SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20
SBE/MBE/WBE Comments and Initials:	Scope o work nit defined for Gateway. No waiver requested. En 10/28/2020 LL 10/29/20

F. Similar project
Reference
 Yes No
G. Examples of Firm
Management Reports
 Yes No
AIA 305 Qualifications
Not Provided

Recommend acceptance of
Alternates 1 and 2.

Base Bid - \$ 845,900.00

+ Alt 1 - \$ 26,000.00

+ Alt 2 - \$ 4,500.00

Total Bid: \$ 876,400.00

Contractor is not a Plan
holder therefore not a legal
bidder per OPD submitted.
DAS 11/12/20

	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)
				(answer: no) AIA: <input checked="" type="checkbox"/> No (not submitted) NCA: <input checked="" type="checkbox"/> Yes Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

	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)
5.	Ozanne Construction Company, Inc. 1635 E. 25 th Street Cleveland, OH 44114	Bid Bond 100% Travelers Casualty & Surety Company of America	\$875,250.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2130 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No (Not Submitted) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" 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:	(MAA) Ozanne Construction Company, Inc. MBE 20% (MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 24.56% (FW) Imperial Mechanical, Inc. SBE/WBE 7% <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No SBE: 24.56 % MBE: 20 % WBE: 7% <input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No Added the two DIV-2 submitted for Gateway. No waiver requested. EN 10/28/2020 LL 10/29/20	Total Bid including Alternates \$905,650.00 A. Cover Letter <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B. Lists of Convictions or Fines <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D. Firm's Safety Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F. Similar project Reference <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No AIA 305 Qualifications All info provided Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 875,250.00 + Alt 1 - \$ 20,000.00 + Alt 2 - \$ 10,400.00 Total Bid: \$ 905,650.00 DPW - Facilities Design Comments: NOT all required information has been provided. DAS 11-12-20	<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)
				Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

	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)
6.	Greenspace Construction Services 26650 Renaissance Parkway, Suite 1A Cleveland, OH 44128	Bid Bond 100% Arch Insurance Company	\$894,500.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: (Not Registered) PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (answer: yes) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" 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:	(FAPA) Greenspace Construction Services, LLC SBE/MBE/WBE 20% (FW) CASTLE HEATING AND AIR, INC. SBE/WBE 3.35% (FW) Cabinet Concepts, Inc. dba Custom Millwork Designs SBE/WBE 1.7 (MW) The Company, Inc. SBE 1.45% <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No SBE: 21.45% MBE: 0 % WBE: 5.05% <input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No Waiver requested for SBE and WBE. EN 10/28/2020 LL 10/29/20	<p>Total Bid including Alternates \$922,000.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications All info provided</p> <p>Recommend acceptance of Alternates 1 and 2.</p> <p>Base Bid - \$ 894,500.00 + Alt 1 - \$ 23,000.00 + Alt 2 - \$ 4,500.00 Total Bid: \$ 922,000.00</p> <p>Facilities Design Comments: All required information has been provided DAS 11-12-20</p>	<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)
				Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

	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)	
7.	RFC Contracting, LLC 13477 Prospect Rd. Ste 105 Strongsville, OH 44149	Bid Bond 100% Insurance Company	\$918,000.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 13-0056 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes (unknown escort) CCBB: <input checked="" type="checkbox"/> Yes (answer: yes) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):		<p>Total Bid including Alternates \$949,500.00</p> <p>A. Cover Letter <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C. Project Organization Chart <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D. Firm's Safety Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications All info provided</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 918,000.00 + Alt 1 - \$ 27,000.00 + Alt 2 - \$ 4,500.00 Total Bid: \$ 949,500.00</p> <p>DPW - Facilities Design Comments: NOT all required information has been provided DAS 11-12-20</p>	<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 LL 10/29/20			
						SBE/MBE/WBE Comments and Initials:		No subs selected and no waiver requested. EN 10/28/2020 LL 10/29/20			

	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)
				<p>Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes</p> <p>Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes</p> <p>OPD Buyer Initials: SSP</p>					

	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)										
8.	The Apostolos Group dba Thomarios 1 Thomarios Way Copley, OH 44321	Bid Bond 100% Fidelity and Deposit Company of Maryland	\$925,327.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 17-0135 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (Not Completed) CCBEIP: <input checked="" type="checkbox"/> Yes (Not Completed) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1373 240 1620 492">Subcontractor Name(s):</td> <td data-bbox="1620 240 2163 492"></td> </tr> <tr> <td data-bbox="1373 492 1620 670">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1620 492 2163 670"><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="1373 670 1620 800">Total %</td> <td data-bbox="1620 670 2163 800">SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</td> </tr> <tr> <td data-bbox="1373 800 1620 1044">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1620 800 2163 1044"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20</td> </tr> <tr> <td data-bbox="1373 1044 1620 1239">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1620 1044 2163 1239">No subs selected and full waiver requested. List on DIV-3 contacted. EN 10/28/202 LL 10/29/200</td> </tr> </table>		Subcontractor Name(s):		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 LL 10/29/20	SBE/MBE/WBE Comments and Initials:	No subs selected and full waiver requested. List on DIV-3 contacted. EN 10/28/202 LL 10/29/200	<p>Total Bid including Alternates \$936,527.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications All info provided</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 925,327.00 + Alt 1 - \$ 26,800.00 + Alt 2 - \$ 4,400.00 Total Bid: \$ 936,527.00</p> <p>DPW - Facilities Design Comments: All required information has been provided except evidence of SBE record DAS 11-12-20</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subcontractor Name(s):																				
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 LL 10/29/20																			
SBE/MBE/WBE Comments and Initials:	No subs selected and full waiver requested. List on DIV-3 contacted. EN 10/28/202 LL 10/29/200																			

	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)
				Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

	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)										
9.	Turner Construction Company 1422 Euclid Avenue, Suite 200 Cleveland, OH 44115	Bid Bond 100% Liberty Mutual Insurance Company	\$936,048.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0099 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No (Not Submitted) CCBEIP: <input checked="" type="checkbox"/> No (Not Submitted) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1384 240 1615 492">Subcontractor Name(s):</td> <td data-bbox="1615 240 2158 492">(FW) FRANK NOVAK & SONS, INC. WBE 3.19% (FW) Imperial Mechanical, Inc. SBE/WBE 7.81%</td> </tr> <tr> <td data-bbox="1384 492 1615 667">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1615 492 2158 667"><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="1384 667 1615 800">Total %</td> <td data-bbox="1615 667 2158 800">SBE: <u>7.81%</u> MBE: <u>0 %</u> WBE: <u>3.19%</u></td> </tr> <tr> <td data-bbox="1384 800 1615 1040">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1615 800 2158 1040"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20</td> </tr> <tr> <td data-bbox="1384 1040 1615 1239">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1615 1040 2158 1239">RCF Group, Legacy Electric are not certified. NO waiver requested. EN 10/28/2020 LL 10/29/20</td> </tr> </table>		Subcontractor Name(s):	(FW) FRANK NOVAK & SONS, INC. WBE 3.19% (FW) Imperial Mechanical, Inc. SBE/WBE 7.81%	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>7.81%</u> MBE: <u>0 %</u> WBE: <u>3.19%</u>	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20	SBE/MBE/WBE Comments and Initials:	RCF Group, Legacy Electric are not certified. NO waiver requested. EN 10/28/2020 LL 10/29/20	<p>Total Bid including Alternates \$961,199.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications Incomplete information on Claims and suites</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 936,048.00 + Alt 1 - \$ 15,825.00 + Alt 2 - \$ 9,326.00 Total Bid: \$ 961,199.00</p> <p>DPW - Facilities Design Comments: All required information has been provided except complete information on claims and suites. DAS 11-12-20</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subcontractor Name(s):	(FW) FRANK NOVAK & SONS, INC. WBE 3.19% (FW) Imperial Mechanical, Inc. SBE/WBE 7.81%																			
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>7.81%</u> MBE: <u>0 %</u> WBE: <u>3.19%</u>																			
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20																			
SBE/MBE/WBE Comments and Initials:	RCF Group, Legacy Electric are not certified. NO waiver requested. EN 10/28/2020 LL 10/29/20																			

	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)
				<p>Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes</p> <p>Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes</p> <p>OPD Buyer Initials: SSP</p>					

	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)
10.	Next Generation Company 4317 Chester Ave Cleveland, OH 44103	Bid Bond 100% Nationwide Mutual Insurance Company	\$937,468.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0257 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (answer: yes) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> No NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MAA) Next Generation Construction, LLC MBE 20%		<p>Total Bid including Alternates \$968,437.00</p> <p>A. Cover Letter <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C. Project Organization Chart <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D. Firm's Safety Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>F. Similar project Reference <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>AIA 305 Qualifications Not submitted</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 937,468.00 + Alt 1 - \$ 26,500.00 + Alt 2 - \$ 4,469.00 Total Bid: \$ 968,437.00</p> <p>DPW - Facilities Design Comments: NOT all required information has been provided DAS 11-12-20</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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									
Total %	SBE: <u>0</u> % MBE: <u>20</u> % WBE: <u>0</u> %									
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20									
SBE/MBE/WBE Comments and Initials:	Gilbert & Gilbert not certified. No waiver requested. EN 10/28/2020 LL 10/29/20									

	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)
				Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

	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)									
11.	R.L. Hill Management, Inc. 31835 Aurora Road Solon, OH 44139	Bid Bond \$949,613.00 Travelers Casualty & Surety Company of America	\$949,613.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0132 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (answer: yes) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1381 237 1628 675">Subcontractor Name(s):</td> <td data-bbox="1628 237 2171 675">(MAA) R. L. Hill Management, Inc. SBE/MBE 20% (FW) US Communications and Electric, Inc. SBE/WBE ?% (MHA) M. Rivera Construction Co. SBE/MBE/WBE ?% (FW) LAKELAND ELECTRIC, INC. SBE/WBE ?% (FW) Imperial Mechanical, Inc. SBE/WBE ?% (FW) Cabinet Concepts, Inc. dba Custom Millwork Designs SBE/WBE ?%</td> </tr> <tr> <td data-bbox="1381 675 1628 854">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1628 675 2171 854"><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1381 854 1628 984">Total %</td> <td data-bbox="1628 854 2171 984">SBE: 20 % MBE: 0 % WBE: 0 %</td> </tr> <tr> <td data-bbox="1381 984 1628 1227">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1628 984 2171 1227"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20</td> </tr> <tr> <td data-bbox="1381 1227 1628 1422">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1628 1227 2171 1422">All DIV-2 filled out and signed by subs but not by Prime, no Scope of Work, \$Amount nor % specified. No waiver requested. EN 10/28/2020 LL 10/29/20</td> </tr> </table>	Subcontractor Name(s):	(MAA) R. L. Hill Management, Inc. SBE/MBE 20% (FW) US Communications and Electric, Inc. SBE/WBE ?% (MHA) M. Rivera Construction Co. SBE/MBE/WBE ?% (FW) LAKELAND ELECTRIC, INC. SBE/WBE ?% (FW) Imperial Mechanical, Inc. SBE/WBE ?% (FW) Cabinet Concepts, Inc. dba Custom Millwork Designs SBE/WBE ?%	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: 20 % MBE: 0 % WBE: 0 %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20	SBE/MBE/WBE Comments and Initials:	All DIV-2 filled out and signed by subs but not by Prime, no Scope of Work, \$Amount nor % specified. No waiver requested. EN 10/28/2020 LL 10/29/20	<p>Total Bid including Alternates \$981,054.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications All info provided</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 949,613.00 + Alt 1 - \$ 26,954.00 + Alt 2 - \$ 4,487.00 Total Bid: \$ 981,054.00</p> <p>DPW - Facilities Design Comments: All required information has been provided DAS 11-12-20</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subcontractor Name(s):	(MAA) R. L. Hill Management, Inc. SBE/MBE 20% (FW) US Communications and Electric, Inc. SBE/WBE ?% (MHA) M. Rivera Construction Co. SBE/MBE/WBE ?% (FW) LAKELAND ELECTRIC, INC. SBE/WBE ?% (FW) Imperial Mechanical, Inc. SBE/WBE ?% (FW) Cabinet Concepts, Inc. dba Custom Millwork Designs SBE/WBE ?%																		
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																		
Total %	SBE: 20 % MBE: 0 % WBE: 0 %																		
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20																		
SBE/MBE/WBE Comments and Initials:	All DIV-2 filled out and signed by subs but not by Prime, no Scope of Work, \$Amount nor % specified. No waiver requested. EN 10/28/2020 LL 10/29/20																		

	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)
				Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP					

	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)										
12.	Town Center Construction 7868 Olde Eight Road Northfield, OH 44067	Bid Bond 100% Atlantic Specialty Insurance Company	\$971,714.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2803 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (Not Completed) CCBEIP: <input checked="" type="checkbox"/> Yes (Not Completed) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1389 240 1620 578">Subcontractor Name(s):</td> <td data-bbox="1620 240 2150 578">(MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 27% (MHA) M. Rivera Construction Co. SBE/MBE/WBE 1.36% (FW) FRANK NOVAK & SONS, INC. WBE 4%</td> </tr> <tr> <td data-bbox="1389 578 1620 753">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1620 578 2150 753"><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="1389 753 1620 886">Total %</td> <td data-bbox="1620 753 2150 886">SBE: <u>27%</u> MBE: <u>1.36 %</u> WBE: <u>4%</u></td> </tr> <tr> <td data-bbox="1389 886 1620 1127">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1620 886 2150 1127"><input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1389 1127 1620 1328">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1620 1127 2150 1328">No waiver requested. EN 10/28/2020 LL 10/29/20</td> </tr> </table>		Subcontractor Name(s):	(MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 27% (MHA) M. Rivera Construction Co. SBE/MBE/WBE 1.36% (FW) FRANK NOVAK & SONS, INC. WBE 4%	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>27%</u> MBE: <u>1.36 %</u> WBE: <u>4%</u>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 10/28/2020 LL 10/29/20	<p>Total Bid including Alternates \$997,514.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications Incomplete information on Claims and suits</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 971,714.00 + Alt 1 - \$ 15,600.00 + Alt 2 - \$ 10,200.00 Total Bid: \$ 997,514.00</p> <p>DPW - Facilities Design Comments: All required information has been provided except incomplete information on convictions and fines-is noted as NO in AIA doc. DAS 11-12-20</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subcontractor Name(s):	(MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 27% (MHA) M. Rivera Construction Co. SBE/MBE/WBE 1.36% (FW) FRANK NOVAK & SONS, INC. WBE 4%																			
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>27%</u> MBE: <u>1.36 %</u> WBE: <u>4%</u>																			
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No																			
SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 10/28/2020 LL 10/29/20																			

Electronic
Signature Policy
Agreement:
 Yes

Existing
Hazardous
Materials Form:
 Yes

OPD Buyer
Initials: SSP

	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)
13.	R.W. Clark, Co., Inc. 1677 East 40 th Street Cleveland, OH 44103	Bid Bond 100% Ohio Farmers Insurance Company	\$1,030,135.00	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: (Not Registered) PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No (Not Submitted) CCBEIP: <input checked="" type="checkbox"/> No (Not Submitted) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> No (Not submitted)	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" 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:	(MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 26% (MHA) M. Rivera Construction Co. SBE/MBE/WBE .6% <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No SBE: <u>26</u> % MBE: <u>.6</u> % WBE: <u> </u> % <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20 No waiver requested. EN 10/28/2020 LL 10/29/20	Total Bid including Alternates \$1,065,935.00 A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No AIA 305 Qualifications All info provided Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 1,030,135.00 + Alt 1 - \$ 26,000.00 + Alt 2 - \$ 9,800.00 Total Bid: \$ 1,065,935.00 Contractor has successfully completed work on other County facilities. DPW - Facilities Design Comments: All required information has been provided DAS 11-12-20	<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)
				<p>Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> No (Not Submitted)</p> <p>Existing Hazardous Materials Form: <input checked="" type="checkbox"/> No (Not Submitted)</p> <p>OPD Buyer Initials: SSP</p>					

	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)	
14.	Sona Construction, LLC 7122 Harvard Avenue Cleveland, OH 44070	Bid Bond 100% Western Surety Company	\$1,135,000.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0261 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (answer: yes) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: yes) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):	(MAPA) SONA Construction, LLC SBE/MBE 20% (MHA) M. Rivera Construction Co. SBE/MBE/WBE .6% (MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 23% (FW) Imperial Mechanical, Inc. SBE/WBE 5.13%	<p>Total Bid including Alternates \$1,169,700.00</p> <p>A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AIA 305 Qualifications All info provided</p> <p>Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 1,135,000.00 + Alt 1 - \$ 30,000.00 + Alt 2 - \$ 4,700.00 Total Bid: \$ 1,169,700.00</p> <p>DPW - Facilities Design Comments: All required information has been provided DAS 11-12-20</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
						SBE/MBE/WBE Prime: (Y/N)		<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No			
						Total %		SBE: 20 % MBE: 23% WBE: 5.73%			
						SBE/MBE/WBE Comply: (Y/N)		<input checked="" type="checkbox"/> Yes LL 10/29/20 <input type="checkbox"/> No			
						SBE/MBE/WBE Comments and Initials:		Fred & Son, Inc. not certified. No waiver requested. EN 10/28/2020 LL 10/29/20			

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)
			Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP						

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)
15. Lakeland Management Services 915 Callendar Blvd. Painesville, OH 44077	Bid Bond 100% Fidelity and Deposit Company of Maryland	\$1,169,000.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0035	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MAPA) Miles Mechanical, Inc. SBE/MBE 3% (MAPA) GATEWAY ELECTRIC COMMUNICATIONS, INC. SBE/MBE 21.4%	Total Bid including Alternates \$1,195,700.00 A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<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)								
				PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (answer: no) CCBEIP: <input checked="" type="checkbox"/> Yes (answer: no) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td data-bbox="1373 240 1620 418">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1620 240 2161 418"> <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="1373 418 1620 548">Total %</td> <td data-bbox="1620 418 2161 548">SBE: <u>21.4%</u> MBE: <u>3 %</u> WBE: <u> </u> %</td> </tr> <tr> <td data-bbox="1373 548 1620 792">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1620 548 2161 792"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20 </td> </tr> <tr> <td data-bbox="1373 792 1620 993">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1620 792 2161 993">Fred & Son, Inc. not certified. No waiver requested. EN 10/28/2020 LL 10/29/20</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>21.4%</u> MBE: <u>3 %</u> WBE: <u> </u> %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20	SBE/MBE/WBE Comments and Initials:	Fred & Son, Inc. not certified. No waiver requested. EN 10/28/2020 LL 10/29/20	F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No AIA 305 Qualifications All info provided Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 1,169,000.00 + Alt 1 - \$ 20,000.00 + Alt 2 - \$ 6,000.00 Total Bid: \$ 1,195,700.00 DPW - Facilities Design Comments: All required information has been provided DAS 11-12-20	
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>21.4%</u> MBE: <u>3 %</u> WBE: <u> </u> %																	
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20																	
SBE/MBE/WBE Comments and Initials:	Fred & Son, Inc. not certified. No waiver requested. EN 10/28/2020 LL 10/29/20																	

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)
				OPD Buyer Initials: SSP					
	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)
16.	Cold Harbor Building Co. 115 Industrial Parkway Chardon, OH 44024	Bid Bond 100% Fidelity and Deposit Company of Maryland	\$1,272,000.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3047 PH: <input checked="" type="checkbox"/> Yes Bond Compliance: <input checked="" type="checkbox"/> Yes Form of Proposal: <input checked="" type="checkbox"/> Yes Addenda 1-3 Acknowledgement: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) FRANK NOVAK & SONS, INC. WBE 2% (MHA) M. Rivera Construction Co. SBE/MBE/WBE .5% (FW) Western Reserve Interiors, Inc. SBE/WBE 13% 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>13</u> % MBE: <u>.5</u> % WBE: <u>2</u> %	Total Bid including Alternates \$1,1293,500.00.00 A. Cover Letter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B. Lists of Convictions or Fines <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C. Project Organization Chart <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D. Firm's Safety Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E. Firm's Compliance SBE Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F. Similar project Reference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G. Examples of Firm Management Reports <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No AIA 305 Qualifications All info provided	<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)
				Site Visitation Acknowledgement: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes (Not Completed) CCBEIP: <input checked="" type="checkbox"/> Yes (Not Completed) AIA: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes Electronic Signature Policy Agreement: <input checked="" type="checkbox"/> Yes Existing Hazardous Materials Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: SSP			SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/29/20	Recommend acceptance of Alternates 1 and 2. Base Bid - \$ 1,272,000.00 + Alt 1 - \$ 16,900.00 + Alt 2 - \$ 4,600.00 Total Bid: \$ 1,293,500.00 DPW - Facilities Design Comments: All required information has been provided DAS 11-12-20	
							SBE/MBE/WBE Comments and Initials:	Speelman Electric not certified. NO waiver requested LL 10/29/20.		

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0036

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing an amendment to Contract No. 128 with Ozanne Construction Company, Inc. for design-build services for the Central Booking Project at the Cuyahoga County Justice Center, effective 2/23/2021 and for additional funds in the amount not-to-exceed \$2,419,505.00; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/ Department of Public Works/County Engineer has authorized an amendment on Contract No. 128 with Ozanne Construction Company, Inc. for design-build services for the Central Booking Project at the Cuyahoga County Justice Center, effective 2/23/2021 and for additional funds in the amount not-to-exceed \$2,419,505.00; and

WHEREAS, the primary goal of this project is to continue to provide professional design, pre-construction and construction services for an Interim Comprehensive Central Booking facility to be located within various floors of the Cuyahoga County Justice Center Jail 1 facility; 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 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 on Contract No. 128 with Ozanne Construction Company, Inc. for design-build services for the Central Booking Project at the Cuyahoga County Justice Center, effective 2/23/2021 and for additional funds in the amount not-to-exceed \$2,419,505.00.

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

SUMMARY OF REQUESTED ACTION

MyPro Transaction Title: Public Works, 2020, Ozanne Construction Company Contract Amendment No. 1 for Design-Build Services for Central Booking at the Justice Center, PO20000230/CM128, RQ # 47681

A. Scope of Work Summary

1. Department of Public Works is requesting authority to prepare Amendment No. 1 to PO20000230 RFP, CM 128 with Ozanne Construction Company for the not-to-exceed cost of \$2,419,505.00 and increase the scope tied to additional projects for moving staff from the Central Booking location. The original contract was approved by R2020-0045 on February 25, 2020 in the amount of \$825,000.00.

Previous contract Council approval number R2020-0045.

The dates of services are unchanged.

Additional scope was added to address moving of staff in the Central Booking Location.

- a. The primary goal of this contract is to provide professional design, pre-construction and 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. This is an amendment:

An RFP Exemption is being requested with a resulting award recommendation of the amendment, because this is a Design Build Contract and that is how these contracts work.

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 was not known at the last revised CIP budget. At this time, the funding will be from the General Funds Reserve. The next CIP will be revised for funding.
1. The schedule of payments is monthly by invoicing.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	47681
Infor/Lawson PO# Code (if applicable):	PO20000230 RFP
CM Contract#	128

	Department	Clerk of the Board
Briefing Memo	LABT	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					Department initials	OPD
Justification Form					LABT	
IG#	12-2130	12/13/2023			LABT	
Annual Non-Competitive Bid Contract Statement	Date:	10/23/2020			LABT	
Debarment/Suspension Verified	Date:	10/20/2020			LABT	
Auditor’s Finding	Date:	10/20/2020			LABT	
Vendor’s Submission					LABT	
W-9 – <i>if required</i>	Tax ID#	34-0202982	Date:	1/17/2020	LABT	
Independent Contractor (I.C.) Requirement			Date:	1/24/2020	LABT	
Amendment and Exhibits					LABT	
Cover - <i>Master amendments only</i>					N/A	
Contract Evaluation					LABT	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					LABT	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LABT	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LABT	
Original Executed Contract (<i>containing insurance terms</i>) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>					LABT	
Checklist Verification					LABT	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2021 – 12/31/2021				\$2,419,505.00
			TOTAL	\$2,419,505.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	PO20000230 RFP
BuySpeed or Lawson RQ# (if applicable)	47681
CM Contract#	128

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$825,000.00		4/30/2021	2/25/2020	R2020-0045
Prior Amendment Amounts (list separately)					
		\$			
		\$			
Pending Amendment		\$2,419,505.00	12/31/2021		
Total Amendments		\$2,419,505.00			
Total Contact Amount		\$3,244,505.00			

OPD Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval:

CONTRACT EVALUATION FORM

Contractor	Ozanne Construction Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	PO20000230 RFP CM 128				
RQ#	47651				
Time Period of Original Contract	2/25/2020 – 4/30/2021				
Background Statement	Amendment to amend the not-to-exceed amount by \$2,419,505.00 to meet the GMP and to extend the end date to 12/31/2021.				
Service Description	Provide professional design, pre-construction, construction services for the buildout of Central Booking at the Justice Center and additional buildouts for relocation of departments, thru a Design-Build Services Contract.				
Performance Indicators	Ozanne Construction Company Design Build Team has provided the County with quality consulting and construction services for the work done to date on this contract.				
Actual Performance versus performance indicators (include statistics):	Ozanne Construction Company Design Build Team has had a satisfactory success rate in meeting performance for the work done to date on this contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	All the staff that has worked on the project so far have been proficient in their fields				
Department Contact	Matt Rymer				
User Department	Public Works				
Date	1/11/2020				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0037

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 – 2/14/2041; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/ Department of Public Works/County Engineer has authorized a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 – 2/14/2041; and

WHEREAS, the primary goal of this project is to continue to lease space for this revenue generating property and begin construction of the new corporate headquarters and flight operation center facilitating this private investment in the community and the retention of hundreds of jobs and the creation of approximately 200 new jobs; and

WHEREAS, the project is revenue generating; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain

properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 – 2/14/2041.

SECTION 2. That the County Executive is authorized to execute the agreement and all 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__

A. Scope of Work Summary

1.) The Department of Public Works requesting request approval for authorization for a revenue generating lease agreement with Flexjet, LLC in the amount of \$27,228,043.00 (value of 20-year Initial Term) to facilitate private construction of new corporate headquarters, a flight operations center and improvements to related facilities located at the Cuyahoga County Airport, Curtiss Wright Parkway, Richmond Heights, Ohio for the period of twenty (20) years beginning on/around 02/15/2021 through 02/14/2041, plus two (2) ten-year renewal options which would take the full lease through 02/14/2061. Economics of the Renewal Terms to be negotiated at Fair Market Value at the time the Renewal Option is taken.

Funding source: revenue generating

2.) The Department of Public Works requesting request approval for authorization for a revenue generating lease agreement with Flexjet, LLC in the amount of \$27,228,043.00 (value of 20-year Initial Term) to facilitate private construction of new corporate headquarters, a flight operations center and improvements to related facilities located at the Cuyahoga County Airport, Curtiss Wright Parkway, Richmond Heights, Ohio for the period of twenty (20) years beginning on/around 02/15/2021 through 02/14/2041, plus two (2) ten-year renewal options which would take the full lease through 02/14/2061. Economics of the Renewal Terms to be negotiated at Fair Market Value at the time the Renewal Option is taken.

B. Procurement

1.) N/A. 2.) N/A. 3.) N/A.

C. Contractor and Project Information

1.) The address of tenant:

Flexjet LLC
355 Richmond Rd.
Richmond Hts., Ohio 441243

Corporate Headquarters to be built at CGF located immediately west of 26140 Curtiss Wright Parkway Council District (11).

2.) The address for the vendor/owners is:

355 Richmond Rd.
Richmond Hts., Ohio 44143
Michael A. Rossi
mike@directionalaviation.com

3a.) The address of the project:

Cuyahoga County Airport
26460 Curtiss Wright Parkway
Highland Heights, Ohio 44143

3.b) The project is located in
Council District 11.

D. Project Status and Planning

1.) WHEREAS, County is the owner and operator of the Cuyahoga County Airport (hereinafter called "Airport" or "CGF") located in the City of Richmond Heights and the City of Highland Heights, County of Cuyahoga, and City of Willoughby Hills, County of Lake, State of Ohio; and

WHEREAS, The County first entered into two certain leases for certain property at CGF dated October 1, 1987, as amended, that both parties to those leases (County and Tenant's affiliate Flight options, LLC, successor

in interest to Mercury Holdings, Inc.) wish to terminate and have this instant Lease cover those Premises identified under the “1987 Leases”; and

WHEREAS, The County first entered into a certain lease for certain property at CGF dated January 1, 2003, which was amended as of January 1, 2005, at the same time as a second lease was entered into for a portion of the property covered by the original lease, both of which have since been further amended, and both parties to that lease (County and Tenant’s affiliate Corporate Wings-Cleveland, LLC) wish to terminate and have this instant Lease cover those Premises identified under the “2005 Leases”; and

WHEREAS, the County first entered into a certain lease for certain property at CGF dated September 1, 2016, as amended, that both parties to that lease wish to terminate and have this instant Lease cover those Premises identified under the “2016 Leases”; and

WHEREAS, County in furtherance of carrying out of its public purpose of the operation of the Airport and to encourage economic development desires to grant and Tenant desires to obtain a lease of certain premises on the Airport, as described herein below, together with certain rights and privileges in connection therewith, for the construction and operation on said premises of a corporate headquarters and a global flight operation center and related facilities and improvements.

2.) The project will begin on/around February 15, 2021 for an Initial Term of 240 months (20 years) with Two (2) Ten (10) year Renewal Options (120 months + 120 months), for a total potential Term of Forty (40) years.

3.) The project is on a critical action path so that tenant and the county may continue to lease space for this revenue generating property and begin construction of the new corporate headquarters and a flight operation center facilitating this private investment in the community and the retention of hundreds of jobs and the creation of approximately 200 new jobs.

4.) The Department of Public Works requesting request approval for authorization for a revenue generating ground lease agreement with Flexjet, LLC in the amount of \$27,228,043.00 (value of the Initial Term of 20-years) with Two (2) Ten year Renewal Options to facilitate private construction of new corporate headquarters, a flight operations center and related improvements for certain properties located at Cuyahoga County Airport, Curtiss Wright Parkway, for a potential period of forty (40) years beginning on/around 02/15/2021 through 02/14/2061.

5.) The Revenue Generating Lease needs three (3) signatures in ink and will be delivered to OPD and the fully executed leases will be distributed to the county, Public Works and Flexjet LLC.

E. Funding

1.) N/A Revenue Generating Lease.

2.) The tenant’s schedule of payments is anticipated to start March 1, 2021 and will continue monthly for the entire Term.

3.) The Department of Public Works requesting request approval for authorization for a revenue generating ground lease agreement with Flexjet, LLC in the amount of \$27,228,043.00 (value of the 20-year Initial Term) to facilitate private construction of new corporate headquarters, a flight operation center and related improvements for certain properties located at the Cuyahoga County Airport, Curtiss Wright Parkway, for the period of twenty (20) years beginning on/around 02/15/2021 (with two renewal options for ten years each.) The economics of the two Renewal Terms will negotiated at that time using Fair Market Values.

The end

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0038

Sponsored by: County Executive Budish/Department of Workforce Development	A Resolution authorizing an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and for additional funds in the amount not-to-exceed \$2,619,463.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/ Department of Public Works/County Engineer has recommended an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and for additional funds in the amount not-to-exceed \$2,619,463.00; and

WHEREAS, the primary goal of this amendment is to continue to provide career, training and support activities to eligible participants to promote successful employment; and

WHEREAS, the project is funded 100% by Workforce Innovation and Opportunity Act (WIOA) funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time

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

Journal _____
_____, 20__

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Infor/Lawson PO #:	CE1900233-01
Buyspeed RQ# (if applicable)	WI-19-44417

	Department	Clerk of the Board
Briefing Memo	LC	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments				Department initials	OPD	
Justification Form				LC	✓	
IG#	12-3252			LC	✓	
Annual Non-Competitive Bid Contract Statement	Date:	5/13/20		LC	✓	
Debarment/Suspension Verified	Date:	5/18/20		LC	✓	
Auditor’s Finding	Date:	5/12/20		LC	✓	
Vendor’s Submission				LC	✓	
W-9	Tax ID#	23-7180005	Date:	5/12/20	LC	✓
Independent Contractor (I.C.) Requirement			Date:	5/13/20	LC	✓
Amendment and Exhibits				LC	✓	
Cover - <i>Master amendments only</i>						
Contract Evaluation				LC	✓	
Matrix Law approval screen shot				LC	✓	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				LC	✓	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				LC	✓; EXP 7/1/2020; UPDATED	
Original Executed Contract (containing insurance terms) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>				LC	✓	
Checklist Verification				LC	✓	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
07/01/2020-12/31/2020	WF260110	55130	0	\$2,127,112.17
			TOTAL	2,127,112.17

Current Contract History: CE/AG# (if applicable)	CE1900233
Infor/Lawson PO#:	CE1900233-01
BuySpeed or Lawson RQ# (if applicable)	WI-19-44417

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$4,570,727.00		07/01/2019-6/30/2020	6/25/19	R2019-0141
Prior Amendment Amounts (list separately)		\$214,500.00	07/01/2019-6/30/2020	10/21/19	BC2019-757
		\$			
		\$			
Pending Amendment		\$2,127,112.17	07/01/2020-12/31/2020	6/23/2020	R2020-0116
Total Amendments		\$2,341,612.17			
Total Contact Amount		\$6,912,339.17			

OPD Use Only:

Prior Resolutions	R2019-0141, BC2019-757, R2020-0116
Amend	CE1900233-01 CONV
Vendor Name	UNITED LABOR AGENCY INC
ftp:	7/1/2019 – 6/30/2020 EXT 12/31/2020
Amount	ADD’L FUNDS \$2,127,112.17
History/CE	OK
W-9	OK
EL	OK
Procurement Notes:	Need signed justification, BWC expired (7/1/2020) and add’l funds need to be on separate line; INFO RECEIVED/UPDATED

OPD Buyer approval: **Buyer review completed - jmh**

CONTRACT EVALUATION FORM

Contractor	United Labor Agency Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900233-01				
RQ#	44417				
Time Period of Original Contract	7/1/2019-6/30/2020				
Background Statement	WIOA provides resources, services and leadership tools for the workforce system to help individuals find good jobs and stay employed and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.				
Service Description	As required by the Workforce Innovation & Opportunity Act (WIOA) the Workforce Service Center Operator operates the office of OMJ CC by providing personnel and coordinating the work of the mandatory partners to assist job seekers by providing a full range of career, employment, training and supportive services. The Operator also provides a broad range of services to meet the needs of businesses and employers through a business services unit which includes directly managing the On-the-Job Training (OJT) Program.				
Performance Indicators	Number of individuals accessing services at the Workforce Service Center Number of Job Placements				
Actual Performance versus performance indicators (include statistics):	Benchmark 20,000; 3 rd Quarter Actual 15,739 Benchmark 3,000; 3 rd Quarter Actual 2,162				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	United Labor Agency is on target to meet contract expectations.				
Department Contact	Frank Brickner				

User Department	Workforce Development
Date	5/19/2020

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0039

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment and reappointment of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

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

WHEREAS, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

WHEREAS, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2021 – 12/31/2023 as follows:

Appointments:

- a. Mark Batson
- b. Katie Boland
- c. Yvette Bozman
- d. Kristie Groves
- e. Yvonka Hall
- f. Kathleen Hallisey
- g. Julie Johnson
- h. Janet Keeler

- i. Janet Montoya
- j. Shannon Monyak
- k. Douglas Tayek
- l. Kim Thomas
- m. Eugene Ward, Jr.

Appointment:

- a. Dr. Victoria Winbush for the term 1/1/2020 – 12/31/2022

Appointment:

- a. Donisha Greene for an unexpired term ending 12/31/2021 (replacing Carmen Harris)

Reappointments:

- a. Bill Hebble for the term 1/1/2021 – 12/31/2023
- b. Carolyn Lookabill for the term 1/1/2021 – 12/31/2023

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment and reappointment of the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2021 – 12/31/2023:

Appointments:

- a. Mark Batson
- b. Katie Boland
- c. Yvette Bozman
- d. Kristie Groves
- e. Yvonka Hall
- f. Kathleen Hallisey
- g. Julie Johnson
- h. Janet Keeler
- i. Janet Montoya
- j. Shannon Monyak
- k. Douglas Tayek
- l. Kim Thomas
- m. Eugene Ward, Jr.

Appointment:

- a. Dr. Victoria Winbush for the term 1/1/2020 – 12/31/2022

Appointment:

- a. Donisha Greene for an unexpired term ending 12/31/2021 (replacing Carmen Harris)

Reappointments:

- a. Bill Hebble for the term 1/1/2021 – 12/31/2023
- b. Carolyn Lookabill for the term 1/1/2021 – 12/31/2023

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



January 15, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

Per Article III of the Code of Regulations of the Cuyahoga County Advisory Board on Senior and Adult Services, I submit the following nominations for appointment to the Board:

Reappointment

- **Bill Hebble**, 3-year term, 1/1/2021 – 12/31/2023
- **Carolyn Lookabill**, 3-year term, 1/1/2021 – 12/31/2023

New appointment

- **Dr. Victoria Winbush**, 3-year term, 1/1/2020 - 12/31/2022

New appointment/Unexpired Term

- **Donisha Greene**, unexpired term, ending 12/31/2021 (replacing Camren Harris)

New appointment

- **Mark Batson**, 3-year term, 1/1/2021 – 12/31/2023
- **Katie Boland**, 3-year term, 1/1/2021 – 12/31/2023
- **Yvette Bozman**, 3-year term, 1/1/2021 – 12/31/2023
- **Kristie Groves**, 3-year term, 1/1/2021 – 12/31/2023
- **Yvonka Hall**, 3-year term, 1/1/2021 – 12/31/2023
- **Kathleen Hallisey**, 3-year term, 1/1/2021 – 12/31/2023
- **Julie Johnson**, 3-year term, 1/1/2021 – 12/31/2023
- **Janet Keeler**, 3-year term, 1/1/2021 – 12/31/2023
- **Janet Montoya**, 3-year term, 1/1/2021 – 12/31/2023
- **Shannon Monyak**, 3-year term, 1/1/2021 – 12/31/2023
- **Douglas Tayek**, 3-year term, 1/1/2021 – 12/31/2023
- **Kim Thomas**, 3-year term, 1/1/2021 – 12/31/2023
- **Eugene Ward, Jr.**, 3-year term, 1/1/2021 – 12/31/2023

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

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at

216-443-7125.

Sincerely,

A handwritten signature in black ink that reads "Armond Budish". The signature is written in a cursive style with a large, prominent initial "A".

Armond Budish
County Executive

DONISHA GREENE

PROFILE

Communications specialist with communications degree and 20 years of expertise - including last seven years coordinating communication efforts on behalf of US Congresswoman Marcia Fudge, Cuyahoga County Courts, and Cuyahoga County Executive Armond Budish. Recognized as a persuasive communicator with the following skills.

Executive Leadership	Strategic Planning & Research	Project Management
Communications & Public Relations	Budgeting & Resource Management	Program Management
Constituent Relations	Strategic Partnership Development	Talent Acquisition & Recruiting
Government Affairs	Vendor Relations	Event Planning
Public Policy & Lobbying	Contract Management	Staff Development & Training

PROFESSIONAL EXPERIENCE

Field Representative & Liaison **2020 to Present**
US House of Representatives - Office of Congresswoman Marcia L. Fudge **Cleveland, OH**

Attend designated events and meetings on behalf of Congresswoman representing Ohio's 11th Congressional District while liaising with constituents on federal, state, and local concerns regarding healthcare, ADA/disability issues, agriculture, nutrition, Social Security, judicial matters, and Cuyahoga County's Farm to School Committee. Coordinate events and track federal legislation that directly relates to casework portfolio.

- Served on Council on Older Persons advisory committee for The Center for Community Solutions that advanced health and social services agenda for senior community
- Served on Greater Cleveland Drug Advisory Board that graduated 1700 individuals - improving individual lives strengthening community bonds, and reducing need for taxpayer funds

Director of Communications **2019 to 2020**
Cleveland Municipal Court - Housing Division **Cleveland, OH**

Conceptualized and implemented Court's first communications plan - highlighting mission and vision strategies of the Court. Oversaw marketing, media relations, collateral production, social media, and online presence to shape and disseminate messaging. Worked closely with senior leadership to coordinate communications efforts from each department. Served as Court's spokesperson and media relations representative - leveraged impactful stories and news updates by connecting with media outlets to expand timely and accurate reach of public interest items.

- Led workshops that improved brand awareness, message discipline, and ability to track community engagement.
- Coordinated with staff to create specialized court docket of Social Services cases that assists evicted clients with connecting to and making use of housing placement resources

Communications Specialist - Office of County Executive Armond Budish **2013 to 2019**
Cuyahoga County **Cleveland, OH**

Oversaw creation and distribution of public communication while coordinating external affairs for county with 59 municipalities and 1.3M citizens. Served as primary point of contact regarding health and human services program for media inquiries, information requests, questions, or complaints. Managed communication processes and workflows to streamline efforts and stay on message. Planned, coordinated, and executed complex or large-scale events in

continued on next page

collaboration with other government agencies - serving as primary liaison for events with national sponsors and local officials. Administered strictly defined event and program budgets through expense controls and vendor negotiations.

- Crafted hundreds of speeches and talking points memos for County Executive
- Led communication awareness plan for change management process related to overhaul of Cuyahoga County's finance, procurement, HR, and payroll systems
- Designed and led internal communications strategy to connect employees with benefits, training, and resources
- Coordinated dozens of communications and marketing campaigns for various departments including Health and Human Services, Public Safety and Justice Services, Public Works, and Regional Collaboration
- Developed, executed, and refined new digital communications strategies focused on website, intranet, email newsletters, social media posts, news releases, and public advisories
- Planned and managed five "State of the County" addresses from pre-planning through execution and follow up
- Managed production of two Cuyahoga County Annual Reports - coordinating efforts and timelines of multiple departments, writing stories, and producing interactive videos
- Established rapport and built relationships with media outlets; collaborated on editorials and in-station news stories

PRIOR EXPERIENCE

External Affairs Manager City Year Inc.	2011 to 2013 Cleveland, OH
Senior Program Manager City Year Inc.	2008 to 2011 Cleveland, OH
Youth Program Consultant Greater Cleveland Urban League	2007 to 2008 Cleveland, OH
Youth Unemployment Case Manager Friendly Inn Settlement House	2006 to 2008 Cleveland, OH
Membership Director & Business Manager Greater Cleveland Downtown YMCA	2001 to 2005 Cleveland, OH

EDUCATION & TRAINING

Bachelor of Arts and Sciences in Communications - Cleveland State University

CERTIFICATIONS

Lean Six Sigma Yellow Belt - Cuyahoga County

RECOGNITION & PROFESSIONAL AFFILIATION

PEAR/Rally Participant - City Year Inc.

Victoria R. Winbush, PhD, MSSA, MPH, LISW-S



Education and Professional Licensure & Certification

- PHD Smith College School for Social Work,
Northampton, MA
Doctor of Philosophy - Clinical Social Work (PhD)
Dissertation: *Parent-Created Help-Seeking
Pathways: A Narrative Explanation of Their
Development and Role in Facilitating Treatment for
Adolescents with Mental Illness*
- MPH University of Michigan – School of Public
Health, Ann Arbor, Michigan
Master of Public Health (MPH)
- MSSA Case Western Reserve University – School of
Applied Social Sciences,
Cleveland, Ohio
Master of Social Services Administration (MSSA)
- BA Barnard College (Columbia University),
New York, New York
Bachelor of Arts (BA)
- LISW-S Licensed Independent Social Worker-
Supervision Designation in the State of Ohio
(LISW-S)

Academic Teaching Experience

Cleveland State University, School of Social Work
Cleveland, Ohio
Assistant Lecturer
2016 – Present

Master's Level Course Taught

- Trauma & Recovery
- Ethical Decision Making
- Clinical Group Work Skills
- Understanding Groups, Organizations & Communities
- Family Therapy

Academic Service

Academic Year 2020-2021

- Chair, The School of Social Work Diversity Committee
- Member, The Academic Performance Committee
- **Member, The Dean's (CLASS) Diversity Committee**
- Member, The Planning Committee for the Restructuring of the Diversity Management Program
- Member, The Cuyahoga County Advisory Board for the Division of Senior & Adult Services— including member of the Education & Resource Development Committee and the Advocacy Committee
- Member of the Council of Older Persons (sponsored by the Center for Community Solutions)—member of the Nominating Committee
- Member of Launch Team for new faculty member

Academic Year 2019-2020

- Chair, The School of Social Work Diversity Committee
- Member, The Academic Performance Committee
- Coordinator, The Anna V. Brown Community Conference & Forum

- **Member, The Class Dean's Diversity**
Committee
- Member, The Planning Committee for the
Restructuring of the Diversity Management
Program

Benedict College, Columbia, SC

Associate Professor/Department Chair

September 2014 – June 2016

Bachelor Level Courses Taught

- Research Methods I
- Sophomore Seminar I & II
- Freshman Seminar I
- Death and Dying: Medical, Legal and Cultural
Issues
- Introduction to Social Work

*Cleveland State University, School of Social Work,
Cleveland, Ohio*

Associate Lecturer

August 2012 – June 2014

Bachelor Level Courses Taught

- Human Behavior in the Macro Social
Environment I
- Human Behavior in the Micro Social
Environment II
- Introduction to Generalist Practice
- Field Seminar
- Field Practicum

Master's Level Courses Taught

- Advanced Social Work Practice with Small
Groups and Families
- Dynamics of Racism and Discrimination
- Faculty Field Advisor

2012-2014

- Provided faculty field advising to over 75
students at the Master and Bachelor's
levels

Smith College School for Social Work, Northampton, MA
Adjunct Assistant Professor

2006-2013

Doctoral Course Taught

- Treatment of Oppressed Populations

Master's Courses Taught

- Racism in the United States: Implications for Social Work Practice
 - Group Theory and Skills
 - Comparative Psychodynamic Theories
- Research Adviser

2008-Present

Master's Theses Supervised

- (2015-2016) *Coping with Incarcerated Stress: A study of Coping Responses in Women Involved Romantically with Incarcerated Men*
- (2012-2013) *Skin Beaching Practices Among Women of African Descent*
- (2011-2012) *The Influence Interracial/ Interethnic Relationships on Racial/Ethnic Identify of Asian American Women*
- (2010-2011) *Multidisciplinary Considerations for Clinical Work with Multiracial Identity*
- (2010-2011) *The Experience of Family Therapists working with Families with a Parent with Mental Illness*
- (2009-2010) *The Experience of Multiracial Immigrants in Their Racial Identity Development*
- (2009-2010) *Therapists' Perspectives on Therapy with Families with Parents Affected by Mental Illness*
- (2008-2009) *School Counselors' Perspectives on Bullying in Middle School Settings*

Faculty Field Advisor

2010-2012

- Provided faculty field advising to students who were completing their field placements in social services agencies located in the Greater New York City area

Case Western Reserve University, Mandel School of Applied Social Sciences, Cleveland, Ohio

Adjunct Instructor

2010-2012

Master's Courses Taught

- Cultural Diversity and Social Work Practice
- Seminar on Mental Health Care and Adults

Cleveland State University, Department of Psychology, Diversity Management Program, Cleveland, Ohio

Adjunct Instructor

1997-2018

Master's Courses Taught

- Diversity and Change Management
- Diagnosing Diversity in Organizations
- Diversity and Collaborative Conflict Management
- Diversity Facilitation
- Social Psychology

Member of Thesis Committee

2013-2014

- (2014) *Cognitive Dissonance, Crime and Commitment to Urban Life: Why Individuals with Means Choose to Live and Remain in Largely Low Income Neighborhoods*
- 2014) *Transgender Inclusion in the Workplace.*
- (2014) *Law School Personal Statements: What Impression Management by Gender and Race Says About How Applicants' View Law School.*

Academic Adviser/Coach

2000-2011

- Provided academic advising and coaching to students in the Diversity Management Program

Thesis Advisor

2009-Present

- (2009-2010) Action Research Project for an organization who served individuals with developmental disabilities
- (2009-2010) Action Research Project for a local government agency who funded social services to county residents

Interim Director

2003-2004

- Provided leadership to the program while the faculty director was on sabbatical.

The Gestalt Institute of Cleveland (Post Graduate Training Institution) Cleveland, Ohio

Faculty Member

1995 – Present

Teaching instruction and/or practicum supervision provided to the following training programs

- Gestalt Training Program (GTP) (2006-2009)
- Couples & Family Training Program (2000 – 2009)
- Organization & System Development Training Program (200-2004)
- Working with Individuals (micro practice focus) (2007-2009)

Post Master's Direct Practice Experience

2008-2009 Facilitation and Planning
Mt. Pleasant Community Zone, Cleveland, Ohio
Co-facilitated a planning process to support community capacity building

2007- *Clinical Social Worker* (Independent Contractor)

- 2009 Applewood Centers
Cleveland, Ohio
- 2004-2009 *Focus Group Facilitation*
Public Health TV Video Production Company □
Facilitated a series of focus groups to identify attitudes of African Americans toward the utilization of health screening procedures
- 1993 *Diversity & Cultural Competence*
Present *Training and Facilitation*
Work predominately with education, mental health and health care organizations

Post Master's Research Experience

- 2009 *Data Analyst*
Cleveland Clinic Foundation, Department of Ob-Gyn, Cleveland, Ohio
Ruth Farrell, MD, Principal Investigator
- 2005 – 2008 Data Analyst
Public Health TV – Audio Visual Production Company, Cleveland, Ohio Wornie Reed, PhD, Principal Investigator, University of Tennessee and Christian Simon, PhD, Consultant, CWRU Department of Bioethics
- 2004 - 2009 *Research Assistant*
Mandel School of Applied Social Sciences, CWRU, **Cleveland, Ohio NIMH funded study "Adolescent and Parent Subjective Experience of Psychotropic Treatment"**
Jerry Floersch, PhD, Principal Investigator
- 2004-2005 Research Assistant
Applewood Centers, Inc. and Case Western Reserve University, Department of Psychology, Cleveland, **Ohio. NIMH funded study "Early identification and diagnosis of Bipolar Disorder in children and adolescents"**

Eric Youngstrum, PhD, Principal Investigator

Academic Publications

Journal Articles

Farrell, RM., Dolgin, N., Flocke, SA, Winbush, V., Mercer, MB, Simon, C. (2011). Risk and uncertainty: shifting decision making for aneuploidy screening to the first trimester of pregnancy. *General Medicine*, May; 13(5), 429-436.

Floersch, J., Townsend, L., Longhofer, J., Munson, M., Winbush, V., Kranke, D., Faber, R., Thomas, J. Jenkins, J., Findling, R. (2009). Adolescent experience of psychotropic treatment. *Transcultural Psychiatry*, 46(1), 157-179.

Book Chapters

Winbush, V. (2014) Relational social work practice with African American clients. In J.B. Rosenberger (Ed), *Relational social work practice with diverse populations*. New York, N.Y.: Springer Publications.

Winbush, V. & McLemore J. (2003). Diversity and group dynamics. In D. L. Plummer (Ed), *Handbook of diversity management beyond awareness to competency based learning*. Landham, Maryland: University Press of America, Inc.

Manuscripts Submitted

Winbush, V. (2015). Sankofa: Migrating south to reclaim her past a social work educator reflects on her role in the present. *Reflections: Narratives of professional helping*.

Academic Administrative Experience

2014- Chair, Social Work Department

- 2016 Benedict College
Columbia, S. C.
Responsible for providing leadership and administrative direction to the teaching, scholarship and service mission of the Department which included coordinating faculty instruction and advisement, developing and managing budgets, conducting faculty evaluations, maintaining the certification standards of the Council on Social Work Education (CSWE).
- 2011-2012 Acting Dean
Gestalt Institute of Cleveland
Cleveland, Ohio
□ Provided leadership and administrative direction to the teaching activities of all professional faculty members.
- 2009-2011 Interim Executive Director
Gestalt Institute of Cleveland
Cleveland, Ohio
Oversaw the day-to-day administrative operations which included planning, budgeting, marketing, community relations and seeking grant funding. Supervised the administrative staff and coordinated the contributions of a staff of 30+ faculty members who operated as independent contractors.
- 2003 – *Independent Practitioner & Owner of Practice*
2012
Cleveland, Ohio
Deliver organizational development consultation, training and education, group facilitation, team building, and individual coaching

Conference Presentations

Winbush, V., **"Looking Back...Looing Ahead"** the closing session for the Anna V. Brown Community Forum & Conference. Presented by the Cleveland State University School of Social Work, Cleveland, Ohio, May 2019.

Winbush, V., "Working with African American Clients". Presented as continuing education workshop to the staff at the May Dugan Center, Cleveland, Ohio, June 2018.

Winbush, V., "Cultivating Students' Capacity for Self-Reflection: A Key Ingredient in Leadership Development". Presented at the **Baccalaureate Social Work Directors' Annual Meeting, Dallas, Texas** March 2016.

Winbush, V., "The Many Faces of R-E-S-P-E-C-T: Implications for Interactions with Clients, Students and Colleagues". Presented at the National Association of Social Workers (NASW) Columbia, SC Chapter, March 2016.

Winbush, V., Member of a panel discussion, "Understanding the Impact of the School to Prison Pipeline," presented at National Association of Social Workers (NASW) Columbia Chapter's Annual Student Legislative Day, February 2016.

Winbush, V., Facilitator for a panel discussion, "Black Lives Matter: Seeking Social Justice" at the Columbia Chapter of the Association of Black Social Workers' (ABSW) New Member Reception, October 2015, Columbia, SC.

Winbush, V., Participant on panel discussion for the Columbia National Association for Social Workers (NASW)'s Task Force on Racism Conference, **"Hate Won't Win: Race, Social Work and Social Justice"**, September 2015, Columbia, SC.

Winbush, V. "The role of parents & guardians in facilitating mental health treatment for youth". Presented at the National Association of Social Workers, Columbia, SC Chapter, Annual Meeting, Columbia, SC, 2015.

Winbush, V. & Gaynier, L. "If you really knew me: Experiencing our social and cultural similarities and differences". Presented at

the Annual Social Welfare Conference, Cleveland State University School of Social Work, Cleveland, Ohio, spring 2014.

Winbush, V. & Ewing, T. "We are the world: Coaching with Difference". Presented at the International Coaching Federation Conference, North America Midwest, Cleveland, Ohio, June 2014.

Winbush, V. "The role of parents & guardians in facilitating mental health treatment for youth". Presented at the Black Administrators in Child Welfare Annual Conference, Philadelphia, Pa. 2011.

Winbush, V. & Floersch, J. "The role of parents in facilitating mental health treatment for their adolescents". Presented at the Society for Social Work Research (SSWR) Annual Conference, San Francisco, CA, 2010.

Townsend, L., Floersch, J., Kranke, D., Winbush, V., Munson, M., & Fielding, R.L. **"Ethnic differences in family attitudes towards psychiatric medications". Poster presented at the Society for Social Work and Research Annual Conference, New Orleans, La., 2009.**

Farrell, R.M., Dolgan, N., Winbush, V.R. & Simon, C. **"Risk and pregnancy: A mixed methods study of decision making for first trimester prenatal genetic screening". Poster presented at the Society for Medical Decision-Making, 2009.**

Townsend, L., Floersch, J., Kranke, D., Winbush, V., Munson, M., & Fielding, R.L. **"The Drug Attitude Inventory in Adolescents: Factor structure and association with adherence". Presented at**

the he 55th Annual Meeting of the American Academy of Child & Adolescent Psychiatry, Chicago, Illinois, 2008.

Winbush, V. & Simon, C. "Closing the racial gap in clinical trial participation: African Americans' perceptions of access, knowledge needs, and trust". Presented at the Sixth National Conference on Quality Health Care for Diverse Populations, Minneapolis Minnesota. 2008.

Invited Presentations

Winbush, V. Co-Facilitated a half-day workshop for school social workers and psychologists employed by the Richland One School District entitled, "School Support Services Response to Issues of Disparities in Discipline", August 2015

Winbush, V., Facilitator for the session, "Health disparities and vulnerable populations groups" for the Symposium "Bringing Henrietta to Life" April 2014, Cleveland State University, Cleveland, Ohio.

Winbush, V., "Parent Created Help-Seeking Pathways: A Narrative Explanation of Their Development and Role in Facilitating Treatment for Adolescents with Mental Illness." Presented to master's students in a clinical practice class at the Smith College School for Social Work, June 2009.

Winbush, V., "Parent-Created Help-Seeking Pathways for Adolescent Mental Health Treatment." Presented to doctoral students in a qualitative research class at Smith College School for Social Work, June, 2008.

Winbush, V., "Parent-Created Help-Seeking Pathways for Adolescent Mental Health Treatment." Presented at the Faculty Forum, Mandel School of Applied Social Sciences, Case Western Reserve University, and Cleveland, Ohio. December 2007.

Additional Training

- 2019 Praxis Continuing Education & Training
Participated in a four-day workshop on
"Acceptance and Commitment Therapy (ACT)"
- Association for Play Therapy
Participated in a one-day workshop entitled
"Play Therapy With the Sexually Abused Child"
- Gestalt Institute of Cleveland
Participated in two-day diversity workshop
entitled "Getting to We"
- 2018 Suicide Prevention Resource Center &
Education Development Center, Inc.
Participated in a one-day workshop on
"Assessing and Managing Suicide Risk"
- MetroHealth Medical Center
Participated on a one-day workshop entitled
**"A Look Inside the Family System: What We
Don't Know and What We Need to Know
Implications for the Helping Profession"**
- 2015 Council on Social Work Education
Participated in conference sessions regarding the
Implementation of the 2015 Educational Policy and
Accreditation Standards (EPAS) and other social
Work education-related sessions
- 2014 Council on Social Work Education
Participated in pre-conference institute
**"Orientation and Professional Development for
New Baccalaureate Social Work Program Directors/
Administrators"**
- 2012 Council on Social Work Education
Completed a pre-conference institute on, **"Facilitating**

Effective Writing Skills with Disadvantaged Students”

- 2011 Council on Social Work Education
Completed the required training for certification as a Site Visitor for the reaccreditation of Master and Bachelor of Social Work Programs
- 2010 Society for Social Work & Research
Conference workshop “Conducting Qualitative Secondary Analysis from Start to Finish”
Presented by Catherine Greeno, PhD and Jonathan Singer, PhD
- 2009 Society for Social Work & Research
Conference workshop on Qualitative Methods
Presented by: Deborah K. Padgett, author of the book *Qualitative Methods in Social Work Research* (Second Edition), 2008, Sage Publications
- 2008 Society for Social Work & Research
Pre-conference Workshop on Qualitative Methods
Presented by: Kathy Charmaz author of the book *Constructing Grounded: Theory A Practical Guide Through Qualitative Analysis*, 2006, Sage Publications

Professional Accomplishments & Recognition

- 2014 **Member of the Dean’s Diversity Council for the College of Liberal Arts and Social Sciences which received the award for the Outstanding Project presented by a Dean’s Diversity Council in 2014. The award was for the project “Bringing Henrietta (Lacks) to Life”**
- 2012 Earned certification as a Board Certified Coach by the Center for Credentialing and Education, Inc.

- 2011 Awarded a Certificate of Appreciation from the Board of Directors of the Gestalt Institute of Cleveland for Outstanding Accomplishment as the Interim Executive Director
- 2011 Completed the training to be certified as a Site Visitor by the Commission on Accreditation of the Council on Social Work Education.
- 2011 Invited to serve as the Bertha Reynolds Senior Fellow, Smith College School for Social Work
- 2010 Earned certification as a Gestalt Professional Certified Coach (GPCC)
- 2009 Elected President of the Northern Ohio Clinical Social Work Society

Professional Associations and Memberships

National Association of Social Workers (NASW)
 Member of Board of Trustees/Member-at-Large (Columbia Chapter, 2015-2016
 Member of National Organization 2004 - Present

Association of Black Social Workers
 Advisor to the Benedict College Student Chapter
 September 2015-2016
 Vice-President of Columbia Chapter, September 2015-2016
 Member of the Columbia, SC Chapter
 2014-2016
 Advisor to the Cleveland State University Student Chapter
 2013-2014

Council on Social Work Education
 Member 2011-2017

American Association for Psychoanalysis in Clinical Social Work

Member 2007-2014

Gestalt Institute of Cleveland

Member Board of Governors 1999-2005

Member of the Faculty Panel 2006-2008

Member 1999-Present

Northeast Ohio Clinical Social Work Society

President 2009-2013

Member of the Gala Planning Committee 2009 – Present

Member 2006 – 2015

Society for Social Work and Research

Member 2006 – 2012

Community Service

Council of Older Persons (COOP), the Center for Community Solutions, Cleveland, Ohio

Member 2019 – Present

Cuyahoga County Division of Senior & Adult Services Advisory Committee

Member 2019 - Present

I.D. Quincey Newman Institute for Peace and Social Justice, University of South Carolina

Member of Community Advisory Board – September 2015-2016

Citizens' Academy, Richland County Police Department, Columbia, SC

Participant September 2015 – November 2015

Community Advisory Board of the Women's Center, Case

Western Reserve University
Member since 2011 – 2014

DSW Degree Program Advisory Committee – Mandel
School of Applied Social Sciences, Case Western Reserve
University
Member 2011 – 2012

Alumni Association of the Mandel School of Applied Social
Sciences, Case Western Reserve University
Member 2009 - 2013

Thea Bowman Community Center, Cleveland, Ohio
Member of the Community Advisory Board 2011-2012
Member of the Board of Directors 2012 - 2014
Chair, Governance Committee 2012-2014

Links, Inc. Western Reserve Chapter, Cleveland, Ohio
Member, 1995 – Present
Co-Chair of the Growing Leaders Mentoring Program,
2019 – Present
Chair, Arts Facet, 2002-2006
Financial Secretary, 2000-2002

Executive Summary

Experienced executive with an outstanding record of accomplishments, successfully managing for-profit, non-profit and government organizations in the areas of healthcare, information technology and economic development. Seeking a role in an organization that contributes to positive bottom-line growth, effective utilization of IT, and promotes transformational change in service delivery.

Areas of Expertise

Executive Management	Strategic Planning	Project Management
Ambulatory Healthcare Operations	Financial Management	Operations Mgmt
IT Systems Implementation	Turnaround/Crisis Management	Risk/Compliance

Professional Experience

Council for Economic Opportunities in Greater Cleveland (CEOGC) 2016 to Present

Chief Operating and Chief Information Officer of the largest Community Action Agency in Ohio managing the support systems for over \$40m dollars of Head Start Educational Services, Workforce Development Training and Home Energy Assistance Programs serving over 30,000 clients.

- Led successful implementations of new operations software for Head Start and CSBG divisions
- Significantly upgraded bandwidth, capacity and security of CEOGC's network infrastructure through cloud services, new equipment, wireless technology and collocation support.
- Negotiated a long-term facility lease for CEOGC Headquarters at 20% below market rental rates
- Co-Managed effort for CEOGC to obtain CARF accreditation for the first time in 2018
- Supervised streamlining of CEOGC's aging fleet of vehicles by 50%, saving maintenance and operational expenses and increasing discretionary revenue from auctioned vehicles
- Performed CFO duties for duration of fiscal year 2016 & 2019 following resignation of CFO's
- Successfully completed fiscal 2016 & 2019 audits and federal & state annual grant reports
- Provided management support for the reorganization of CEOGC's Board of Directors 2016-2018

Independent Consultant (US) 2011 to 2016

Provided management consulting services & interim executive management in the areas of business operations, financial management, revenue cycle management, IT and strategic planning.

- Provided consulting services to over 30 FQHC primary care physician practices under a sub-contract with the US Department of HHS
- CEO/CFO for CW Williams Community Health Center for 2013 & 2014 – stabilized operations through layoffs, restructuring and bankruptcy filing that has resulted in a thriving FQHC that has now expanded to two other sites as only FQHC serving Charlotte, NC area
- CFO for Total Health Care in Baltimore, MD in 2012 & 2013 - consolidated revenue cycle functions of Total's large eight-site multi-specialty physician practice and generated 200k in costs savings throughout the revenue cycle from patient access to claims follow-up
- Created and implemented Electronic Medical Record rollout of Athena HealthNet and Dentrix dental Electronic Medical Record
- Completed outsourcing of a Total's IT Department within 45 days of hire, transitioning an IT Director and 11 person staff to an outside vendor saving \$250K in annual IT expenses

Morehouse Healthcare (Atlanta, GA) – CEO/CFO 2009 to 2011

Executive Leader of a 150 physician Faculty Practice Plan with \$28M in annual revenues.

- Developed and implemented 3 major IT projects; *Centricity Practice Management upgrade, Centricity billing interface with Hospital EPIC system, and Practice Partner EMR expansion*
- Performed CFO duties for most of 2009 & 2010 until CFO was hired in late 2010
- Saved over \$750k per year by discovered and addressing issues throughout the revenue cycle that negatively affected net profit by more than \$500k per year
- Dramatically reduced insurance risk management findings from 17 in 2009 to 1 in 2010 to bring Morehouse Healthcare into compliance with risk management and quality assurance standards

PolicyBridge (Cleveland, OH) – Executive Director & Co-Founder 2008 to 2009

Senior Leader of a healthcare and economic development focused public policy think tank.

- Increased annual grant revenue to \$400k in 2009 from \$150k in 2008
- Co-authored and published PolicyBridge research reports
- Partnered with National Health IT Collaborative for the Underserved (www.nhit.org) to advocate for ARRA, HITECH, and ACA legislation that supported automation in the healthcare industry
- Managed development and administration of PolicyBridge website www.policy-bridge.org
- Implemented a successful social marketing campaign “Education Pays – Get Yours” in 2009 focused on encouraging youth to stay in school

Ohio Department of Health (Columbus, OH) – Chief of Staff 2008

Senior Operations Manager responsible for managing staff of 1,800 and a \$600M budget.

- Filled 6 vacancies for Assistant Directors as direct reports to the Director of ODH in 4 months
- Guided the Department of Health through the State of Ohio budget crisis in February 2008 with only \$250K in cuts to department line items on a \$600M budget
- Recruited Strategic Planning firms, developed work plans, and facilitated 2008 strategic planning sessions for the executives and managers of ODH
- Developed and implemented a new Division of Performance Improvement that included a new IT Data Center for improved data collection and workflow among the 4 major divisions of ODH
- Conducted change management training for all managers and all departmental areas of ODH
- Managed deployment of ODH staff to support State of Ohio emergency preparedness and response efforts for various state emergencies requiring support of ODH

Access Point Community Health Services (Akron, OH) – CEO/CFO 2007

Recruited to turnaround a primary care physician practice in Akron, Ohio. Turned operations around from a \$600K loss in 2006 to a \$100K surplus in 2007.

- Focused turnaround strategy on immediate revenue from aged accounts receivables and new grants and long term focus on adjustments to payer mix and increased patient visits
- Successfully transitioned practice management system from legacy HealthPro system to Henry Schein-MicroMD on a six week timeline
- Revised revenue cycle operations from scheduling to claims follow-up to improve customer service, improve scheduling capacity enhance medical team productivity and revenue
- Actively engaged board committees in the areas of strategic planning, finance, quality assurance, membership, to assist in managing turnaround strategy

Northeast Ohio Neighborhood Health Services (Cleveland, OH) – COO 2003 to 2007

Responsible for the strategic direction and management of all clinical operations and facilities for an 8-clinic FQHC healthcare network with annual revenue of \$25M and 275 employees.

- Supervised all operations and 12 direct reports including support for clinical specialties, pharmacy, laboratory, radiology, medical records, business office, facilities, & purchasing
- Led NEON through four successful JCAHO accreditation surveys - Ambulatory Care (2003, 2006) and Laboratory Services (2004, 2006)
- Developed and implemented Balance Scorecard program with the Medical Director that resulted in a 10% increase in profits, patient volume and patient encounters (2004-2006)
- Managed successful acquisition of two medical practices into the NEON healthcare network
- Led Pharmacy, Radiology, and Laboratory departments through new software implementation

Education

Case Western Reserve University - Weatherhead School, Cleveland, OH

MBA: MIS and Accounting - Full scholarship

Kent State University, Kent, OH

BBA: Finance



KATIE BOLAND

I am a motivated, creative, and detail-oriented marketing and communications professional with a passion for media relations, communications, advocacy and public relations. I possess a wide-ranging background in branding, content marketing, print and digital design, as well as research and public speaking. Visit my [website](#) and my [blog](#).

EXPERIENCE

Director of External Relations | Eliza Bryant Village

April 2017 - Present

Lead public relations efforts in launching the Elder Justice Center for abused seniors, and positioned the organization as a leader in healthcare for older adults while raising money from individual donors and foundations

- Managed marketing and communications to increase brand awareness by creating and distributing promotional material while working with media and community stakeholders
- Wrote and published newsletters, annual reports, blog content and grant reports
- Developed and launched a multi-channel branding campaign using direct mail, radio, television, outdoor and social media
- Provided strategic insight to Executive Team regarding media relations, brand positioning, communications and advocacy
- Supported fundraising gala campaign through timelines, budget and marketing campaign that exceeded fundraising goal by 60%
- Helped secure and manage more than \$100k in grant funding for programs and seniors to help underserved seniors in 2019 and 2020

External Affairs Officer | ADAMHS Board of Cuyahoga County

July 2014 - April 2017

Implemented community relations campaign to help reduce the stigma of mental health and addiction and increased awareness of prevention, treatment and recovery resources throughout Cuyahoga County

- Created and executed business plan to engage youth via the inaugural Youth Advisory Council to prevent mental health & addiction stigma
- Coordinated education and community events including professional trainings, annual meetings, conferences and recovery support groups
- Shared organization success with the public through print and digital media including branding templates, write, proofread and distribute news releases, newsletters, brochures, flyers, annual reports, service directories and media responses
- Created and managed social media resulting in sold-out presentation and state-wide conference connecting to audiences across the state

Account Executive | Lesic & Camper Communications

September 2010 - July 2014

Informed media and prospective customers of client successes and products to support success of organization to various audiences

- Drafted media advisories, press releases, and byline articles on different consumer retail, technical and financial subjects
- Managed and maintained client and media contact database
- Monitored client press coverage metrics, coordinated press conferences, and ensured team leaders were abreast of all client press coverage and activities

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION

Cleveland State University
2019 - Present

BACHELOR'S DEGREE, MARKETING

Cleveland State University,
2011

EXPERTISE

Media Relations

Content Marketing

Communication Management

Social Media

Email Marketing

Brand Management

Advocacy

Volunteer

American Marketing

Association, NEO;

Secretary

Association of Fundraising

Professionals, NEO;

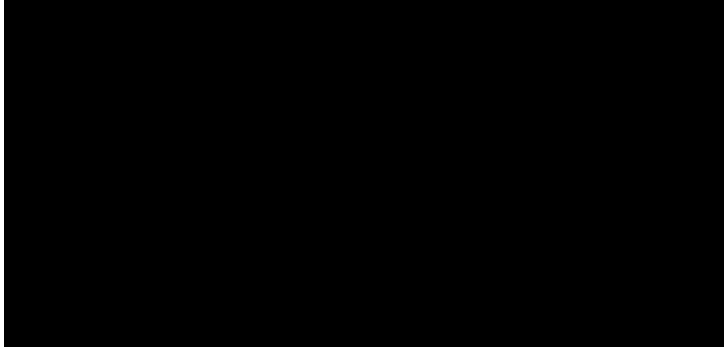
Board Member

REFERENCES

Available Upon Request

Last Name : Bozman

First Name : Yuvette



Please select the boards/commissions/councils you would like to be considered for.: Cuyahoga County Advisory Council on Senior and Adult Services -

Why are you interested in serving on this board/commission/council? : I have enjoyed the my years of working the aging population. I have a passion for the work that I do and find it to be personally rewarding to be able to assist seniors. Being on the board I feel would allow me to provide insight because I have been so closely engaged and continue to be engaged with seniors and their family members. I would be that voice for seniors as I am aware of the challenges they as seniors face.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I familiar with the the various resources the senior have to rely on. The resources from insurance to levels of care to determine their options for living. From community based services to nursing home and all that is in between.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I have worked in the healthcare industry for 20+ years and have solid knowledge base that I feel would be beneficial to a board such as this.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : No.

Is there anything else you would like to note?: While I do have extensive experience in my field I have to emphasize I still have passion for what I do. It is reflective in me being a strong leader and a change agent that has demanded good/positive outcomes for the residents I served and have served.

Kristie F. Groves, LSW

Professional Experience

Cuyahoga Metropolitan Housing Authority (CMHA) 2010 - Present

Director of Resident Services

- Manage department operations budget of \$1.2 million and a staff of 30.
- Manage a wide range of programs geared toward assisting employees and CMHA residents.
- Assist with employee contribution campaigns and fundraising initiatives.
- Developed a nationally recognized program, Conversation Over Pizza (C.O.P), that provides a platform for residents and community leaders to engage in productive dialogue about viable solutions for reducing crime, violence and other challenges. Honored with two national awards for developing this innovative program.
- Develop partnerships with community, government and educational institutions to connect residents to community programs and services.
- Assist with the design and development of community center programs and activities for youth and adults.
- Participate in Federal, State, and Local government and industry sponsored meetings and conferences to promote outreach and collaboration.
- Monitor coordination of grant programs, budgetary matters and activities to ensure alignment with department strategic planning priorities and outcomes.
- Manage Social Work and Transportation department operations and activities.
- Monitor contracts within the department to ensure compliance with service delivery.
- Direct the planning and execution of professional and social events, including CMHA's annual gala and Senior Jamboree.

Self-Sufficiency Manager

- Supervised approximately 15 self-sufficiency case managers and 4 community center managers with the development of outreach strategies and plans to increase enrollment for programs and activities.
- Assisted in research and grant writing to obtain program funding.
- Established procedures for data collection to measure program effectiveness.
- Maintained a case management tracking and referral system for program participants to monitor education and employment progress.

Cuyahoga County Department of Senior and Adult Services 2001 - 2010

Social Services Supervisor – Cuyahoga Options Program for Elders

- Managed program operations and provided direction to 6 direct reports.
- Provided administrative and clinical supervision of approximately 300 cases.
- Developed strategies and plans that increased program enrollment and supportive services to older adults while consistently achieving program goals.
- Conducted staff meetings and assisted with marketing program services.

Case Manager/Social Worker 4 - Cuyahoga Options Program for Elders

- Conducted assessments of older adults to determine eligibility for the program.
- Provided on-going case management for older adults.
- Collaborated with service providers to develop care plans.
- Provided information and referral assistance to callers.

Education

Bachelor of Arts Degree, Social Work, June 1995
Cleveland State University, Cleveland, Ohio

Licensed Social Worker (LSW)

Counselor, Social Worker & Marriage and Family Therapist Board
State of Ohio

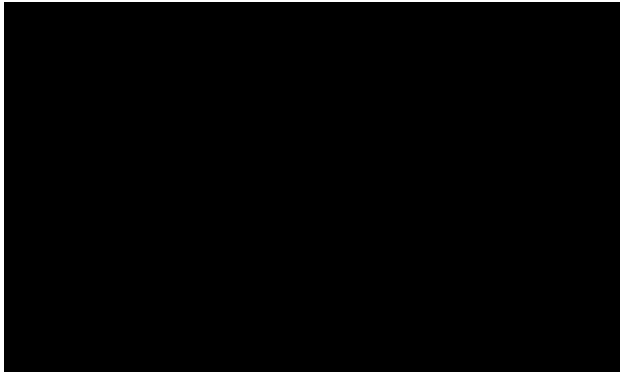
Cleveland State Leadership Academy XXI Fellow

Advanced Leadership Institute Fellow (currently participating)

Leadership Ohio Fellow – Class of 2021

Last Name : HALL

First Name : YVONKA



Please select the boards/commissions/councils you would like to be considered for.: Cuyahoga County Advisory Council on Senior and Adult Services -

Why are you interested in serving on this board/commission/council? : I am interested in serving on this board because of my experience working with the community at large about effective African American community engagement. As the caregiver of my 89 year old grandmother and the senior members of the neighborhood that I grew up in I have an insider's view of the hardships that seniors face day to day. Serving as part of this board can be a change maker for low income seniors in Cuyahoga County.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I am a great organizer, administrator, researcher, collaborator and knowledgeable of the issues that impact the African American community.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : She is a proud graduate of John Marshall High School in Cleveland, Ohio and a 2019 inductee into the Alumni Hall of Fame. She was recently named the HomeGrown Hero by The Cleveland Plain Dealer for her work addressing food insecurity. The 1974 murder of her mother Yvonne Boston Hall dramatically changed her life; her childhood promise to use her life to help others has lead to the creation of cutting edge programs and impacted thousands of people's lives. She is a published author lending her story The Making of a Public Health Emergency to the book Not Far From Me: Stories of Opioids and Racism, Hypocrisy, and Bar Faith A Moral Challenge to the America I Love. She is currently working on her first book The Cure for Black Trauma is Justice-I'm Tired of Being Sick and Tired, which will be released in 2021 She is a mother, grandmother and activist deeply impassioned and involved in social justice activities locally and nationally. Her strength and tenacity will save many children from the lifelong impact of lead poisoning. She is currently working to push for a ban on menthol products creating a Menthol Free Ohio following the lead of Massachusetts and California. She is a member of numerous organizations locally and nationally. She is a nationally recognized Congressional award winning health disparities expert. She has served as an expert offering input to televised and print media and speaks all over the country about effectively engaging the African American Community the Art of Community Engagement. She is an activist, leader, influencer, speaker,

researcher and philanthropist.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : no

Is there anything else you would like to note?: no



Kathleen Hallissey

Kathleen Hallissey is currently the Program Director for Leadership Development at the Cleveland Foundation where she has responsibility for its leadership programs including the Foundation's summer internship program, the Public Service Fellowship program and the Encore Cleveland Initiative which focuses on tapping into the time, energy and talents of experienced Clevelanders to solve community challenges and fill unmet needs. She also oversees grantmaking in the aging and early learning sectors.

She joined The Cleveland Foundation in August 2005 as a program officer, focusing on education and health and human services grants and strengthening nonprofit organizations across Greater Cleveland. She was promoted to Director of Community Responsive Grantmaking where she worked with a team of program officers to align grantmaking with the needs of the community and the foundation's priorities.

Previously, Kathy served as a management consultant to the Head Start community working on special projects such as the grantee monitoring system, data analysis and the development of training and technical assistance materials. She served as a program analyst in the Department of Health and Human Services in Washington, DC, focusing on programs and policies impacting children, youth and families specifically Head Start and Early Head Start. She began her career in the federal government as a Presidential Management Fellow. This two-year program was designed to build excellence in the public sector. During her fellowship she completed key projects in legislative affairs, planning and evaluation, and program implementation.

Kathy earned a Master of Public Administration from the University of Massachusetts at Amherst and a Bachelor of Arts cum laude from Drew University in New Jersey. She is a 2013 Leadership Cleveland graduate and a graduate of the YWCA Women's Momentum program.

JULIE M. JOHNSON

CHIEF EXECUTIVE OFFICER

Non-Profit Leader | Resource Development Professional | Community Advocate

EXECUTIVE SUMMARY

Strategic, well-connected CEO with 20+ years' experience in providing fiscal, strategic, and operations leadership in uniquely challenging situations. A results-oriented nonprofit executive with a strong background in resource development, community relations, and prevention program development and implementation. Recognized for collaborative leadership style, proactive approach, and perseverance. Demonstrated ability to create loyal and lasting professional relationships with colleagues and key stakeholders by interacting with honesty and integrity.

AREAS OF EXPERTISE

Strategic Visioning ♦ Board Development ♦ Finance/Budget Management
Fund Development ♦ Community Relations & Organizing
KPI Outcomes & Quality Assurance ♦ Program Development & Implementation

CAREER HIGHLIGHTS

- ♦ **Propelled a financial turn-around for Boys & Girls Clubs of the Western Reserve** by eliminating an overall \$250K operating deficit over 4 years through optimizing resources.
- ♦ **Performed on the Integration Team and led Akron Board of Directors through the due diligence process**, successfully merging the organization with 3 other Clubs to form Boys & Girls Clubs of Northeast Ohio.
- ♦ **Effectuated strategic alliance of Community Challenge and Recovery Resources** and managed post-acquisition integration activities identifying synergies and eliminating redundancies.
- ♦ **Negotiated and maintained professional service contracts and collaborative relationships** with over 60+ school districts and interfaced with youth service agencies across 7 counties in Northeast Ohio.
- ♦ **Drove strategic planning initiatives with Boards of Directors and team members** and implemented those plans at 4 non-profit organizations.
- ♦ **Reorganized administrative agency operations, created policies and procedures** in accordance with the former Ohio Department of Drug Addiction Services (ODADAS) Prevention Program Certification Standards, and attained Prevention Site Certification for 2 youth prevention services organizations.

PROFESSIONAL EXPERIENCE

Hunger Network, Cleveland, OH

05/2020—Present

Cuyahoga County's largest emergency food and hot meal provider consisting of 73 strategically placed centers to assist our neighbors most in need and assure no one goes hungry and no food goes to waste.

CHIEF EXECUTIVE OFFICER

Responsible for the strategic direction, administrative functions and oversight of the organization. Goals include expanding Hunger Centers and Food Rescue Operations throughout Cuyahoga County and beyond in areas experiencing high levels of food insecurity. One of the initial organizations across the country to implement Food Rescue app technology as a direct response to bridge the gap between food waste and hunger, and enhance environmental sustainability by reducing carbon emissions.

Major Accomplishments:

- Pivoted organizational operations and emergency food distribution operations in accordance with COVID-19 pandemic protocols
- Added 4 new hunger center locations within 3 months. Expanded Food Rescue operations by adding 22 food donors, 38 food recipient sites and 143 food rescue volunteers in 9 months.
- Secured an additional \$500,000 in County Funding to increase access to fresh foods, particularly fruits and vegetables to food insecure communities throughout 2021-2022.

Boys & Girls Clubs of Northeast Ohio, Lorain, OH

07/2019 –05/2020

Boys & Girls Clubs of Cleveland, Erie County, Lorain County and Western Reserve merged effective 07/01/2019 to form the largest Club in Ohio serving 36 of the 67 existing statewide sites and one of the ten largest in the country.

EXECUTIVE DIRECTOR, GREATER AKRON REGION

Work with the founding Board of Directors, Interim CEO and new CEO to achieve all aspects of organizational integration. Keep foundations, donors, community stakeholders, team members and families engaged and informed about post-merger progress through honest, open, and transparent communications. Expand services to reach more youth and families.

Major Accomplishments:

- Secured \$30K of additional support from a current foundation funder for new organization integration strategies.
- Worked with leaders in two new communities to expand Club services to additional underserved areas in first quarter of 2020.
- Adapted services during the COVID-19 pandemic and began an emergency food assistance program for youth in the Akron community.

Boys & Girls Clubs of the Western Reserve, Akron, OH

2015 – 06/2019

An inclusive out-of-school time non-profit organization that enables all young people, especially those who need opportunities the most, to realize their full potential as productive, responsible and caring citizens.

PRESIDENT & CEO

Established strategic direction of the organization and led administrative functions including financial management, human resources, program planning and operations, and team leadership and development. Created and fostered positive relationships with private, corporate and foundation donors in a new market. Increased Board giving commitments from 74% to 100%.

Major Accomplishments:

- Reinforced funder relationships and restored financial reporting integrity/transparency to the organization.
- Revitalized the management team and cultivated a culture of professional development for staff.
- Retained confidence, trust and support of local leaders and donors throughout the merger process.
- Met with state legislators over the past four years to develop relationships and advocate for funding for all Boys & Girls Clubs statewide, resulting in a state budget line increase from \$2MM to \$4MM for 2019-2021.

Malachi House, Cleveland, OH

2009-2015

A private, non-profit Christian home that ministers to terminally ill individuals diagnosed with less than 6 months to live, who have limited or no financial resources and no willing or available caregiver.

DIRECTOR OF DEVELOPMENT AND MARKETING

Reported directly to Board of Trustees. Identified and cultivated potential Board and Associate Board members and led them in fundraising activities. Effected increased fundraising and development marketing plans including annual appeals, annual reports, newsletters, special events, third-party events, grant writing and electronic media.

Major Accomplishments:

- Produced over \$7.8 MM in private, non-governmental revenue. Endowment grew by \$1.5MM.
- Spearheaded rebranding endeavor of Malachi family: Malachi House, St. Malachi Parish and Malachi Center.
- Founded Associate Board, which enhanced fundraising and proved as a succession method for the Board of Trustees.

Recovery Resources, Cleveland, OH

2005 - 2008

A non-profit organization providing prevention education, treatment, and recovery services for individuals diagnosed with mental illness and/or addiction. Community Challenge (merged January 2008) – a suburban school and community-based alcohol, tobacco, and other drug (ATOD) prevention organization.

EXECUTIVE DIRECTOR OF COMMUNITY CHALLENGE

Provided strategic organizational direction with Board of Directors and served as the agency voice in Cleveland’s West shore communities. Negotiated annual service contracts with the City of Rocky River and the Rocky River City School District. Prepared and implemented annual program service plan. Managed human resource responsibilities.

Major Accomplishments:

- Achieved merger of Recovery Resources and Community Challenge and began replication of community-based model.
- Revised and enhanced service reimbursement system to stabilize financial resources. Increased revenue by \$40K.

Substance Abuse Initiative of Greater Cleveland, Cleveland, OH

2003 - 2005

An urban grassroots, community-based violence and ATOD prevention organization that served the SE Cleveland area.

EXECUTIVE DIRECTOR

Hired specifically to restructure administrative functions, including creating policies and procedures to assure agency compliance with Federal and local funding requirements and former ODADAS Prevention Program Certification Standards for site certification. Assessed and revised agency programs to establish and retain community organization and collaboration efforts through federally funded Drug-Free Zones and HIV/AIDS prevention programs.

Major Accomplishments:

- Prepared corrective action plans to address significant A-133 audit findings for FY 2002 and 2003; Received clean A-133 audit for 2004.
- Procured \$280K multi-year Federal Grant fund contracts to provide community-based ATOD prevention services in SE Cleveland and HIV/AIDS prevention services in 2 Northeast Ohio Neighborhood (NEON) Health Centers.

Project CARE , a program of the Ohio Schools Council, Independence, OH

1998 - 2003

A school-based violence and ATOD prevention organization that provided collaborative professional networking, resources and training to school district personnel, social service agencies, parents, and law enforcement officers.

PROGRAM MANAGER

Managed a violence prevention and ATOD student assistance consultation service to 60+ school districts and social service agency personnel in 7 Northeast Ohio counties. Developed, organized, and presented professional certification trainings for urban, suburban and rural school district personnel, parents, students, law enforcement, and agency professionals. Organized monthly collaboration meetings to create a unified approach to addressing existing and emerging youth issues.

Major Accomplishments:

- Expanded agency’s Cuyahoga County involvement through the Office of Juvenile Justice Affairs, Juvenile Accountability Incentive Block Grant, Juvenile Crime Coalition.

Streetsboro Police Department, Streetsboro, OH

1991 – 1998

A police department committed to protecting life and property, ensuring safety, and engaging with the community to promote positive community relations and to solve problems.

LAW ENFORCEMENT OFFICER

In addition to patrol, performed special assignments: D.A.R.E. Officer, Community Relations and Crime Prevention Officer, Field Training Officer, Victim/Witness Assistance Liaison Officer, Mental Health Liaison Officer.

Major Accomplishments:

- Designed curriculum for, founded and initiated the City’s Citizen’s Police Academy.
- Implemented and coordinated the department’s Community Oriented Policing Program.

EDUCATION/CERTIFICATIONS/PROFESSIONAL DEVELOPMENT

Bachelor of Arts in English, Minor in Classics—Allegheny College, Meadville, PA—1990
Harvard Business School Seminar—Strategic Perspectives in Nonprofit Management, Cleveland, OH—October 2017
Boys & Girls Clubs of America School of Executive Leadership—Advanced Leadership Program II, Akron, OH—June 2017
IUPUI-Lilly Family School of Philanthropy, The Fundraising School, Developing Major Gifts Course, April 2015
Ohio Certified Prevention Specialist II—Ohio Chemical Dependency Professionals Board, Columbus, OH—2001-2009
Ohio Certified Prevention Preceptor, Columbus, OH—2003-2009

AWARDS/DISTINCTIONS

Cleveland Magazine, The Cleveland 500, January 2021
Girl Scouts of North East Ohio, Woman of Distinction Award, 2019
Herzing University—Akron Campus, Commencement Speaker, 2018

PROFESSIONAL AFFILIATIONS

Akron Youth Alliance (AYA), Co-Founder and Vice President, 2019-Present
Akron Youth Violence Steering Committee, Member and Community Partner, 2019-2020
ATHENA Akron, 2019 - Present
Leadership Akron Class, Core 34, 2017-2018; Present Alumni Member
Grace House, Capital Campaign Committee Member, 2018-Present
ADAPAO Board of Directors, 2003-2008; Member 2018-2020
Koinonia Homes Board of Directors, 2016-Present; Supporter Relations Committee Chair, 2017- Present
Toastmasters International #1424, Independently Speaking Cub, Member, 2015
AFP (Association of Fundraising Professionals) of Greater Cleveland, 2009-2016; Board of Directors, 2014-2015
Alcohol & Drug Addiction Services Board of Cuyahoga County Training Institute Advisory Committee, 2006-2008
ODADAS Strategic Prevention Outcomes Framework Workgroup, 2006-2007
United Way Services of Greater Cleveland, Health & Caring for All Substance Abuse Cluster Co-Chair, 2004-2007
Cleveland Leadership Center, Cleveland Bridge Builders, Class of 2002; Present Alumni Member



Janet Lynn Keeler, Ph.D.

Certification

Licensed Psychologist, State of Ohio 1998

Professional Summary

Outcome-focused healthcare administration professional well-versed in motivating and managing employees to provide exceptional services to individuals with developmental disabilities. Led agency technical supports team focused on customized provider support. Highly organized and hardworking with excellent planning and program management skills.

Work History

Cuyahoga County Board Of Developmental Disabilities Interim General Manager Community and Workforce Development

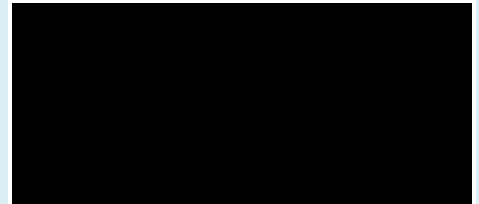
Cleveland, OH 4/2015 – Current

Provide program oversight and execution of the strategic direction of the Employment and Community Alternatives division to include 8 Adult Activities/Vocational Habilitation Centers, 40 Group Employment sites, 3 Just-A-Buck retail stores, a metropolitan café and 3 large urban farms. Manage the DoDD Accreditation and CARF preparation and review and develop/manage departmental performance management outcomes/data. Oversee all labor/management committee meetings and labor negotiations as related to 500+ bargaining unit employees. Administer multi-million dollar budget including development of staff position rosters and projection of annual needs for equipment and supplies.

Cuyahoga County Board Of Developmental Disabilities Supervisor of Forensic Liaison/Behavior Services

Cleveland, OH 4/2011 - 4/2015

Supervised all Forensic Liaison staff functions and monitor behavioral services provided to the individuals being served; managed contracts/budgets and MOU's pertaining to individuals with forensic involvement; oversee the development, refinement and delivery of services which effectively support individuals with involved with the criminal justice system. Presented to state and national audiences and published 3 research journal articles.



Skills

- Accreditation and coordination
- Project and operations management
- Multidisciplinary team collaboration
- Training and mentoring
- Relationship-building and outreach

Education

Kent State University

Kent, OH

Ph.D.: Counseling And Human Development Services

John Carroll University

Cleveland, OH

Master of Arts: Counseling

Fairfield University

Fairfield, CT

Bachelor of Science: Pre-Medicine

Board of Trustee Positions

Metzenbaum Sheltered Industries (MSI) Board, Board Member/President 2006-2012

Janet Lynn Keeler, Ph.D.

Cuyahoga County Board Of Developmental Disabilities Psychologist/Regional Coordinator Psychological Services

Cleveland, OH 4/1996 - 4/2011

Provided behavioral health services to school age and adult individuals with mild to profound intellectual disabilities/developmental disabilities. Administered, interpreted, and analyzed results of psychological and cognitive assessments. Conducted functional analyses of behavior and develop comprehensive behavioral interventions for individuals with maladaptive behaviors. Provided consultation services to agency personnel, families, and community providers. Supervised unlicensed bachelor/master-level employees. Conducted behavior support training orientations for new employees and behavior management in-services for continuing employees.

Notre Dame College Adjunct Faculty

South Euclid, OH

6/2003 - 6/2011

Taught continuing education seminars and graduate/undergraduate courses on a variety of topics related to motivation/discipline, performance appraisals, customer service, classroom management and behavioral supports.

Cuyahoga Community College, East Counseling Center Psychologist

Highland Hills, OH

1/2003 - 12/2003

Provided individual counseling to traditional and non-traditional students related to anxiety, depression, and adjustment/transitional life issues. Served as a consultant and resource for College faculty for concerns related to their students and/or campus issues.

Marymount Hospital Psychologist

Garfield Heights, OH

1/1996 - 12/1998

Provided individual, marriage, and family psychotherapy to corporate and public service contract agencies involved in Concerns Employee Assistance Program (EAP). Clientele for short-term therapy include children, adolescents, and adults. Additional services included assessment, development and implementation of treatment plans, referral, and follow-up.

JANET MONTOYA

OBJECTIVE

Obtain a position where I can utilize my public relations experience, business experience, and community outreach and networking skills to its fullest potential. Serve as a catalyst in developing lasting partnerships with not for profit as well as public organizations and continue to foster my relationships with MHS's senior stakeholders, external community partners and stakeholders in an effort to create mutually beneficial community-oriented solutions and advance health system priorities to address and impact social determinants of health.

BACKGROUND SUMMARY

I have 22 years of experience in social services, public relations and community outreach. As a small business owner for over a decade, I have firsthand knowledge in operating, financial, and strategic domains, as well as leading and supporting individuals to achieve personal and organizational success. I have worked with and mentored individuals with different ethnic backgrounds, educational training and life experiences.

In 2013 I ran a successful and creative political and media campaign for Cleveland City Council in Ward 14 in which I attained Mayoral endorsement. The campaign bolstered my strong ties with my community and activated strategic partnerships with city, county and state government officials and other major stakeholders that should prove to be of value for future community-based projects at home and abroad.

EMPLOYMENT HISTORY

The MetroHealth System, Cleveland, Ohio
Community Health Advocacy Initiative, Manager

2014-Present

Awards & Recognitions: October 2014 Star IQ Genius Award for "Service to others"

- Address health disparities and improve the health status of the residents of Cuyahoga County through community change.
- Identify and cultivate relationships with key stakeholder groups from various sectors that impact community health, i.e. residents, community organizations, philanthropic organizations, stakeholder institutions, government departments and key policy makers and elected officials at the local, regional and national level.
- Supervise and manage the work of the Community Health Advocates, student interns, community volunteers and contracted consultants/partners.
- Link the work of Community Health Advocacy Project to the Health Improvement Partnership Cuyahoga (HIP-C) and to the City of Cleveland Public Health Department, the Cuyahoga County Public Health Department, and Shaker Heights Public Health Department.
- Create opportunities to involve and work directly with local communities around healthy lifestyles and other social/economic conditions as identified and prioritized by residents.
- Oversee the development, strategic direction, and implementation of the Community Health Advocacy Project focused on addressing social contributors of health as identified by local communities.
- Maintain knowledge of community developments and trends in community health, engagement and equity practices by participating in and presenting at conferences, trainings, workshops, lectures, communities of practice, reading current literature and maintaining professional contacts within the community.

JANET MONTOYA

Janet Garcia Insurance Agency, LLC (American Family Insurance), Cleveland, OH
President

2009-2013

Awards & Recognitions: Life Honors; Financed Leader Award

- Sell life, property, casualty, health, automotive and other types of insurance.
- Customize insurance programs to address individual customer needs, often covering a variety of risks.
- Conduct direct mail campaigns with follow-up in-person sales consultations.
- Attend meetings, seminars and programs to advance knowledge and expertise
- Maintain bookkeeping systems and service-recovery system.
- Maintain confidential client personal and financial data.
- Attend community network events.

Janet Garcia Insurance Agency (Nationwide Ins. & Fin Services), Cleveland, OH
President

2004-2009

Awards & Recognitions: 2006 Entrepreneur of the Year by Hispanic Business Assoc.; 2007 Nationwide Insurance Conference of Champions

- Responsible for the management and administration of agency training programs.
- Integrated agency strategic and business plan into regional organizational planning and development program.
- Developed prospects through an organized agency direct solicitation program and referrals from present accounts
- Implemented target-marketing leads through community affairs, affiliations and other contacts.

Catholic Charities Employment and Services – Diocese of Cleveland, Cleveland, OH
Employment and Training Coordinator

1996-2004

- Assisted clients in preparation for job searches, including resume writing and job interview skills.
- Identified potential employers and assist in job placements.
- Served as a liaison between clients and county social workers.
- Assisted individuals with the most basic needs of food and shelter to move people beyond permanent crisis.
- Coordinated the welfare to work program – worked with individuals on public assistance to help them become self sufficient.
- Ex-Offender Coordinator - case managed and collaborated with local employers to assist with the hiring process of the formerly convicted.
- Collaborated with county and local businesses including other non-profit organizations to coordinate job fairs and workshops.
- Assisted grant writer in developing proposals for funding agencies.
- Raised money from local city councilmen for the purchase of computers for Catholic Charities employment program.

JANET MONTOYA

EDUCATION

Cuyahoga Community College: Associates of Applied Business 2013-2015
Western Governor University: BS Business Administration Healthcare Management 2019-present

CERTIFICATIONS

License: Property and Casualty insurance (September 01, 2004)
License: Life and Health insurance (June 14, 2005)

PROFESSIONAL AFFILIATIONS

Spanish American Committee: Board member

Assist Hispanics and Non-Hispanics alike with social service needs, including housing, employment, G.E.D., and English as a second language.

Hispanic Business Association: Board member

Promote and support the domestic and international economic development of Hispanic commerce and to serve as a liaison to the Hispanic market in Northeast Ohio.

HUMADAOP: Board member

Empower Hispanic/Latino community to eliminate the negative impact of HIV/AIDS, violence and the abuse of alcohol, tobacco, and other drugs through culturally sensitive prevention, education, intervention, and treatment services.

Democrats of Cuyahoga County: Executive Committee member

Evaluating and endorsing Democratic candidates for office, attend all endorsement meetings, both local and county-wide, attend all meetings required to fill Central Committee openings, adhere to the Constitution and Bylaws of the Party, participate in local Democratic club meetings and events.

Cuyahoga County Executive Armond Budish Transition Policy Working Group - The Quality of Life Working Group will focus on protecting and growing regional assets, like Lake Erie and fiber-optics, assessing challenges, and maximizing regional opportunities to make Cuyahoga County a destination points for companies and families

Coop – Council on Older Persons Committee - The Council On Older Persons (COOP) is an advisory committee of The Center for Community Solutions, COOP's mission is to promote a better understanding of aging and address the issues and concerns of older person in Greater Cleveland through citizen-led needs assessment, policy development, community education and advocacy.

United Way of Greater Cleveland Basic Needs Impact Committee – Review and approve requests for proposals submitted by community organizations providing services in Emergency Housing, Transportation, Food Security and medication assistance.

Mental Health Response Advisory Committee- Part of the US Dept. of Justice & City of Cleveland Consent Decree - produced a crisis intervention policy that foster positive interactions between our police and the communities they serve including people living with mental illness and addiction.



SHANNON MONYAK

SKILLS

Success oriented, results driven professional with over 10 years of experience guiding and assisting organizations and individuals to reach their goals. Extensive background in independent living philosophy, program development, organizational operations, and employee relations, including supervision of multi-faceted teams.

EXPERIENCE

Executive Director
Services for Independent Living. Euclid, Ohio
Jan 2013-Present

- Serve as a member of the Leadership Team, responsible for guiding the agency towards growth and success.
- **Took a leading role in the agency's rebranding process.**
- Grants management and reporting, including the federal CIL PPR.
- Manage and have direct input on working budgets as they pertain to specific programs as well as overall agency budget.
- Seek opportunities to enhance program funding including grant writing and contract negotiation.
- Identify and meet with key community stakeholders to enhance existing and assist with development of new programs/services.
- Participate in various networking groups/coalitions that will **raise awareness of disability related issues and SIL's services** and supports.
- Serve as a community liaison as well as actively participate on local and statewide systems change coalitions and taskforces.
- Supervise Individual Program staff and any additional staff assigned, including performance management and professional growth.
- Act as agency contact for the CILS First data base, attending meetings, conference calls, webinars as scheduled.
- Work in partnership with the Ohio CIL network to develop consistent reporting mechanisms through CILS First.
- **Ensure that program outcomes align with the agency's** strategic plan, work plan and SPIL.
- Coordinate quality assurance efforts for the agency for effectiveness and efficiency, recommending and implementing programmatic adjustments as needed.

Accessibility Coordinator, *Linking Employment, Abilities, & Potential*

June 2012-Dec 2013

- Developed and lead the Local Housing Service Cooperative (LHSC) Assistive Technology/Home Modification division and LHSC advisory group.
- Developed, expanded, and strengthened advocacy efforts across the state to educate communities and policy makers about the needs of people with barriers.
- Provided educational programs to individuals with disabilities and other stakeholders regarding the use of adaptive equipment and assistive technology.
- Developed a demonstration and loan program to allow individuals with disabilities to test out devices that would increase their independence.
- Provide oversight, supervision and case management to the High School High Tech (HSHT) students whose interest was on developing STEM focused careers and improving independent living via assistive technology.
- Actively participated in agency Strategic Growth Design Team meetings.

Business Development Manager/Administrator, *WindowPRO Holdings*

Dec 2006-June 2012

- Manage the growth of new clients in the Trade Division.
- Maintain communication with current Trade clients within company.
- Manage the Call Center with 2 direct service employees. Allocate daily schedule and responsibilities based on current work load, needs and deadlines.
- Assist in marketing campaigns for show events and direct mail by recommending what offers have proven to profit the company most using MTD and YTD sales numbers.
- Assist in the layout, graphic design, and content of monthly direct mail offers.
- Support President with sales and marketing budgeting/forecasting.
- Calculate Gross Profit Margin for monthly reports.
- Gather accounts receivable and develop solutions to obtain funding.

Education:

Bowling Green State University – Bachelor of Arts in Psychology
December 2001

Professional Affiliations:

- Federal Legislative Advocacy Program (FLAP): 2019-Present
- State Plan for Independent Living (SPIL) Writing Committee: 2019-Present
- Cuyahoga County Advisory Council for Persons with Disabilities: 2019-Present
- Cuyahoga County Advisory Council for Persons with Disabilities – Employee Subcommittee: 2019-Present
- Housing Advocacy Group: 2019-Present
- Ohio Advocate Network: 2019-Present
- Lake County Employment Network: 2018-Present
- Buckeye Healthcare Networking Group: 2015-Present
- United Way Community Meetings: 2019-Present

DOUGLAS TAYEK, MAP



COMMUNITY DEVELOPMENT | STATEGIC PARTNERSHIPS | ADVOCACY

External relations and community development professional with 10+ years of success designing and managing community initiatives. Recognized for award-winning management and recruitment of community volunteer teams. Thrive when connecting groups such as military veterans to improved healthcare resources, food drives for older adults and working with cities to become more “age friendly”.

Campaign Development
Campaign Management
Volunteer Management
Social Mission Advocacy

Social Media Campaigns
Community Partnership
Development
Large Scales Events

Community Engagement
Grassroot Activities
Volunteer Team Structure
Executive Facilitation

PROFESSIONAL EXPERIENCE

AARP Ohio

Northeast Ohio 2011 – Present

Nation's leading organization for people 50 years and older, serving their needs and interests through information and education, advocacy and community services.

Associate State Director for Outreach

Lead efforts to achieve social impact goals and engagement of local, private /public organizations in community outreach, grassroots activities and large-scale events from diverse communities.

Community Leadership and Project Management

- Lead and support team of 120+ community volunteers in Northeast Ohio and host over 210 AARP community events that generate approximately 24,000 direct engagements.
- Designed and implemented strategic thinking and planning that led to the campaign plans that resulted in the event creation and engagement development.
- Developed volunteer team structure that features volunteers leading their own teams and resulting in over 65% of regional events being led by volunteers.
- Nationally recognized for initiative that connected Cleveland's African American community leaders to AARP resulting in the 2 largest “Movies for Grown Ups” events in the organization's history.

Livable Communities and Advocacy

- Provided guidance and developed key resources necessary for the success of the “Age Friendly Cleveland and Columbus” initiatives, vital to keeping the programs moving forward.
- Identified partners and secured \$15K of funding that resulted in the completion of the “Age Friendly Columbus” assessment.
- Presented *Replicable Age Friendly Lessons from Ohio* at the 2016 AARP National Livable Communities Conference.
- Provided guidance and advisement to colleagues across Ohio, launching similar age friendly initiatives
- Championed the enrollment of the City of Akron into the AARP network by engaging with the Mayor's Cabinet, City council, the University of Akron, and community organizations. Recently recognized by the Akron Community Foundation with a 3 year “Proactive” grant of \$100,000
- Engaged with state, federal and state legislators to advocate for Social Security & Medicare stability, Federal Budget sequestration, access to healthcare and livable communities
- Managed and supported team of advocacy volunteers who directly lobbied elected officials

Cleveland Clinic Cleveland, OH 2007 - 2010

Nursing Community Program Coordinator

Newly established position that worked with Cleveland Clinic Nursing Institute and Department of Community Outreach to create more effective and visible community partnerships.

- Organized over 1,000 employees for 110 community outreach activities to include serving meals and providing health screenings.
- Donated over 18,000 school-supply items to the Cleveland Metropolitan School District and underprivileged communities.
- Initiated and managed partnership between the Surgical and Nursing Institutes, Medwish International and U.S. Army to collect 9 tons of surgical supplies for healthcare work in Iraq.

Obama for President Campaign Rally Cleveland, OH 2007
Rally Organizer

Organized, recruited & managed volunteers to execute event with over 4,000 attendees.

Ted Strickland for Governor Cleveland, OH 2006
Cuyahoga County Volunteer Coordinator

Recruited and led volunteers for campaign offices and events throughout Cuyahoga County.

CERTIFICATIONS

Technology of Participation – Trained Facilitator – Certification

AARP & Midwest Academy

- Direct Action Organizing – Certification
- Grassroots Advocacy Writing – Certification

USA Hockey

- Level 4 Certified Coach

EDUCATION

University of Akron

Master of Applied Politics (MAP)

Kent State University

Bachelor of Arts (BA) – History and Pre-law

PROFESSIONAL ORGANIZATIONS & VOLUNTEERISM

Cleveland Bridge Builders - Member - Class of 2009

Catholic Charities Diocese of Cleveland - Member, Board of Directors 2019 - Present

Gilmour Academy - Varsity Hockey - Goalie Coach 2014 - Present

Solon High School - Varsity Hockey - Goalie Coach 2010 - 2014



Kim Thomas



Biography

Kim Thomas is the newly elected councilwoman of Richmond Heights, Ward 1. She is the owner of Christopher Amira Studio. Thomas is a native of Cleveland; Thomas attended South High School for Cosmetology. She is a graduate of Baldwin Wallace's 2009 Emerging Entrepreneurs, founded by the President's Council.

Thomas has worked in the beauty industry for over 30 years. She began her career as a stylist and later as a national educator for John Paul Mitchell Systems. Thomas traveled globally, helping to raise the level of excellence within the beauty industry. She is one of the most sought-after educators in the beauty industry, known for her business and leadership skills. This drive and influence continue to make her successful and the well-respected person Thomas is today. She is the co-founder of Change of Direction, a non-profit organization that provides mentoring and emergency respite for displaced youth in crisis

In 2008, Governor Ted Strickland appointed Thomas to the State Board of Cosmetology, and during her tenure, she served as chair of the board. Under her progressive leadership, the board tackled the problem of human trafficking through awareness and education campaigns. Thomas was reappointed to the Cosmetology and Barber Board by Governor John R. Kasich in 2018 and later served as vice-chair in 2019.

Mayor Frank Jackson appointed Thomas to the Cleveland/Cuyahoga County Workforce Development Board in 2017 and reappointed her in 2020. Thomas currently serves as chair of the youth council. In 2017 Ms. Thomas was recognized by the City of Cleveland as a Hometown Hero.

Loti Phi Lambda recognized Thomas as Businesswoman of the Year in 2012. Salon Today Magazine voted her as one of the "Top 200 Fastest-Growing Salons" for two consecutive years. She was selected as one of the 20 I.P.'s (Interesting Personalities) by Who's Who Cleveland (2012) and voted as Who's Who in Cleveland (2013-2019).

Thomas prides herself on being of immigrant ancestry. Her grandfather, John Williams, was born in Trinidad and migrated to the U.S. Here, he started a small business. Ms. Thomas firmly believes that "if you change the way you look at things, things will change."

Employment

Richmond Heights City Councilwoman	2019 -Present
Christopher Amira Studio President	2008 - Present
Ohio Democratic Party Minority Engagement Consultant	2018 - 2019
Life Skills Corporation - Ohio Career Pathway Consultant	2016 - 2018
John Paul Mitchell Systems Senior National Educator	1993-2011
Star Beauty Plus General Manager/Sub-Distributor -F.H.I. Tools	1997-2008
Mirror-Mirror Gop-Pa Stylist/Salon Manager	1984-1988

Education

Hondros College Mortgage Loan Originator	2019
Baldwin Wallace College Emerging Entrepreneurs Program	2009
Cuyahoga Community College Computer Programming	1983
Cleveland South High School	1982

Boards /Committees

2020 Census -Cuyahoga Complete Count Committee Businesses Co-Chair	2020
Richmond Heights City Council Finance and Audit Committee	2019 - Present
Ohio State Board of Cosmetology and Barber Board Member	2019 – Present
Ohio Democratic Party State Executive Committee	2018 -Present
Cuyahoga County Workforce Development Board Board Member and Youth Committee /Chair	2017- Present
Cuyahoga County Democratic Party Vice-Chair and Secretary	2017- Present
Ohio State Board of Cosmetology Member	2009 – 2012

Awards and Honors

Cuyahoga County Council Recognition	January 14, 2020
The General Assembly of The State of Ohio Senatorial Citation	January 2020
The City of Cleveland Hometown Hero Award	2016
Ohio Democratic Party 2106 Howard Metzenbaum Award	
Democratic National Convention Ambassador for Ohio	2016
Who's Who in Black Cleveland	2011, 2012 2013
Who's Who in Black Cleveland - Fifth Edition Publication Voted Top 20 IP (Interesting People)	2012
Iota Phi Lambda Sorority, Inc. Businesswomen of the Year Award	2012
Cut-It-Out -Salon against domestic violence Education Award	2011
Emerging Entrepreneur /Presidents Council Emerging Entrepreneur Award	2009
Salon Today Magazine Recognized as one of the Top 200 Fastest growing Salons	2003-2004
Globe Magazine Nominated as "Entrepreneur of the Year"	2003
John Paul Mitchell Systems Senior Certificate Award	1991

Publications

News-Herald Turnout for the food pantry in Richmond Heights grows as the holiday's approach
December 18, 2020

Cleveland Plain Dealer - Congratulation from Deal Point A-5 entire page (Insert)
June 14, 2020

Call and Post - Richmond Heights Community Tailgate Meeting page 6-c
August 19, 2020

Call and Post - Candlelight Vigil for Ruth Bader Ginsburg of the United State Supreme Court)
page 1-B
September 23, 2020

Channel 8 - Candlelight Vigil for Ruth Bader Ginsburg of the United State Supreme Court
September 22, 2020

Sun Messenger/ Sun-News - Richmond Heights Second Party serves 1375 people.
Page A -6
April 23, 2020

Sun Messenger and Sun News -Large crowd turns out for Mobile Food Pantry (FrontPage)
April 2, 2020

Sun Messenger - Partnership on Aging: Richmond Heights joins Partnership on Aging
page A-5
December 26, 2019

Cleveland.com – Thomas win Richmond Heights City Council seats
November 10, 2019

Channel 5 - Rock the Blocks -Bridging Communities
June 9, 2019

Channel 8 - Rock the Blocks Community Event
June 9, 2019

The Call and Post - Christopher Amira Studio open a new location
page 3-A
February 2015

The Call and Post - The Power of Women Fundraiser for Change of Direction	July 26, 2015
Call and Post - Helps families holiday wishes come true Page 6-C	January 8, 2014
Call and Post - Couple work to change the direction of the community	Nov- 2014
Who's-Who in Cleveland	November 2013
Black Passion Magazine Vol. 47	September - 2013
Ohio Stylist -Thomas Leaves Board after Distinguished Tenure	February -2013
Call and Post Who's -Who in Black Cleveland Front Page -1	February- 2012
Ohio Stylist Newspaper State Board combating Human Trafficking Vol. 13	May/June 2012
The Connection Shaker Square Business Round Up Chairmen Page 11	Spring – 2009
Call and Post State Board of Cosmetology welcome Kim Thomas - Chairmen Front Page	March 2009
Call and Post Hosting Dining for a Change – Cancer and Domestic Violence Page 4-b	September 27, 2009
The Connection Shaker Square Christopher Amira Finish Strong first year Page-3	Fall 2009
The Cleveland Plain Dealer There is no debating, hair care is a healthy business Page E-6	October 28, 2009

Ohio Stylist Newspaper Look what's happening, never been to a board meeting
Page 14 Vol. 9 **May 15, 2008**

The Plain Dealer Salon Owner Refocus on Original Business
PageD-2 **July 27, 2005**

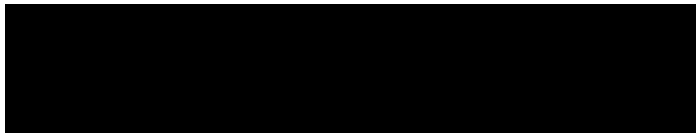
Bedford Sun Beauty School host Career Day
June 13, 2002

Leadership/Coaching

Student Workforce Advancement Program -S.W.A.G.
Career Pathway Mentor for Cleveland Municipal School District **2019-2020**

Jumpstart
Encore Mentor **2015 - Present**

RESUME' OF EUGENE W. WARD, JR.



DOB: March 1, 1954

EDUCATION: Shaker Heights High School
15911 Aldersyde
Shaker Heights, Ohio 44120
Graduate - 1972

Morehouse College
868 Fair Street
Atlanta, Georgia 30314
1972 – 1976
Studies in Religion and Economics

WORK EXPERIENCE: **Greater Love Baptist Church**
3630 E. 116th Street
Cleveland, Ohio 44105
July 1982 – Present

Organized a church with 7 members and presently at 1,400 members. Responsibilities include teaching, preaching, counseling, committee organization, community education and assistance and general work that demands attention in order to enhance spiritual, social and physical enhancement.

City of Cleveland
601 Lakeside Avenue
Cleveland, Ohio 44114
Special Assistant to the Mayor/ City Chaplain
March 1990 – June 1996

Worked with the Mayor of the City, Mayor Michael R. White, of Cleveland to work with community issues, be a conduit between the religious community and work with problems and issues that affected the Mayor's office.

VISTA Volunteer/Office of Equal Opportunity
City of Cleveland
601 Lakeside Avenue
Cleveland , Ohio 44114
June 1984 – December 1987

Did research for the US Department of Commerce to ensure that information was disseminated to enhance the opportunities for minorities in the City of Cleveland. Aided in developing office so that MBE and FBE programs were enhanced and that the laws concerning minorities being hired for local contracts were adhered to. Local monitoring done in the reading of contract bids and monitoring to ensure fair representation of minorities and involvement for projects granted by the City of Cleveland.

American Cancer Society
67 Peachtree Park Drive
Atlanta, Georgia 30331
Field Representative
June 1976 – July 1979

Worked with the African American community to raise funds for the American cancer Society. Organized people, units, organizations and corporations to ensure that Atlanta met its mark in the goal for ACS. Mandated meeting and recruiting new people on an annual basis and resulted in having multiple fundraisers in the city to involve more people about cancer awareness. Also instituted educational programs that informed about early cancer detection, self- breast examinations and comfort to cancer families.

RELIGIOUS AND SPIRITUAL APPOINTMENTS

Pastor – Friendship Baptist Church
727 Court Street
Calhoun, Georgia 30701
1975- 1982

Atlanta Religious Mobilization Against Crime
Appointed by the Late Mayor Maynard H. Jackson
1980-1982

Georgia Baptist State Convention
State Assistant Treasurer
Appointed by President Cameron Alexander
1979-1982

Organizer of Calhoun Chapter of NAACP
1977- 1982

Leadership Cleveland Class of 1994

Full Gospel Baptist Church Fellowship
District Overseer of Northern Ohio
1995-1999

Full Gospel Baptist Church Fellowship
General Overseer for Mid West and Southwestern Region of the United States and Canada
1999-2000

Full Gospel Baptist Church Fellowship
General Overseer of Policy and Procedure
1999-2000

Full Gospel Baptist Church Fellowship
Consecrated Bishop of Policy and Procedure
November 17, 2000
2000-2011

Full Gospel Baptist Church Fellowship
Appointed Assistant Executive Secretary by Bishop Paul S. Morton
2009-2013

Invited to Vatican by Papal Bishops for study at North American College Rome, Italy under Pope John Paul II
2000

Invited and Participated in Vatican Intensives
2003, 2006, 2008, 2010 and 2012

Given Credentials of Apostolic Succession
2013

Kingdom Connection Fellowship
Appointed 1st Assistant to the State Bishop of Ohio
Bishop William W. Morris, Jr.
2013-2017

Kingdom Connection Fellowship
Appointed Chairman of the Bishops Council
Bishop Jerome H. Ross, Presiding Prelate
2013 – Present

REFERENCES:

Blaine Griffin
Cleveland City Council – Ward 5
City of Cleveland
601 Lakeside Avenue
Cleveland, Ohio 44114
(216) 664-2000

Rev. Larry Harris, Pastor
Mt. Olive Baptist Church
3290 E. 126th Street
Cleveland, Ohio 44120
(216) 991-2830

Bishop Jerome H. Ross, Pastor
Triedstone Baptist Church
858 East Third Avenue
Columbus, Ohio 43201
(614) 424-6976

Michelle Pomerantz
Director, Regional Collaboration
Office of County Executive Armond Budish
2079 E. 9th Street
Cleveland, Ohio 44114
(216) 838-0000

Louis C. Stokes
Editorial Director
WXYZ-TV
20777 W. 10 Mile Rd.
Sothfield, Michigan 48075
(248) 827-9350

WILLIAM HEBBLE, MSW

OBJECTIVE: Seeking re-appointment to the Cuyahoga County Division of Senior and Adult Services Advisory Board.

SKILLS AND KNOWLEDGE

- Knowledgeable and skilled in mental health and substance use disorder client advocacy and client rights afforded by Ohio Mental Health and Addiction Services.
- Knowledgeable and skilled in group facilitation with individuals afflicted with mental health challenges, substance use disorders, dual diagnosis, and co-occurring disorders.
- Skills and experience in public speaking and mental health advocacy.
- Experience in networking with multiple agency executives, administrators, and clients.
- Experience in leadership and management roles

EDUCATION

Master of Social Work, May 2017
Cleveland State University, Cleveland, Ohio
G.P.A. 4.0
Outstanding Social Work Student Scholar Award Recipient

Bachelor of Social Work, May 2015, Summa Cum Laude
Cleveland State University, Cleveland, Ohio
Dean's List: G.P.A. 3.92/4.0; Major G.P.A. 4.0
University Valedictorian Nominee
College of Liberal Arts and Social Sciences Scholar Award Recipient

EXPERIENCE

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County, Cleveland, Ohio
Client Rights Officer, September 2017 – Present

- Responsible for investigating and documenting all allegations of client rights violations in accordance with Board, State, and Federal policy
- Advocates on behalf of clients to ensure the effective provision of services from Board provider agencies
- Responsible for co-planning and facilitating the monthly client Lunch and Learn sessions and the Action Committee Advocating Change meetings
- Responsible for co-planning and facilitating monthly Client Rights focus groups
- Assists clients afflicted with mental health challenges and substance use disorders in finding appropriate services to address their individual challenges

Division of Senior and Adult Services (DSAS) Advisory Board, Cleveland, Ohio
Vice Chair, July 2020 – Present; Board Member, January 2018 – Present

- Represents and advocates on behalf of older adults and adults with disabilities in Cuyahoga County.
- Advises the DSAS Administrator on agency issues related to programming, advocacy, and policy.

- Serves as vice-chair of the Advocacy Committee.

West Side Community House, Cleveland, Ohio

Lead Group Facilitator; Private Consultant, September 2016 - September 2017

- Responsible for supervising and leading psychoeducational groups.
- Developed group topics and presentations based upon the specific needs of elder populations.
- Developed an assessment tool designed to determine barriers to agency participation and to assess the appropriateness of agency service offerings.
- Participated in focus groups with agency staff designed to develop and interpret service offerings to ensure services were relevant and culturally appropriate for elder populations.

The Living Miracles Peer Empowerment Center, Lakewood, Ohio

Program Manager, March 2013 – September 2017

- Facilitated support and educational groups with a diverse client base at The Living Miracles, Housing First sites, and the Crisis Stabilization Unit for clients afflicted with mental health challenges, chemical dependency, or co-occurring challenges and dual diagnosis.
- Responsible for attendance tracking and data entry in accordance with grant award guidelines.
- Chair of an agency Outreach Committee with successes in recruiting new clients, agency membership retention, and public speaking engagements.
- Selected to serve as the agency Consumer Rights Officer.

Cuyahoga County Public Defender’s Office, Cleveland, Ohio

Student Intern, August 2016 - May 2017

- Interviewed clients on bond and in the Cuyahoga County Jail.
- Conducted Social History Assessments with clients accused of felony crimes.
- Provided treatment plans and sentencing recommendations to defense attorney to be utilized in court during hearings.
- Interacted with interdisciplinary teams and coordinated with outside agencies to facilitate treatment options for clients.
- Provided testimony on the record in open court on behalf of clients during sentencing hearings.

Professional Development

- Eliminating Structural Racism Work Group, Present
- Understanding Racism, September, 2020
- CDC Eviction Moratorium Training, September, 2020
- Verbal De-Escalation, October, 2017
- **“Summit Peer Support Panel Discussion.”** Invited presenter for the Veterans Affairs Annual Mental Health Summit by Dr. Emily Kowalski, Supervisory Psychologist. Hosted by the Cleveland Veteran’s Health Administration, September 2016.
- Non-Violent Crisis Intervention Certification, November 2014

Last Name : Lookabill

First Name : Carolyn

Please select the boards/commissions/councils you would like to be considered for.: Cuyahoga County Advisory Council on Senior and Adult Services -

Why are you interested in serving on this board/commission/council? : I have spent over 45 years in senior living, senior care and community based services to older individuals. I am a senior myself now living in Cuyahoga County. I have experienced the needs of seniors on many levels; provider, volunteer, family member and now senior consumer myself. I believe that my experience and my personal mission of service have prepared me for this opportunity.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have been involved on numerous boards throughout my life and my professional career. I have served as a Board Member and Board officer to numerous organizations across the country. I was a past President of the Board of the Alzheimer's Association, and started both the Lake and Geauga County support groups which I led for five years. I also served roles with other chapters across the United States as I worked in the senior living industry. I was a member of the Board of Womensafe, a domestic shelter in Geauga County. I have worked with numerous agencies and organizations represented on the current DSAS Board. I have been a long standing volunteer with many organizations including the Hospice of the Western Reserve, Junior League of Cleveland, Toledo, St. Louis and Palm Beach. I believe that I bring the perspective of a provider, a volunteer, a caregiver child and spouse as well as being a senior consumer myself.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I have over 45 years of experience at the local, regional and national level of the senior living/senior care industry. I have almost an equal amount of involvement with numerous organizations as a volunteer and board member, including roles as officer.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : I am employed as a Director of Sales and Marketing for The Lantern of Chagrin Valley Assisted Living Community. It is located in Geauga County, not Cuyahoga County. This is my retirement job. I have retired twice and work here to be close to home in a role that is less demanding.

Is there anything else you would like to note?: I have already been a member of this Board. This is a re-appointment. After this term, I will not plan to continue. My husband is also a senior and we are in the throes of caregiving. I can foresee that this will become my primary focus in the years to come. Thank you for the opportunity.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0012

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Council President Jones</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 8; and

WHEREAS, the estimated project cost is \$1,800,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,440,000.00 from County Road and Bridge Funds and (b) \$360,000.00 from the City of Maple Heights; and

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

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Dunham Road from Turney Rd to Libby Rd, in the City of Maple Heights

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 Dunham Road from Turney Rd to Libby Rd, in the City of Maple Heights. The anticipated cost of this project is \$1,800,000. The anticipated start-completion dates are 3/1/2022 – 6/1/2023.

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) Dunham Road – From Turney Road to Libby Road

c) District 8

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 \$1,440,000 County Road and Bridge and \$360,000 City of Maple Heights. The total cost of the project is \$1,800,000.

Notes:

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

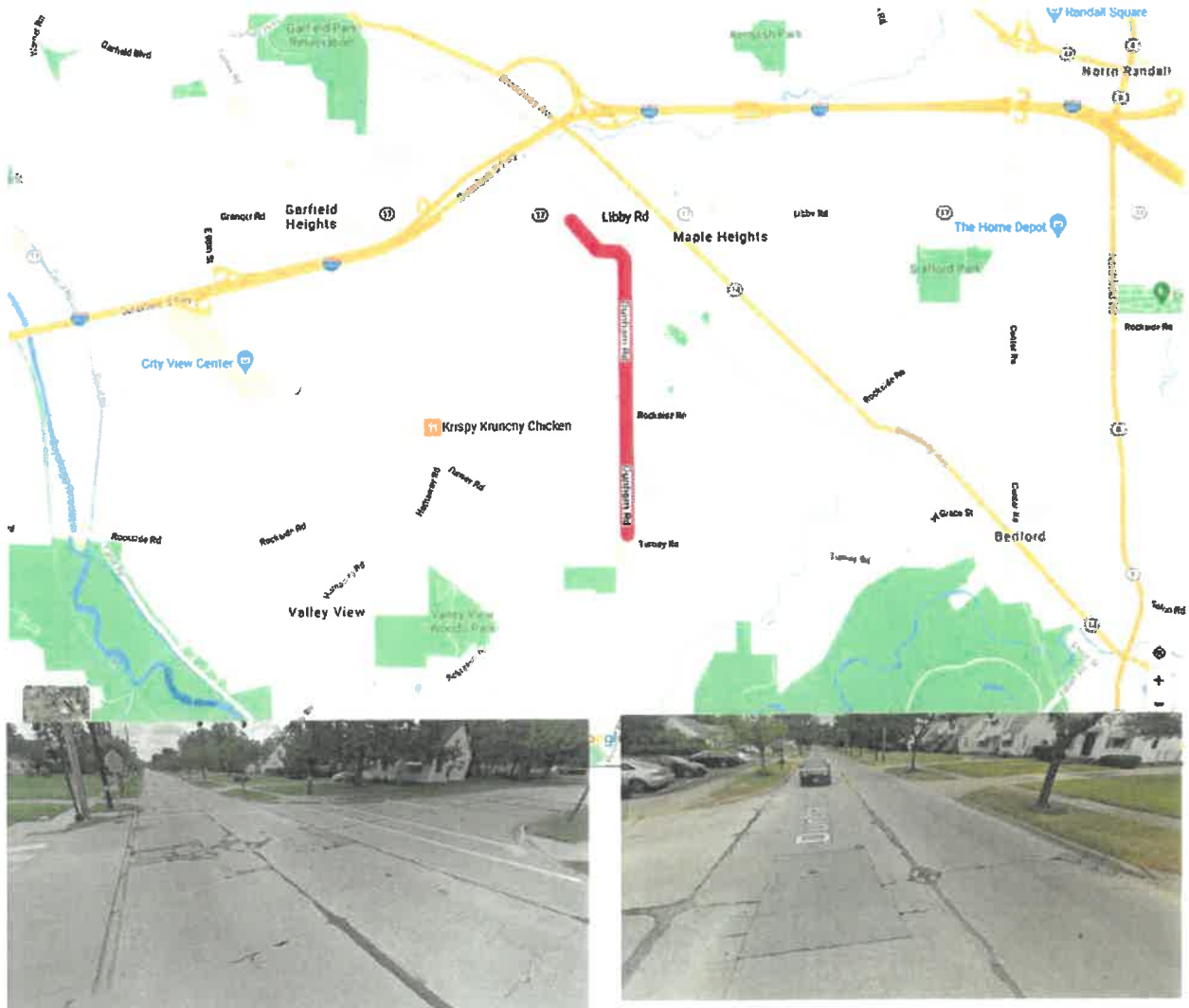
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Dunham Road, in Maple Heights

Project Type	Roadway Resurfacing
Project Limits	Turney Rd to Libby Rd
Project Length	1.80 miles
Average Daily Traffic	9,900 vehicles per day
Pavement Condition Rating	62 (fair to poor)
Council District	8
Project Cost	\$1,800,000
Proposed Funding	80% County (\$1,440,000), 20% Maple Heights (\$360,000)
Project Design	Maple Heights
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0013

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Council President Jones</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 8; and

WHEREAS, the estimated project cost is \$1,900,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,520,000.00 from County Road and Bridge Funds and (b) \$380,000.00 from the City of Garfield Heights; and

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

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Garfield Boulevard from Warner Rd. to Turney Road, in the City of Garfield Heights

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 Garfield Boulevard from Warner Rd. to Turney Road, in the City of Garfield Heights. The anticipated cost of this project is \$1,900,000. The anticipated start-completion dates are 3/1/2022 – 6/1/2023.

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) Garfield Boulevard – From Warner Road to Turney Road

c) District 8

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 \$1,520,000 County Road and Bridge and \$380,000 City of Garfield Heights. The total cost of the project is \$1,900,000.

Notes:

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

Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Garfield Boulevard, in Garfield Heights

Project Type	Roadway Resurfacing
Project Limits	Warner Rd. to Turney Road
Project Length	0.95 miles
Average Daily Traffic	6,600 vehicles per day
Pavement Condition Rating	48 (poor)
Council District	8
Project Cost	\$1,900,000
Proposed Funding	80% County (\$1,520,000), 20% Garfield Heights (\$380,000)
Project Design	Cuyahoga County
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0014

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 8; and

WHEREAS, the estimated project cost is \$1,100,000.00; and

WHEREAS, this project will be funded as follows: (a) \$880,000.00 from County Road and Bridge Funds and (b) \$220,000.00 from the City of 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:

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Green Road from Euclid Ave. to South Corp Line, in the City of 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 Green Road from Euclid Ave. to South Corp Line, in the City of Cleveland. The anticipated cost of this project is \$1,100,000. The anticipated start-completion dates are 3/1/2022 – 6/1/2023.

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) Green Road – From Euclid Avenue to South Corporate Line

c) District 7

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 \$880,000 County Road and Bridge and \$220,000 City of Cleveland. The total cost of the project is \$1,100,000.

Notes:

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

Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Green Road, in Cleveland

Project Type	Roadway Resurfacing
Project Limits	Euclid Ave. to South Corp Line
Project Length	1.10 miles
Average Daily Traffic	10,700 vehicles per day
Pavement Condition Rating	42 (poor)
Council District	7
Project Cost	\$1,100,000
Proposed Funding	80% County (\$880,000), 20% Cleveland (\$220,000)
Project Design	Cuyahoga County
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0017

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland ; total estimated project cost \$4,300,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland; total estimated project cost \$4,300,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 \$4,300,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,150,000.00 from County Road and Bridge Funds; (b) \$2,150,000.00 Issue 1; (c) \$800,000.00 from Federal Grant and (d) \$200,000.00 from the City of Cleveland Heights; 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 Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and 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: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Superior Road from Euclid Ave. to Lee Rd., in the Cities of Cleveland Heights and 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 Superior Road from Euclid Ave. to Lee Rd., in the Cities of Cleveland Heights and East Cleveland. The anticipated cost of this project is \$4,300,000. The anticipated start-completion dates are 3/1/2022 – 6/1/2023.

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) Superior Road – From Lee Road to Euclid Avenue

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 \$1,150,000 County Road and Bridge, \$2,150,000 Issue 1, \$800,000 federal grant, and \$200,000 City of Cleveland Heights. The total cost of the project is \$4,300,000.

Notes:

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

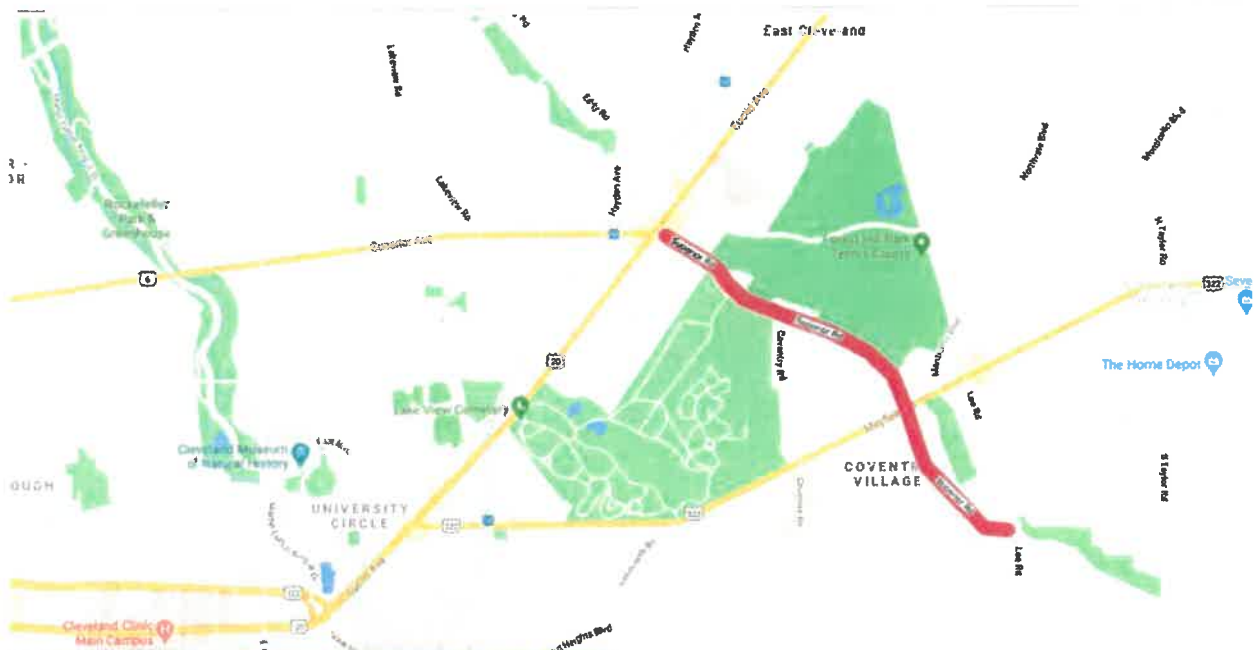
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Superior Road, in East Cleveland and Cleveland Heights

Project Type	Roadway Resurfacing
Project Limits	Euclid Ave. to Lee Rd.
Project Length	1.70 miles
Average Daily Traffic	7,300 vehicles per day
Pavement Condition Rating	39 (very poor)
Council District	10
Total Cost	\$4,300,000
Proposed Funding	50% Anticipated Issue 1 (\$2,150,000) 27% County (\$1,150,000) 18% Federal (\$800,000) 5% Cleveland Heights (\$200,000)
Project Design	Cuyahoga County
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0019

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; 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 West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 4; and

WHEREAS, the estimated project cost is \$2,000,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,600,000.00 from County Road and Bridge Funds and (b) \$400,000.00 from the City of Parma; and

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

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of West Ridgewood Drive from Ridge Rd. to State Rd., in the City of Parma

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 West Ridgewood Drive from Ridge Rd. to State Rd., in the City of Parma. The anticipated cost of this project is \$2,000,000. The anticipated start-completion dates are 3/1/2022 – 6/1/2023.

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) West Ridgewood Drive – From Ridge Road to State Road

c) District 4

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 \$1,600,000 County Road and Bridge and \$400,000 City of Parma. The total cost of the project is \$2,000,000.

Notes:

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

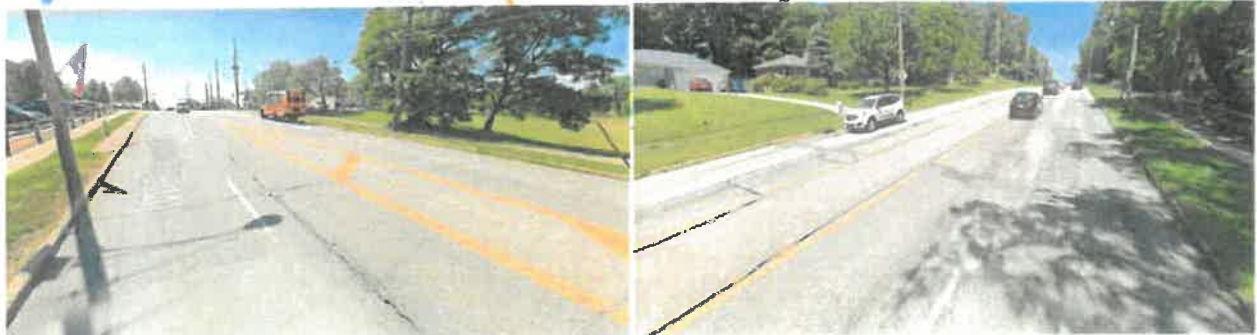
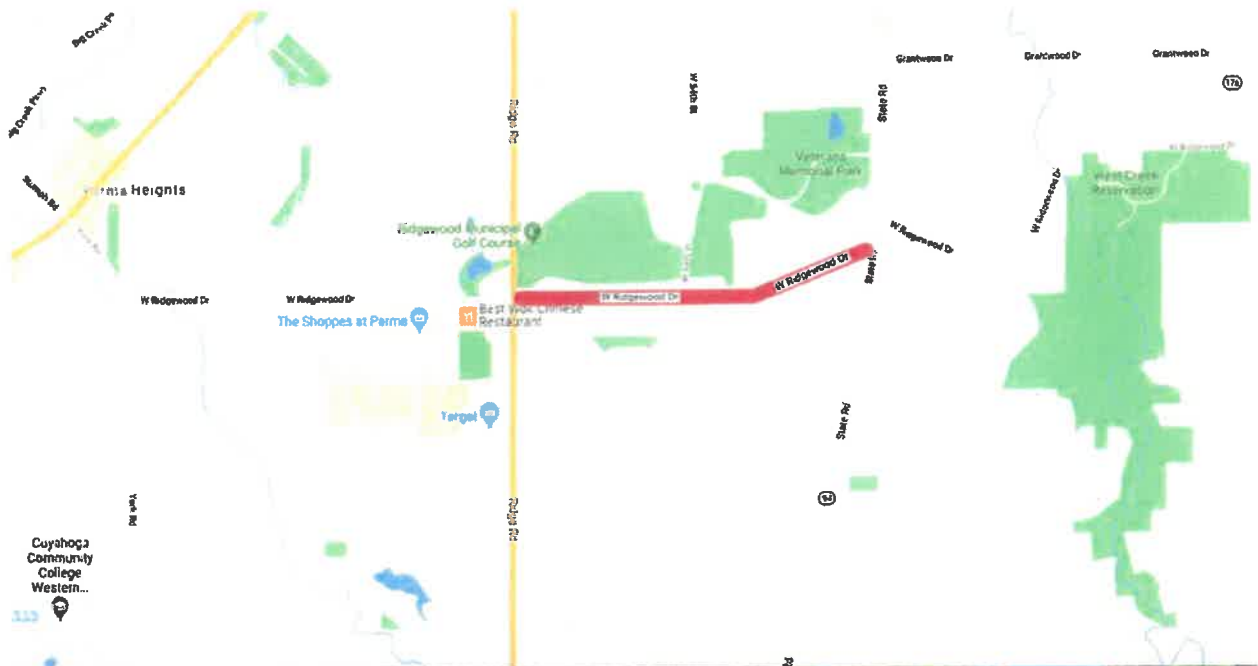
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – West Ridgewood Drive, in Parma

Project Type	Roadway Resurfacing
Project Limits	Ridge Rd. to State Rd.
Project Length	1.30 miles
Average Daily Traffic	15,000 vehicles per day
Pavement Condition Rating	44 (poor)
Council District	4
Project Cost	\$2,000,000
Proposed Funding	80% County (\$1,600,000), 20% Parma (\$400,000)
Project Design	Parma
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0028

<p>Sponsored by: County Executive Budish/County Sheriff</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services, effective 4/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Sheriff Department has recommended an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services effective 2/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46; and

WHEREAS, the goals for this amendment are to: (a) upgrade tasers and (b) provide (60) additional body cameras, equipment and training; and

WHEREAS, this project is funded 100% from General 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 an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services effective 2/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46.

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Legislation Substituted in Committee: January 19, 2021

[Clerk's Note: Technical correction made by Clerk to correct the Funding Source
January 19, 2021]

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Sheriff's Department contract amendment #2 with Axon Enterprise for body cameras and tasers, CE1600133-01/02 CONV, RQ37363, \$1,604,401.46, 7/1/2016-12/31/2025.

A. Scope of Work Summary

1. Sheriff's Department requesting approval of a contract amendment with Axon Enterprise, Inc. to change the scope of work, extend the period to 12/31/2025, and for the anticipated additional cost \$1,604,401.46, effective 4/1/2021.

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

Original: BC2016-373 5/31/2016

Amendment 1: R2019-0047 2/26/2019

This contract provides the Sheriff's Department with body cameras for deputies and corrections, and tasers for deputies. This contract also provides cloud-based storage for body camera footage enabling easy access. This contract is for the period 7/1/2016-12/31/2025.

2. The primary goals of the project are to ensure law enforcement has the less lethal tools needed to keep the public safe as well as provide body cameras to officers for public accountability.

B. Procurement

1. This amendment is to a contract which was the result of a RFP exemption. The total value of the contract and all amendment is \$3,578,268.58.

6. If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

This amendment is being done to provide law enforcement with the latest taser technology, giving them additional less lethal tools in the wake of national civil unrest. Additional body cameras for law enforcement are also included and will be deployed immediately. A competitive process will not result in a different taser vendor as Axon is the only provider, and would delay implementation of new tasers and additional body cameras.

C. Contractor and Project Information

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

Axon Enterprise, Inc.
17800 N 85th Street
Scottsdale, AZ 85255

2. The CEO for Axon is Rick Smith.

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):

County-wide

3.b. *[When applicable]* The project is located in Council District (xx)

County-wide

D. Project Status and Planning

1. The project is a continuing need as law enforcement need the latest tools to keep the public safe and remain accountable to the public.

2. Axon anticipates the deployment of new body cameras and tasers on 12/1/2020. Once new tasers have been deployed, the County will return the old equipment and unused accessories/cartridges.

E. Funding

1. The project is funded 100% by the General Fund.

2. The schedule of payments is annually for licensing.

3. The project is an amendment to a contract. This amendment changes the scope by upgrading tasers, providing training and equipment, and providing additional body cameras and is the 2nd amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$742,621.43		7/1/16 - 6/30/21	5/31/2016	BC2016-373
Prior Amendment Amounts (list separately)		\$1,231,245.69	12/31/2023	2/26/2019	R2019-0047
		\$			
		\$			
Pending Amendment		\$1,604,401.46	12/31/2025		
Total Amendments		\$2,835,647.15			
Total Contact Amount		\$3,578,268.58			

F. Items/Services Received and Invoiced but not Paid:

n/a

CONTRACT EVALUATION FORM

Contractor	Axon Enterprise, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1600133 CE1600133-01 CONV CE1600133-02 CONV				
RQ#	RQ37363				
Time Period of Original Contract	7/1/2016-12/31/2023				
Background Statement	The Sheriff's Department has a continuing need for body cameras for law enforcement and corrections, as well as tasers for law enforcement offices.				
Service Description	Axon Enterprise, Inc. provides the Sheriff's Department with body cameras, body camera storage, tasers and accessories, and access to Evidence.com. Axon is the sole provider of law enforcement tasers and Evidence.com (cloud based evidence storage) is a proprietary system.				
Performance Indicators	Contract performance is measured by: Body Camera effectiveness – Camera malfunctions, storage availability, and ease of footage and evidence retrieval. Tasers – Useful life, durability, ease of access to training, cartridges, and associated accessories.				
Actual Performance versus performance indicators (include statistics):	Axon has been very forthcoming with assistance for any issues that has arisen. Cameras and tasers have functioned as needed with no concerns regarding functionality or safety.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	Axon has met the needs of the Sheriff's Department with both tasers and body cameras. As the only provider of tasers, this has provided Sheriff's Deputies with a less-lethal tool that has proven critical to law enforcement operations. Body cameras are increasing desired for law enforcement and Axon's systems provide the storage and access needed to utilizing body cameras to their full capabilities.				
Department Contact	Stephen Witt 216-443-7963				
User Department	Sheriff's Department				
Date	9/1/2020				

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$742,621.43		7/1/16 - 6/30/21	5/31/2016	BC2016-373
Prior Amendment Amounts (list separately)		\$1,231,245.69	12/31/2023	2/26/2019	R2019-0047
		\$			
		\$			
Pending Amendment		\$1,604,401.46	12/31/2025		
Total Amendments		\$2,835,647.15			
Total Contact Amount		\$3,578,268.58			

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0010

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires resurfacing of various avenues, boulevards, roads and streets located in various municipalities in connection with the 2021-2022 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of various avenues, boulevards, roads and streets located in various municipalities in connection with the 2021-2022 50/50 Resurfacing Program as follows:

- a. Bradley Road, South Corporation Limit to Wolf Road in the City of Bay Village, Council District 1;
- b. Libby Road, Northfield Road to Aurora Road in the City of Bedford Heights, Council District 9;
- c. East Edgerton Road, Broadview Road to East Corporation Limit in the City of Broadview Heights, Council District 6;
- d. Memphis Avenue, Intersection with Tiedeman Road in the City of Brooklyn, Council District 3;
- e. Spring Road, Broadview Road to Jennings Avenue in the City of Cleveland, Council District 7;
- f. Shaw Avenue, Hayden Avenue to Manhattan Avenue in the City of East Cleveland, Council District 10;

- g. Cochran Road, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow, Council District 6;
- h. Bishop Road, Intersection with Wilson Mills Road in the City of Highland Heights, Council District 11;
- i. Rockside Road, Brecksville Road to East Corporation Limit in the City of Independence, Council District 6;
- j. Anderson Road, Richmond Road to Professor Road in the City of Lyndhurst, Council District 11;
- k. Dunham Road, Libby Road to Rockside Road in the City of Maple Heights, Council District 8;
- l. Gates Mills Boulevard, Cedar Road to SOM Center Road in the City of Mayfield Heights, Council District 6;
- m. Chagrin Boulevard, South Lane to East Corporation Limit in the Village of Moreland Hills, Council District 6;
- n. Abbey Road, Albion Road to South of the Turnpike Bridge in the City of North Royalton, Council District 5;
- o. Solon Road, West Corporation Limit to Richmond Road in the Oakwood Village, Council District 6;
- p. Brookside Drive/Mill Street, Bagley Road to Columbia Road in the City of Olmsted Falls, Council District 5;
- q. Chestnut Road, Broadview Road to East Corporation Limit in the City of Seven Hills, Council District 6;
- r. Coventry Road, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights, Council District 9;
- s. Mayfield Road, East Corporation Limit to Belvoir Boulevard in the City of South Euclid, Council District 11;
- t. Warrensville Center Road, Fairmount Boulevard to Cedar Road in the City of University Heights, Council District 10;
- u. Alexander Road, Dunham Road to Walton Road in the Village of Walton Hills, Council District 6;

- v. Miles Road & Warrensville Center Road, East of Green Road to East Corporation Limit & S. R. 480 to North Corporation Limit in the City of Warrensville Heights, Council District 9;

WHEREAS, the anticipated start date for construction of the projects is 2021-2022; and

WHEREAS, the anticipated funding for each of the projects is as follows:

- a. Bradley Road total estimated project cost \$565,000.00 (\$250,000.00 from County Road and Bridge Fund and \$315,000.00 from the City of Bay Village);
- b. Libby Road total estimated project cost \$866,000.00 (\$250,000.00 from County Road and Bridge Fund and \$616,000.00 from the City of Bedford Heights);
- c. East Edgerton Road total estimated project cost \$480,000.00 (\$240,000.00 from County Road and Bridge Fund and \$240,000.00 from the City of Broadview Heights);
- d. Memphis Avenue total estimated project cost \$420,000.00 (\$210,000.00 from County Road and Bridge Fund and \$210,000.00 from the City of Brooklyn);
- e. Spring Road total estimated project cost \$630,000.00 (\$250,000.00 from County Road and Bridge Fund and \$380,000.00 from the City of Cleveland);
- f. Shaw Avenue total estimated project cost \$635,000.00 (\$250,000.00 from County Road and Bridge Fund and \$385,000.00 from the City of East Cleveland);
- g. Cochran Road total estimated project cost \$950,000.00 (\$250,000.00 from County Road and Bridge Fund and \$700,000.00 from the Village of Glenwillow);
- h. Bishop Road total estimated project cost \$450,000.00 (\$225,000.00 from County Road and Bridge Fund and \$225,000.00 from the City of Highland Heights);
- i. Rockside Road total estimated project cost \$640,000.00 (\$250,000.00 from County Road and Bridge Fund and \$390,000.00 from the City of Independence);

- j. Anderson Road total estimated project cost \$420,000.00 (\$210,000.00 from County Road and Bridge Fund and \$210,000.00 from the City of Lyndhurst);
- k. Dunham Road total estimated project cost \$835,000.00 (\$250,000.00 from County Road and Bridge Fund and \$585,000.00 from the City of Maple Heights);
- l. Gates Mills Boulevard total estimated project cost \$690,000.00 (\$250,000.00 from County Road and Bridge Fund and \$440,000.00 from the City of Mayfield Heights);
- m. Chagrin Boulevard total estimated project cost \$885,000.00 (\$250,000.00 from County Road and Bridge Fund and \$635,000.00 from the Village of Moreland Hills);
- n. Abbey Road total estimated project cost \$720,000.00 (\$250,000.00 from County Road and Bridge Fund and \$470,000.00 from the City of Highland Heights);
- o. Solon Road total estimated project cost \$290,000.00 (\$145,000.00 from County Road and Bridge Fund and \$145,000.00 from the Oakwood Village);
- p. Brookside Drive/Mill Street total estimated project cost \$210,000.00 (\$105,000.00 from County Road and Bridge Fund and \$105,000.00 from the City of Olmsted Falls);
- q. Chestnut Road total estimated project cost \$615,000.00 (\$250,000.00 from County Road and Bridge Fund and \$365,000.00 from the City of Seven Hills);
- r. Coventry Road total estimated project cost \$510,000.00 (\$250,000.00 from County Road and Bridge Fund and \$260,000.00 from the City of Shaker Heights);
- s. Mayfield Road total estimated project cost \$360,000.00 (\$180,000.00 from County Road and Bridge Fund and \$180,000.00 from the City of South Euclid);
- t. Warrensville Center Road total estimated project cost \$1,560,000.00 (\$250,000.00 from County Road and Bridge Fund and \$1,310,000.00 from the City of University Heights);

- u. Alexander Road total estimated project cost \$535,000.00 (\$250,000.00 from County Road and Bridge Fund and \$285,000.00 from the Village of Walton Hills);
- v. Miles Road & Warrensville Center Road total estimated project cost \$420,000.00 (\$210,000.00 from County Road and Bridge Fund and \$210,000.00 from the City of Warrensville Heights);

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of various avenues, roads and streets located in various municipalities in connection with the 2021-2022 50/50 Resurfacing Program as follows:

- a. Bradley Road, South Corporation Limit to Wolf Road in the City of Bay Village;
- b. Libby Road, Northfield Road to Aurora Road in the City of Bedford Heights;
- c. East Edgerton Road, Broadview Road to East Corporation Limit in the City of Broadview Heights;
- d. Memphis Avenue, Intersection with Tiedeman Road in the City of Brooklyn;
- e. Spring Road, Broadview Road to Jennings Avenue in the City of Cleveland;
- f. Shaw Avenue, Hayden Avenue to Manhattan Avenue in the City of East Cleveland;
- g. Cochran Road, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow;

- h. Bishop Road, Intersection with Wilson Mills Road in the City of Highland Heights;
- i. Rockside Road, Brecksville Road to East Corporation Limit in the City of Independence;
- j. Anderson Road, Richmond Road to Professor Road in the City of Lyndhurst;
- k. Dunham Road, Libby Road to Rockside Road in the City of Maple Heights;
- l. Gates Mills Boulevard, Cedar Road to SOM Center Road in the City of Mayfield Heights;
- m. Chagrin Boulevard, South Lane to East Corporation Limit in the Village of Moreland Hills;
- n. Abbey Road, Albion Road to South of the Turnpike Bridge in the City of North Royalton;
- o. Solon Road, West Corporation Limit to Richmond Road in the Oakwood Village;
- p. Brookside Drive/Mill Street, Bagley Road to Columbia Road in the City of Olmsted Falls;
- q. Chestnut Road, Broadview Road to East Corporation Limit in the City of Seven Hills;
- r. Coventry Road, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights;
- s. Mayfield Road, East Corporation Limit to Belvoir Boulevard in the City of South Euclid;
- t. Warrensville Center Road, Fairmount Boulevard to Cedar Road in the City of University Heights;
- u. Alexander Road, Dunham Road to Walton Road in the Village of Walton Hills;
- v. Miles Road & Warrensville Center Road, East of Green Road to East Corporation Limit & S. R. 480 to North Corporation Limit in the City of Warrensville Heights;

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the 2021-2022 50/50 Resurfacing Program Project

A. Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the approval of the **2021-2022 50/50 Resurfacing Program** which includes the following projects:

- **Bradley Road**, South Corporation Limit to Wolf Road in the City of Bay Village
- **Libby Road**, Northfield Road to Aurora Road in the City of Bedford Heights
- **East Edgerton Road**, Broadview Road to East Corporation Limit in the City of Broadview Heights
- **Memphis Avenue**, Intersection with Tiedeman Road in the City of Brooklyn
- **Spring Road**, Broadview Road to Jennings Avenue in the City of Cleveland
- **Shaw Avenue**, Hayden Avenue to Manhattan Avenue in the City of East Cleveland
- **Cochran Road**, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow
- **Bishop Road**, Intersection with Wilson Mills Road in the City of Highland Heights
- **Rockside Road**, Brecksville Road to East Corporation Limit in the City of Independence
- **Anderson Road**, Richmond Road to Professor Road in the City of Lyndhurst
- **Dunham Road**, Libby Road to Rockside Road in the City of Maple Heights
- **Gates Mills Boulevard**, Cedar Road to SOM Center Road in the City of Mayfield Heights
- **Chagrin Boulevard**, South Lane to East Corporation Limit in the Village of Moreland Hills
- **Abbey Road**, Albion Road to South of the Turnpike Bridge in the City of North Royalton
- **Solon Road**, West Corporation Limit to Richmond Road in the Oakwood Village
- **Brookside Drive/Mill Street**, Bagley Road to Columbia Road in the City of Olmsted Falls
- **Chestnut Road**, Broadview Road to East Corporation Limit in the City of Seven Hills
- **Coventry Road**, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights
- **Mayfield Road**, East Corporation Limit to Belvior Boulevard in the City of South Euclid
- **Warrensville Center Road**, Fairmount Boulevard to Cedar Road in the City of University Heights
- **Alexander Road**, Dunham Road to Walton Road in the Village of Walton Hills
- **Miles Road & Warrensville Center Road**, East of Green Road to East Corporation Limit & S.R. 480 to North Corporation Limit in the City of Warrensville Heights

b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements

c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality.

The 50/50 Resurfacing Program allows cities to apply for 50% County funding up to a maximum of \$250,000 per project. The anticipated construction year for each project is 2021-2022.

The anticipated cost of the **Bradley Road** project is \$565,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$315,000.00 from the City of Bay Village.

The anticipated cost of the **Libby Road** project is \$866,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$616,000.00 from the City of Bedford Heights.

The anticipated cost of the **East Edgerton Road** project is \$480,000.00, the project is to be funded \$240,000.00 with County Road and Bridge Funds and \$240,000.00 from the City of Broadview Heights.

The anticipated cost of the **Memphis Avenue** project is \$420,000.00, the project is to be funded \$210,000.00 with County Road and Bridge Funds and \$210,000.00 from the City of Brooklyn.

The anticipated cost of the **Spring Road** project is \$630,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$380,000.00 from the City of Cleveland.

The anticipated cost of the **Shaw Avenue** project is \$635,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$385,000.00 from the City of East Cleveland.

The anticipated cost of the **Cochran Road** project is \$950,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$700,000.00 from the Village of Glenwillow.

The anticipated cost of the **Bishop Road** project is \$450,000.00, the project is to be funded \$225,000.00 with County Road and Bridge Funds and \$225,000.00 from the City of Highland Heights.

The anticipated cost of the **Rockside Road** project is \$640,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$390,000.00 from the City of Independence.

The anticipated cost of the **Anderson Road** project is \$420,000.00, the project is to be funded \$210,000.00 with County Road and Bridge Funds and \$210,000.00 from the City of Lyndhurst.

The anticipated cost of the **Dunham Road** project is \$835,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$585,000.00 from the City of Maple Heights.

The anticipated cost of the **Gates Mills Boulevard** project is \$690,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$440,000.00 from the City of Mayfield Heights.

The anticipated cost of the **Chagrin Boulevard** project is \$885,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$635,000.00 from the Village of Moreland Hills.

The anticipated cost of the **Abbey Road** project is \$720,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$470,000.00 from the City of North Royalton.

The anticipated cost of the **Solon Road** project is \$290,000.00, the project is to be funded \$145,000.00 with County Road and Bridge Funds and \$145,000.00 from Oakwood Village.

The anticipated cost of the **Brookside Drive/Mill Street** project is \$210,000.00, the project is to be funded \$105,000.00 with County Road and Bridge Funds and \$105,000.00 from the City of Olmsted Falls.

The anticipated cost of the **Chestnut Road** project is \$615,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$365,000.00 from the City of Seven Hills.

The anticipated cost of the **Coventry Road** project is \$510,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$260,000.00 from the City of Shaker Heights.

The anticipated cost of the **Mayfield Road** project is \$360,000.00, the project is to be funded \$180,000.00 with County Road and Bridge Funds and \$180,000.00 from the City of South Euclid.

The anticipated cost of the **Warrensville Center Road** project is \$1,560,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$1,310,000.00 from the City of University Heights.

The anticipated cost of the **Alexander Road** project is \$535,000.00, the project is to be funded \$250,000.00 with County Road and Bridge Funds and \$285,000.00 from the Village of Walton Hills.

The anticipated cost of the **Miles Road & Warrensville Center Road** project is \$420,000.00, the project is to be funded \$210,000.00 with County Road and Bridge Funds and \$210,000.00 from the City of Warrensville Heights.

2. The primary goal of this request is to begin the process of Council review and approval of these projects. The primary goal of the 50/50 Resurfacing Program itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the projects, and the project Council Districts are listed below:

- **Bradley Road**, South Corporation Limit to Wolf Road in the City of Bay Village, Council District 1
- **Libby Road**, Northfield Road to Aurora Road in the City of Bedford Heights, Council District 9
- **East Edgerton Road**, Broadview Road to East Corporation Limit in the City of Broadview Heights, Council District 6
- **Memphis Avenue**, Intersection with Tiedeman Road in the City of Brooklyn, Council District 3
- **Spring Road**, Broadview Road to Jennings Avenue in the City of Cleveland, Council District 7
- **Shaw Avenue**, Hayden Avenue to Manhattan Avenue in the City of East Cleveland, Council District 10
- **Cochran Road**, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow, Council District 6
- **Bishop Road**, Intersection with Wilson Mills Road in the City of Highland Heights, Council District 11
- **Rockside Road**, Brecksville Road to East Corporation Limit in the City of Independence, Council District 6
- **Anderson Road**, Richmond Road to Professor Road in the City of Lyndhurst, Council District 11
- **Dunham Road**, Libby Road to Rockside Road in the City of Maple Heights, Council District 8
- **Gates Mills Boulevard**, Cedar Road to SOM Center Road in the City of Mayfield Heights, Council District 6
- **Chagrin Boulevard**, South Lane to East Corporation Limit in the Village of Moreland Hills, Council District 6
- **Abbey Road**, Albion Road to South of the Turnpike Bridge in the City of North Royalton, Council District 5
- **Solon Road**, West Corporation Limit to Richmond Road in the Oakwood Village, Council District 6
- **Brookside Drive/Mill Street**, Bagley Road to Columbia Road in the City of Olmsted Falls, Council District 5
- **Chestnut Road**, Broadview Road to East Corporation Limit in the City of Seven Hills, Council District 6
- **Coventry Road**, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights, Council District 9
- **Mayfield Road**, East Corporation Limit to Belvior Boulevard in the City of South Euclid, Council District 11
- **Warrensville Center Road**, Fairmount Boulevard to Cedar Road in the City of University Heights, Council District 10
- **Alexander Road**, Dunham Road to Walton Road in the Village of Walton Hills, Council District 6
- **Miles Road & Warrensville Center Road**, East of Green Road to East Corporation Limit & S.R. 480 to North Corporation Limit in the City of Warrensville Heights, Council District 9

D. Project Status and Planning

1. These projects are new to the County. However, the 50/50 Resurfacing Program is an ongoing program.
2. N/A.
3. N/A.
4. N/A
5. N/A

E. Funding

- **Bradley Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$315,000.00 from the City of Bay Village, the total cost of the project is \$565,000.00.
- **Libby Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$616,000.00 from the City of Bedford Heights, the total cost of the project is \$866,000.00.
- **East Edgerton Road** is to be funded \$240,000.00 with County Road and Bridge Funds and \$240,000.00 from the City of Broadview Heights, the total cost of the project is \$480,000.00.
- **Memphis Avenue** is to be funded \$210,000.00 with County Road and Bridge Funds and \$210,000.00 from the City of Brooklyn, the total cost of the project is \$420,000.00.
- **Spring Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$380,000.00 from the City of Cleveland, the total cost of the project is \$630,000.00.
- **Shaw Avenue** is to be funded \$250,000.00 with County Road and Bridge Funds and \$385,000.00 from the City of East Cleveland, the total cost of the project is \$635,000.00.
- **Cochran Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$700,000.00 from the Village of Glenwillow, the total cost of the project is \$950,000.00.
- **Bishop Road** is to be funded \$225,000.00 with County Road and Bridge Funds and \$225,000.00 from the City of Highland Heights, the total cost of the project is \$450,000.00.
- **Rockside Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$390,000.00 from the City of Independence, the total cost of the project is \$640,000.00.
- **Anderson Road** is to be funded \$210,000.00 with County Road and Bridge Funds and \$210,000.00 from the City of Lyndhurst, the total cost of the project is. project is \$420,000.00.
- **Dunham Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$585,000.00 from the City of Maple Heights, the total cost of the project is \$835,000.00.
- **Gates Mills Boulevard** is to be funded \$250,000.00 with County Road and Bridge Funds and \$440,000.00 from the City of Mayfield Heights, the total cost of the project is \$690,000.00.
- **Chagrin Boulevard** is to be funded \$250,000.00 with County Road and Bridge Funds and \$635,000.00 from the Village of Moreland Hills, the total cost of the project is \$885,000.00.
- **Abbey Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$470,000.00 from the City of North Royalton, the total cost of the project is \$720,000.00.
- **Solon Road** is to be funded \$145,000.00 with County Road and Bridge Funds and \$145,000.00 from Oakwood Village, the total cost of the project is \$290,000.00.
- **Brookside Drive/Mill Street** is to be funded \$105,000.00 with County Road and Bridge Funds and \$105,000.00 from the City of Olmsted Falls, the total cost of the project is \$210,000.00.

- **Chestnut Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$365,000.00 from the City of Seven Hills, the total cost of the project is \$615,000.00.
- **Coventry Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$260,000.00 from the City of Shaker Heights, the total cost of the project is \$510,000.00.
- **Mayfield Road** is to be funded \$180,000.00 with County Road and Bridge Funds and \$180,000.00 from the City of South Euclid, the total cost of the project is \$360,000.00.
- **Warrensville Center Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$1,310,000.00 from the City of University Heights, the total cost of the project is \$1,560,000.00.
- **Alexander Road** is to be funded \$250,000.00 with County Road and Bridge Funds and \$285,000.00 from the Village of Walton Hills, the total cost of the project is \$535,000.00.
- **Miles Road & Warrensville Center Road** is to be funded \$210,000.00 with County Road and Bridge Funds and \$210,000.00 from the City of Warrensville Heights, the total cost of the project is \$420,000.00.

The Total Cost of the 2021-2022 50/50 Resurfacing Program is: \$5,025,000.00 (County Road and Bridge Funds).

Notes:

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

Created by: June Gauss



CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS
 2079 East 9th Street, 5th Floor • Cleveland Ohio 44115
 (216) 348-3800

2021-2022 AWARDS FOR COUNTY ROAD 50/50 FUNDING PROGRAM

County Road Name	Project Limits	Municipality(ies) Project is Located In	Council District(s)	Total Estimated Project Cost	County Contribution
1 Bradley Road	South Corporation Limit to Wolf Road	Bay Village	1	\$ 565,000.00	\$250,000.00
2 Libby Road	Northfield Road to Aurora Road	Bedford Heights	9	\$ 866,000.00	\$250,000.00
3 East Edgerton Road	Broadview Road to East Corporation Limit	Broadview Heights	6	\$ 480,000.00	\$240,000.00
4 Memphis Avenue	Intersection with Tiedeman Road	Brooklyn	3	\$ 420,000.00	\$210,000.00
5 Spring Road	Broadview Road to Jennings Avenue	Cleveland	7	\$ 630,000.00	\$250,000.00
6 Shaw Avenue	Hayden Avenue to Manhattan Avenue	East Cleveland	10	\$ 635,000.00	\$250,000.00
7 Cochran Road	450 feet North & South of the intersection with Austin Powder Drive	Glenwillow	6	\$ 950,000.00	\$250,000.00
8 Bishop Road	Intersection with Wilson Mills Road	Highland Heights	11	\$ 450,000.00	\$225,000.00
9 Rockside Road	Brecksville Road to East Corporation Limit	Independence	6	\$ 640,000.00	\$250,000.00
10 Anderson Road	Richmond Road to Professor Road	Lynchhurst	11	\$ 420,000.00	\$210,000.00
11 Dunham Road	Libby Road to Rockside Road	Maple Heights	8	\$ 835,000.00	\$250,000.00
12 Gates Mills Boulevard	Cedar Road to SOM Center Road	Mayfield Heights	6	\$ 690,000.00	\$250,000.00
13 Chagrin Boulevard	South Lane to East Corporation Limit	Moreland Hills	6	\$ 885,000.00	\$250,000.00
14 Abbey Road	Albion Road to South of the Turnpike Bridge	North Royalton	5	\$ 720,000.00	\$250,000.00
15 Solon Road	West Corporation Limit to Richmond Road	Oakwood Village	6	\$ 290,000.00	\$145,000.00
16 Brookside Drive/Mill Street	Bagley Road to Columbia Road	Olmsted Falls	5	\$ 210,000.00	\$105,000.00
17 Chestnut Road	Broadview Road to East Corporation Limit	Seven Hills	6	\$ 615,000.00	\$250,000.00
18 Coventry Road	Shaker Boulevard to South Park Boulevard	Shaker Heights	9	\$ 510,000.00	\$250,000.00
19 Mayfield Road	East Corporation Limit to Belklor Boulevard	South Euclid	11	\$ 360,000.00	\$180,000.00
20 Warrensville Center Road	Fairmount Boulevard to Cedar Road	University Heights	10	\$ 1,560,000.00	\$250,000.00
21 Alexander Road	Dunham Road to Walton Road	Walton Hills	6	\$ 535,000.00	\$250,000.00
22 Miles Road & Warrensville Center Road	East of Green Road to East Corporation Limit & S.R. 480 to North Corporation Limit	Warrensville Heights	9	\$ 420,000.00	\$210,000.00
TOTALS:				\$13,686,000.00	\$5,025,000.00

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0011

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; total estimated project cost \$1,800,000.00; 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 Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2021 – 6/1/2022; 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 \$1,800,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,440,000.00 from County Road and Bridge Funds and (b) \$360,000.00 from the City of Cleveland Heights; 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 Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland 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 President	_____ Date
_____ County Executive	_____ Date
_____ Clerk of Council	_____ Date

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Coventry Road from Fairhill Rd to Euclid Heights Blvd, in the City of Cleveland Heights

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 Coventry Road from Fairhill Rd to Euclid Heights Blvd, in the City of Cleveland Heights. The anticipated cost of this project is \$1,800,000. The anticipated start-completion dates are 3/1/2021 – 6/1/2022.

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) Coventry Road – From Euclid Heights Boulevard to Fairhill Road

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 \$1,440,000 County Road and Bridge and \$360,000 City of Cleveland Heights. The total cost of the project is \$1,800,000.

Notes:

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

Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Coventry Road, in Cleveland Heights

Project Type	Roadway Resurfacing
Project Limits	Fairhill Rd to Euclid Heights Blvd
Project Length	1.20 miles
Average Daily Traffic	9,500 vehicles per day
Pavement Condition Rating	53 (poor)
Council District	10
Project Cost	\$1,800,000
Proposed Funding	80% County (\$1,440,000), 20% Cleveland Heights (\$360,000)
Project Design	Cleveland Heights
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0015

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of Ivanhoe Road from Euclid Avenue to E. 152 nd Street, in the Cities of Cleveland and East Cleveland; total estimated project cost \$1,340,000.00; 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 Ivanhoe Road from Euclid Avenue to E. 152nd Street, in the Cities of Cleveland and East Cleveland; total estimated project cost \$1,340,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2021 – 6/1/2022; 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 \$1,340,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,072,000.00 from County Road and Bridge Funds and (b) \$268,000.00 from the City of 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:

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Ivanhoe Road from Euclid Ave. to E. 152nd St., in the Cities of Cleveland and 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 Ivanhoe Road from Euclid Ave. to E. 152nd St., in the Cities of Cleveland and East Cleveland. The anticipated cost of this project is \$1,340,000. The anticipated start-completion dates are 3/1/2021 – 6/1/2022.

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) Ivanhoe Road – From Euclid Ave to East 152nd St.

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 \$1,072,000 County Road and Bridge and \$268,000 City of Cleveland. The total cost of the project is \$1,340,000.

Notes:

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

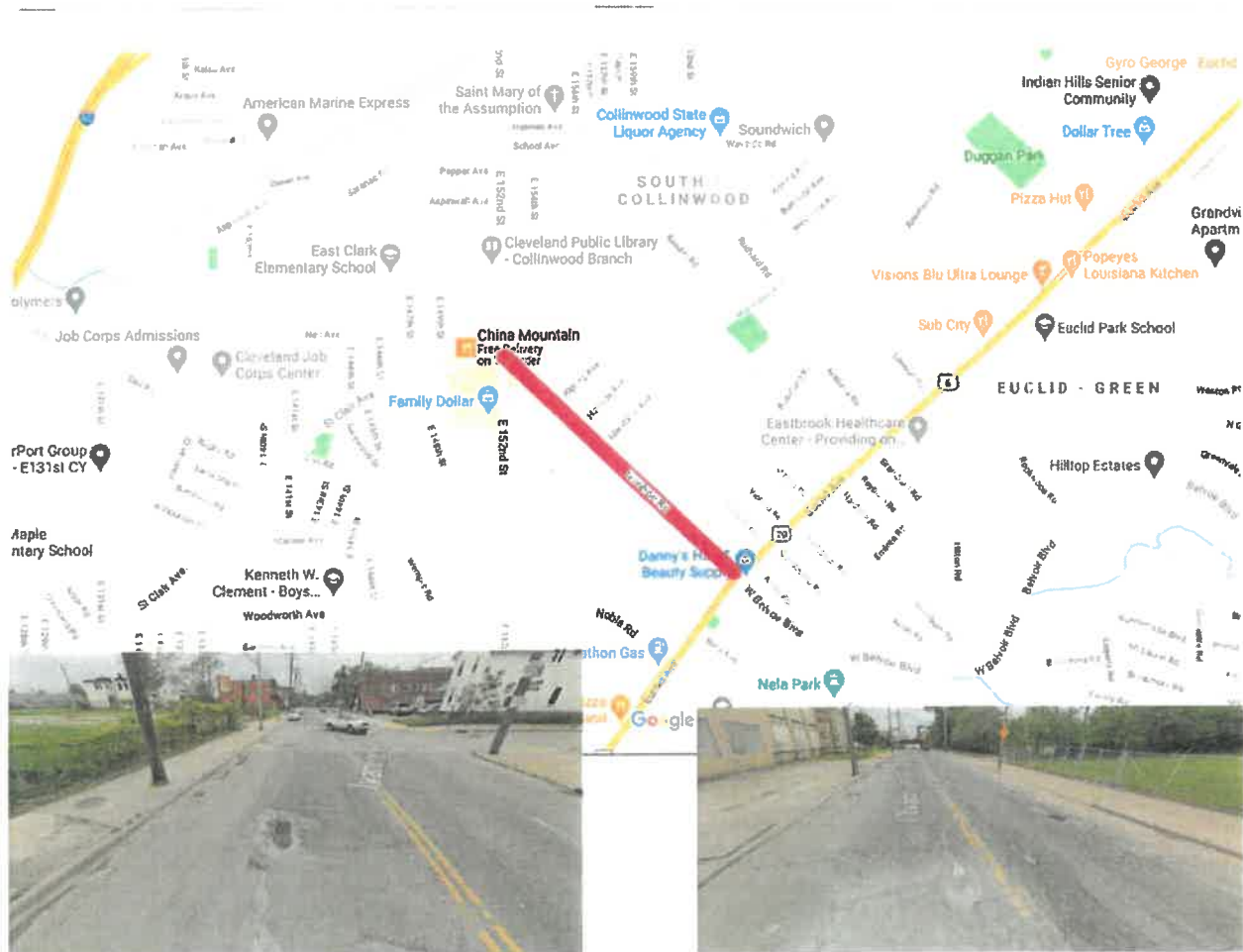
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Ivanhoe Road, in Cleveland & East Cleveland

Project Type	Roadway Resurfacing
Project Limits	Euclid Ave. to E. 152 nd St.
Project Length	0.67 miles
Average Daily Traffic	8,600 vehicles per day
Pavement Condition Rating	57 (fair to poor)
Council District	4
Project Cost	\$1,340,000
Proposed Funding	80% County (\$1,072,000) 20% Cleveland (\$268,000)
Project Design	Cuyahoga County
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0016

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires improvements to Lakeshore Boulevard from East 217 th Street to East 228 th Street, in the City of Euclid; total estimated project cost \$1,000,000.00; 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 improvements to Lakeshore Boulevard from East 217th Street to East 228th Street, in the City of Euclid; total estimated project cost \$1,000,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2021 – 6/1/2022; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the project is located in Council District 11; and

WHEREAS, the estimated project cost is \$1,000,000.00; and

WHEREAS, this project will be funded as follows: (a) \$500,000.00 from County Road and Bridge Funds and (b) \$500,000.00 from the City of Euclid; and

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

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Lakeshore Boulevard Improvements from East 217th St. to East 228th St., in the City of Euclid

A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the Improvements to Lakeshore Boulevard from East 217th St. to East 228th St., in the City of Euclid. The anticipated cost of this project is \$1,000,000. The anticipated start-completion dates are 3/1/2021 – 6/1/2022.

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) Lakeshore Boulevard – From East 217th St. to East 228th St.

c) District 11

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 \$500,000 County Road and Bridge and \$500,000 City of Euclid. The total cost of the project is \$1,000,000.

Notes:

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

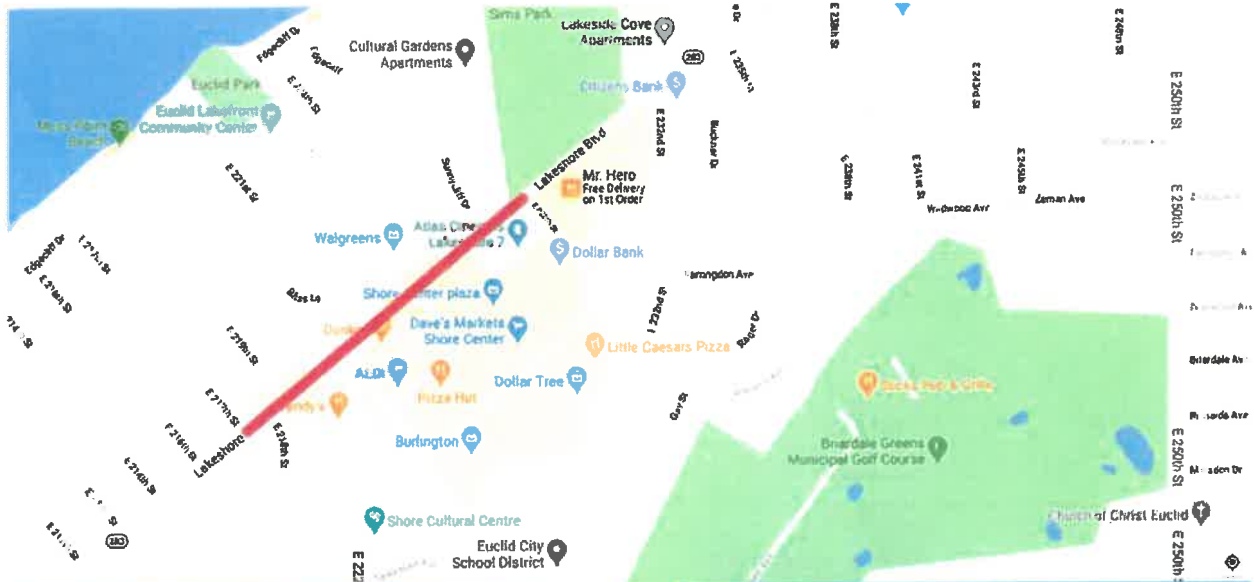
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Lakeshore Boulevard, in Euclid

Project Type	Roadway Resurfacing and Reconfiguration
Project Limits	East 217 th St. to East 228 th St.
Project Length	0.50 miles
Average Daily Traffic	16,300 vehicles per day
Pavement Condition Rating -	
Council District	4
Project Cost	\$1,000,000
Proposed Funding	50% County (\$500,000), 50% Euclid (\$500,000)
Project Design	Euclid
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0018

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of Union Road from Broadway Avenue (north) to Broadway Avenue (south) in the City of Bedford ; total estimated project cost \$1,000,000.00; 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 Union Road from Broadway Avenue (north) to Broadway Avenue (south) in the City of Bedford; total estimated project cost \$1,000,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2021 – 6/1/2022; 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 9; and

WHEREAS, the estimated project cost is \$1,000,000.00; and

WHEREAS, this project will be funded as follows: (a) \$800,000.00 from County Road and Bridge Funds and (b) \$200,000.00 from the City of Bedford; and

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

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Rehabilitation of Union Road from Broadway Ave (north) to Broadway Ave (south), in the City of Bedford

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 Union Road, from Broadway Ave (north) to Broadway Ave (south) in the City of Bedford. The anticipated cost of this project is \$1,000,000. The anticipated start-completion dates are 3/1/2021 – 6/1/2022.

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) Union Road – From Broadway Avenue (North) to Broadway Avenue (South)

c) District 9

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 \$800,000 County Road and Bridge and \$200,000 City of Bedford. The total cost of the project is \$1,000,000.

Notes:

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

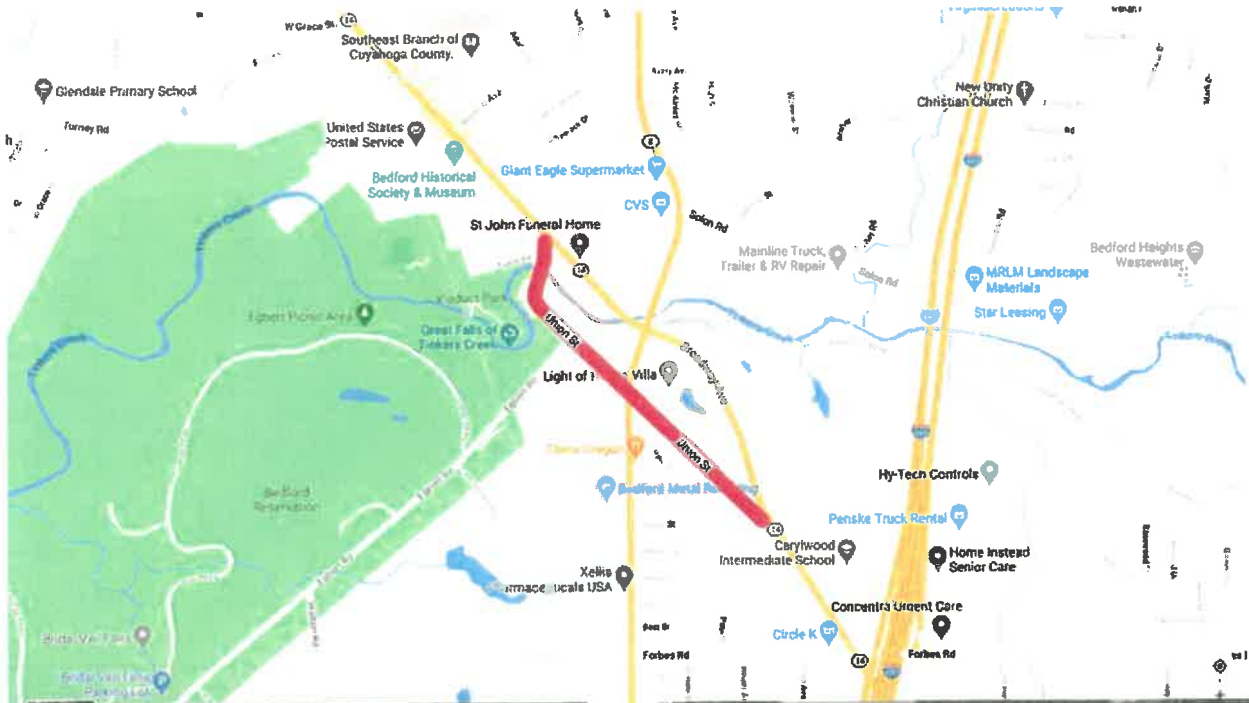
Created by: Eric Mack



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Union Road, in Bedford

Project Type	Roadway Resurfacing
Project Limits	Broadway Ave (north) to Broadway Ave (south)
Project Length	1.00 miles
Average Daily Traffic	7,100 vehicles per day
Pavement Condition Rating	54 (poor)
Council District	2
Project Cost	\$1,000,000
Proposed Funding	80% County (\$800,000), 20% Bedford (\$200,000)
Project Design	Bedford
Construction Admin	Cuyahoga County



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0020

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making an award on RQ1170 to TriMor Corporation in the amount not-to-exceed \$4,723,245.00 for the reconstruction of Apron "H" and Taxiway "B" at Cuyahoga County Airport; authorizing the County Executive to execute Contract No. 11 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ1170 to TriMor Corporation in the amount not-to-exceed \$4,723,245.00 for the reconstruction of Apron "H" and Taxiway "B" at Cuyahoga County Airport; and

WHEREAS, the primary goals of this project are pavement removal, clearing and grubbing, excavation and grading, pavement installation, storm drainage installation, NAVAID installation and electrical improvements; and

WHEREAS, the project is 100% funded by FAA Federal Project Grant fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ1170 to TriMor Corporation in the amount not-to-exceed \$4,723,245.00 for reconstruction of Apron "H" and Taxiway "B" at the Cuyahoga County Airport.

SECTION 2. That the County Executive is authorized to execute contract number 11 in connection with said award and all 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,

OnBase Item Detail Briefing Memo - Form

Title:

Department of Public Works RQ48304 Airport Apron & Taxiway 'B' Reconstruction with Tri Mor Corporation

A. Scope of Work Summary

1. Department of Public Works Construction is requesting approval of a contract with Tri Mor Corporation for the anticipated cost \$4,723,245.00.

If the Project is new to the County.

Apron 'H' & Taxiway 'B' Reconstruction at Cuyahoga County Airport will include pavement removal, clearing and grubbing, excavation and grading, pavement installation, storm drainage installation, NAVAID installation and electrical improvements.

Estimated Completion Date: 200 Days after the Notice to Proceed if all Additives awarded. See Section 80-08 of the General Provisions Due to funding availability, the project may not be awarded until Fall 2020 construction season. The latest a notice to proceed will be issued for the Base Bid – Phase 1 work (or Additive Bid No. 1 and No. 2, if awarded) is September 12, 2020. Depending on weather conditions and when the notice to proceed is issued, work may not commence prior to winter seasonal limitations. If the notice to proceed is issued for fall 2020 construction, the contractor will ensure all pavements are in operable condition for the winter. Any incomplete work shall be completed in 2021 within the allotted phase duration as stated in the documents or liquidated damaged will be assessed. In this time an administrative notice to proceed may be provided in order to allow for project preliminary matters such as permitting, coordination, material submittal and other related items. The contractor will not be compensated for the "winter shutdown". No additional compensation shall be provided for remobilization, cost escalation to the unit prices and general conditions associated with completing the work in 2021.

2. The primary goals of the project are:

Pavement removal, clearing and grubbing, excavation and grading, pavement installation, storm drainage installation, NAVAID installation and electrical improvements.

3. The project is not mandated.

B. Procurement

1. The procurement method for this project was RFB. The total value of the RFB is \$4,723,245.00.
2. The RFB was closed on 6/4/2020. There is an DBE participation/goal of 8 %.
3. There were 11 bids pulled from OPD, 9 bids submitted for review, 9 bids approved.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:
Tri Mor Corporation
8530 N. Boyle Parkway
Twinsburg, OH 44087
Council District n/a in Summit county
2. The CEO for the contractor/vendor is Neille Vitale.
3. The address or location of the project is:
Cuyahoga County Airport
26300 Curtiss Wright Parkway
Cleveland, Ohio 44143
- 3.b. The project is located in Council District 11.

D. Project Status and Planning

1. The project is a new to the County.

E. Funding

1. The project is funded by FAA Federal Project Grant monies.
2. The schedule of payments is by invoice.



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 48304	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$6,823,379.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: June 4, 2020	NUMBER OF RESPONSES (issued/submitted): 11/9
REQUESTING DEPARTMENT: Department of Public Works	COMMODITY DESCRIPTION: Cuyahoga County Airport Apron & Taxiway "B" Reconstruction	
DIVERSITY GOAL/DBE 8%	DIVERSITY GOAL/MBE %	DIVERSITY GOAL/WBE %
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 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. Tri Mor Corporation 8530 N Boyle Parkway Twinsburg OH 44087	100% Fidelity & Deposit Company of Maryland	\$4,723,245.00	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	<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		Department of Public Works is recommending Tri Mor Corp as the awarded vendor with the lowest and best bid. They have met the technical specifications for the project.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

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)
2. The Great Lakes Construction 2608 Great Lakes Way Hinckley OH 44233	100% Liberty Mutual Insurance Company	\$4,906,982.10	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1412 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes	<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			<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)
			DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

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. Anthony Allega Inc 5585 Canal Rd	100%	\$5,007,292.19	Compliant: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes			<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)
Valley View OH 44125	Ohio Farmers Insurance Company		IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 18-0005 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			OPD Buyer Initials: TN					

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)
4. CATTs Construction Inc 21223 Aurora Road WarrensVille Hts OH 44146	100% The Guarantee Company of North America USA	\$5,202,774.25 Corrected Bid: \$5,231,010.25	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 16-0072 NCA: <input checked="" type="checkbox"/> Yes x PH: <input checked="" type="checkbox"/> Yes	<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			<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)
			Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

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)
5. Mark Schaffer Excavating & Trucking Inc 1623 Old State Rd Norwalk OH 44857	100% The Cincinnati Insurance Company	\$6,325,282.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0167 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes	<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			<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)
			Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

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)
6. Perk Company Inc 8100 Grand Ave Ste 300 Cleveland OH 44104	100% Hudson Insurance Company	\$6,435,041.50	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP			<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)
			<input checked="" type="checkbox"/> Yes IG Number: 12-2187 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN		<input type="checkbox"/> Yes <input type="checkbox"/> No			

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

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)
7. Kokosing Construction Co Inc 6235 Westerville Rd Westerville OH 43081-4041	100% Liberty Mutual Insurance Company/Travelers Casualty and Surety Company of America	\$6,578,418.40	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1686 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes	<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			<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)
			Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

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)
8. Fabrizio Recycling Inc 6751 Eastland Rd Middleburg Hts OH 44130	100% The Cincinnati Insurance Company	\$6,874,891.00 Corrected Bid: \$6,907,261.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1263 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Guaranty: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Fed EEO Cert: <input checked="" type="checkbox"/> Yes	<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			<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)
			Affirmative Action Cert: <input checked="" type="checkbox"/> Yes Buy American: <input checked="" type="checkbox"/> Yes DBE Form: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

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)
9. The Ruhlman Company 6931 Ridge Rd P O Box 190 Sharon Ctr OH 44274	100% The Continental	\$6,912,278.00	Compliant: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input 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)
	Insurance Company		IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2750 NCA: <input checked="" type="checkbox"/> Yes x PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes x Bid Guaranty: <input checked="" type="checkbox"/> Yes x Work Types: <input checked="" type="checkbox"/> Yes x DFSP: <input checked="" type="checkbox"/> Yes x Fed EEO Cert: <input checked="" type="checkbox"/> Yes x Affirmative Action Cert: <input checked="" type="checkbox"/> Yes x Buy American: <input checked="" type="checkbox"/> Yes x DBE Form: <input checked="" type="checkbox"/> Yes x OPD Buyer		CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Initials: TN					

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0021

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making an award on RQ2979 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$1,414,375.00 for the 2020 Catch Basin and Test Tee Repair Program for various County Sewer Districts for the period 2/15/2021 – 2/14/2023; authorizing the County Executive to execute Contract No. 233 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ2979 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$1,414,375.00 for the 2020 Catch Basin and Test Tee Repair Program for various County Sewer Districts for the period 2/15/2021 – 2/14/2023; and

WHEREAS, the primary goal of this project is to perform the various repair task orders to the sewer systems in various County Sewer Districts; and

WHEREAS, the project is 100% funded by Sewer District Fees; 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 RQ2979 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$1,414,375.00 for the 2020 Catch Basin and Test Tee Repair Program for various County Sewer Districts for the period 2/15/2021 – 2/14/2023.

SECTION 2. That the County Executive is authorized to execute contract number 233 in connection with said award and all 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

OnBase Item Detail Briefing Memo - Form

Title:

Department of Public Works RQ48938/2979 RFB CB/TEE Program for Various County Sewer Districts for a Two-year period Fabrizi Recycling

A. Scope of Work Summary

1. Department of Public Works Sanitary is requesting approval of a contract with Fabrizi Recycling for the anticipated cost of \$1,414,375.00.

If the Project is new to the County.

Describe the exact services being provided. The anticipated start-completion dates are 730 days from the "Notice to Proceed".

Services to provide:

In general, the work to be done shall consist of performing the various repair task orders to the sewer system including open cut of sanitary and/or storm lateral sewer piping, test tee or catch basin replacement, lateral or CB repair, pavement and site restoration work, maintaining the flow in the existing sewers and protecting the integrity of the existing sewers and any other work necessary to complete the work shown.

The work is comprised of, but not limited to, tools, equipment, materials and labor necessary for the construction of the proposed sewer as specified in the Specifications. The locations of Work shall be performed in various communities in Cuyahoga County.

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

3. The project is not mandated. This is a county wide program.

B. Procurement

1. The procurement method for this project was RFB. The total value of the RFB is \$1,414,375.00.

2. The RFB was closed on 10/9/2020. There is an SBE or DBE participation/goal SBE 7%, MBE 17%, and WBE 6%.

3. There were 7 bids pulled from OPD, 5 bids submitted for review, 5 bids approved.

For this project the engineer's estimate was \$1,500,000.00 , and this was under by 5.708%.

C. Contractor and Project Information

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

Fabrizi Recycling, Inc.
6751 Eastland Road
Middleburg Heights, Ohio 44130

Council District 4.

2. The President for the contractor/vendor is Maria Fearer.

3.a The address or location of the project is: County wide

D. Project Status and Planning

1. The project is new.

E. Funding

1. The project is funded 100% by Sewer District fees.

2. The schedule of payments is by invoice.



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 2979-48938	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$1,500,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 9, 2020	NUMBER OF RESPONSES (issued/submitted): 7/5
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: 2020 CB/TEE Program for Various County Sewer Districts	
DIVERSITY GOAL/SBE 7 %	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$: 1,624,975.00	Add 2%, Total is: \$1,657,474.50
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 1,414,375.00	Add 2%, Total is: \$1,442,662.50
*PRICE PREFERENCE LOWEST BID REC'D \$1,414,375.00	RANGE OF LOWEST BID REC'D \$ \$1,000,0001 – \$3,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: (8%) \$113, 150 (Max \$210,000)	MAX SBE/MBE/WBE PRICE PREF \$1,527,525.00	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. Fabrizi Recycling, Inc. 6751 Eastland Road Middleburg Heights, OH 44130	Bid Bond The Cincinnati Insurance Company 100%	\$1,414,375.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1263 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No CCBEIP: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) Fabrizi Recycling, Inc. SBE/WBE 20% (MAA) RAR Contracting Co., Inc. SBE/MBE 17.61% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No	Public Works is awarding to Fabrizi Recycling. They were the lowest and best bid. meb	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Similar Projects <input checked="" type="checkbox"/> Yes Prime Worksheet <input checked="" type="checkbox"/> Yes Diversity Worksheet <input checked="" type="checkbox"/> Yes Bid Guaranty <input checked="" type="checkbox"/> Yes DFSP <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			Total % SBE: <u>20</u> % MBE: <u>17.61</u> % WBE: <u>0</u> % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/14/20 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: Div.3 form not submitted ~RV 10/13/20 EN 10/14/2020 LL 10/14/20		

2.	CATTS Construction, Inc. 21223 Aurora Road WarrensVille Heights, OH 44146	Bid Bond Atlantic Specialty Insurance Company 100%	\$1,479,563.50	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) Crooked River Materials, Inc. SBE/WBE 13.62% (MW) CATTS Construction, Inc. SBE 20%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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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)
			16-0072 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Similar Projects <input checked="" type="checkbox"/> Yes Prime Worksheet <input checked="" type="checkbox"/> Yes Diversity Worksheet <input checked="" type="checkbox"/> Yes Bid Guaranty <input checked="" type="checkbox"/> Yes DFSP <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>20</u> % MBE: <u>0</u> % WBE: <u>13.62</u> % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/14/20 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No waiver requested ~RV 10/13/2020 EN 10/14/2020 LL 10/14/20		

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)
3. Cooks Paving & Construction Co, Inc. 4545 Spring Road Brooklyn Heights, OH 44131	Bid Bond Great American Insurance Company 100%	\$1,498,120.00	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"/> No CCBEIP: <input checked="" type="checkbox"/> No Similar Projects <input checked="" type="checkbox"/> Yes Prime Worksheet <input checked="" type="checkbox"/> Yes Diversity Worksheet <input checked="" type="checkbox"/> Yes Bid Guaranty <input checked="" type="checkbox"/> Yes DFSP <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FAA) Cook Paving & Construction Co., Inc. SBE/MBE/WBE 20% (MAA) RAR Contracting Co., Inc. SBE/MBE 10.01% (MW) Cuyahoga Concrete-sawing & Drilling, LLC SBE/WBE 1.67% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>20</u> % MBE: <u>10.01</u> % WBE: <u>1.67</u> % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/14/20 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: Div.3 form not submitted ~RV 10/13/20 EN 10/14/2020 LL 10/14/20		<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)
4. The Vallejo Company 4000 Brookpark Road Cleveland, OH 44134	Bid Bond The Cincinnati Insurance Company 100%	\$1,624,975.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0025 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Similar Projects <input checked="" type="checkbox"/> Yes Prime Worksheet <input checked="" type="checkbox"/> Yes Diversity Worksheet <input checked="" type="checkbox"/> Yes Bid Guaranty <input checked="" type="checkbox"/> Yes DFSP <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) The Vallejo Company SBE/WBE 20% (MAA) RAR Contracting Co., Inc. SBE/MBE 7% (MW) The Lakewood Supply Company SBE 3.07% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>3.07</u> % MBE: <u>7</u> % WBE: <u>20</u> % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/14/20 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: Partial waiver requested ~RV 10/13/2020 EN 10/14/2020 LL 10/14/20		<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)
5. Perk Company, Inc. 8100 Grand Avenue Cleveland, OH 44104	Bid Bond Hudson Insurance Group 100%	\$2,345,400.50	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2187 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> No Similar Projects <input checked="" type="checkbox"/> Yes Prime Worksheet <input checked="" type="checkbox"/> Yes Diversity Worksheet <input checked="" type="checkbox"/> Yes Bid Guaranty <input checked="" type="checkbox"/> Yes DFSP <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MW) Perk Company, Inc. SBE 20% (FW) Cuyahoga Supply & Tool, Inc. SBE/WBE 3.34% (FW) P.G.T. Construction, Inc. SBE/WBE 2.78% (MAA) RAR Contracting Co., Inc. SBE/MBE 17.03% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>20%</u> MBE: <u>17.03%</u> WBE: <u>6.12%</u> SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/14/20 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No waiver requested ~RV 10/13/2020 EN 10/14/2020 LL 10/14/20		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0022

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution authorizing a revenue generating Utility Agreement with the 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 17 for the period of 1/1/2021 – 12/31/2021; 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.
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WHEREAS, the County Executive/Department of Public Works has recommended a revenue generating Utility Agreement with the 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 1/1/2021 – 12/31/2021; and

WHEREAS, the City of Cleveland Heights desires to retain Cuyahoga County to perform certain services for the City of Cleveland Heights to aid with the maintenance and repair of storm and sanitary sewers located in County Sewer District No. 17; and

WHEREAS, pursuant to R.C. §307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and

WHEREAS, this project is located in County Council District No. 10; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of Cleveland Heights.

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 Utility Agreement with the 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 of 1/1/2021- 12/31/2021.

DPW, 2021 City of Cleveland Heights Utility Sewer Maintenance Agreement, revenue generating (\$600,000)

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. Department of Public Works is requesting approval of the Sewer Maintenance Agreement between the City of Cleveland Heights and the County of Cuyahoga pursuant to the authority of **Cleveland Heights Resolution No. 123-2020** passed by Cleveland Heights City Council in the amount not-to-exceed \$600,000 in 2021. This Utility Agreement is an update to the previous 2020 Cleveland Heights Sewer Maintenance Agreement (R2019-0289) for \$600,000. The effective dates for this agreement are 1/1/2021 to 12/31/2021.
 - a. The primary goal is for the County to continue to assist with sanitary and storm sewer maintenance with the City of Cleveland Heights. This is a direct bill revenue generating agreement.
 - b. The location of the project is Cleveland Heights
 - c. The project is in Council District 10.

B. Procurement

1. Identify the original procurement method on contract/purchase
 - a. This is an update to the 2020 Sewer Maintenance Agreement with Cleveland Heights (R2019-0289)
 - b. N/A
 - c. N/A

C. Contractor and Project Information

1. The address is:
 - City of Cleveland Heights
 - 40 Severance Circle
 - Cleveland Heights, Ohio 44118
 - Council District 10
2. N/A

D. Project Status & Planning

1. N/A

E. Funding

1. This is a Revenue Generating Agreement
2. The schedule of payments is by direct bill quarterly invoice.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0023

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, followed by an additional term beginning 7/1/2021 and ending 6/30/2024; and declaring the necessity that this Resolution become immediately effective.
--	--

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

WHEREAS, the City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revised Code Chapter 6301; and

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

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021 (replacing Deborah Vesey), followed by an additional term beginning 7/1/2021 and ending 6/30/2024; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021 (replacing Deborah Vesey), followed by an additional term beginning 7/1/2021 and ending 6/30/2024.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 12, 2021

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

Legislation Amended in Committee: January 19, 2021

Journal _____
_____, 20__



January 4, 2021

Andria Richardson
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear Ms. Richardson:

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to nominate the following individual for appointment:

- **Cathy Belk**, unexpired term ending 6/30/2021 (replacing Deborah Veszy)

Supporting documentation, including biographical information about the nominee are attached for your review.

There are two additional candidates on file that have applied for this position.

Should you or any of the members of County Council have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

Armond Budish

CATHERINE (CATHY) N. BELK

WORK EXPERIENCE

Oct 2020 - **DEACONESS FOUNDATION**, Cleveland OH

President and CEO

Lead all aspects of foundation which provides leadership and grantmaking in support of the Cuyahoga County workforce development system. Foundation leverages \$57M in assets, team, and ~\$2M per year in grants, all focused on accelerating emergence of families out of poverty through demand and employer-driven job training and workforce development services.

2008 – 2020 **JUMPSTART INC.**, Cleveland OH

President (final position)

Executive leader of 70-person non-profit with mission of economically transforming entire communities through unlocking potential of diverse, ambitious entrepreneurs. Organization has invested \$55M and supported 1300 entrepreneurs annually; 70% of clients are Black or Latinx or women. Clients generate \$1B in economic impact annually on Ohio economy.

- Direct responsibility for all external activities and relationships of highly effective, accountable organization and a team of 22. Reports include Chief Financial Officer, Chief Performance Officer, and senior leaders in fundraising, HR, and marketing/communications.
- Lead strategic (3 year) and operating (1 year) planning, aligning Board, staff and external constituents on JumpStart’s most important work to deliver our mission and vision.
- Represent JumpStart in multi-organization collaboratives aimed at addressing systemic economic development challenges; participate as member of Fund for our Economic Future and lead JumpStart’s involvement with the Cleveland Innovation Project.
- Accountable for CFO’s performance on all financial activities, including management of investment portfolio of \$32M in assets invested via the Cleveland Foundation and annual operating budget of \$16M in operations and \$10M in investing assets.
- Lead and participate in all Board meetings of 30-person board. Serve as Officer of organization; actively meet and manage strategic decision making with other Board Officers. Accountable or responsible for Finance and Audit, Governance and Nominating, HR and Compensation, and Advancement and Communications committees; actively participate on Inclusion committee.
- Lead JumpStart youth/workforce program (“Emerging Talent Network”), working with Cleveland high school non-4-year- college-bound youth for internships and job placement. Used continuous improvement/learning philosophy to improve outcomes and address design opportunities over 3-year program.
- Active leader within organization and Board of diversity, inclusion and equity initiatives. Brought and required Racial Equity Institute training for Board and staff, starting in 2017.
- Lead all external fundraising activities required for hitting annual operating revenue targets of \$10M per year from foundation, corporate, public, and individual sources; exceeded three year (17-19) \$35M fundraising campaign goal in under 2 ½ years.
- Work in conjunction with two other senior leaders and CEO to ensure superior delivery of program and intermediary work, generation of outcomes, building of inclusive programs and culture, and employee engagement. Overall employee rating 4.0 on 5.0 scale for engagement; those in my group rated 4.3 on 5.0 scale.
- Earned three promotions with continued responsibility and advancement over 10+ years, as determined by CEO in partnership with Board.
- Achieved leadership status in national and local entrepreneurial and civic communities. Recognized via Leadership Cleveland Class of 2012; Crain’s Woman of Note in 2018

- 2004 – 2008 **AMERICAN GREETINGS CORP.**, Cleveland OH
Director, Innovation (final position), North American Greeting Card Division
Director-level responsibilities over 4 years included developing the 12 - 18 month innovation pipeline and launching new products to drive growth within the greeting card division, as well as leading business direction, growth, and P&L responsibility for \$135M card businesses.
- Led major product launch, which hit \$70M in revenue by the end of year 1.
 - Selected, based on previous success, to create and lead a new organization focused on generating growth for \$1.5B wholesale business through retail experience strategies.
 - Led the company's American Greetings brand including strategic, creation of supporting tools, and alignment of over 30 marketing communication professionals and 300 associates. Resulted in increases in consumer brand health measures and contributed towards 1% growth.
- 1998 – 2004 **THE COCA-COLA COMPANY**, Atlanta GA
Senior Innovation Manager, (final position) North American Division
Led creation of new business and marketing strategies, development of marketing plans, and plan execution for a variety of current and new business/brand initiatives, including leadership of the flagship brand and business, Coca-Cola classic.
- Led the Aug 2002 launch of company's first milk-based beverage, Nestle Choglit. Launch met first year business goals within six months of introduction based on bottler (distribution) buy-in rates.
 - Led opportunity identification, creation of marketing strategies, and execution for 50% of the Coca-Cola classic marketing plan. Brand is a 2.1 Billion eq. case brand in the US. Directed marketing investment of over \$30MM. Results included driving brand preference 1% and volume increase of 5.3%.
 - Led marketing plan creation to drive sales and preference with a variety of consumer targets including teens, African-Americans, and Moms. Plans increased preference by 2%.
- 1990 – 1996 **BANK OF AMERICA**, McLean VA and Greensboro, NC
Vice President, Commercial Lending (final position)
Responsible for creation and management of commercial loans for companies with revenues between \$4M and \$250M. Managed portfolio of over \$60M in commercial loans; \$2M in annual profit.
- Focused on entrepreneurial growth companies (some of whom eventually went public.)
 - Sold over \$30M in commercial bank credit, creating 10 new customers.
 - Generated \$75K in annually recurring non-interest revenue.

EDUCATION

- 1998 **DUKE UNIVERSITY, THE FUQUA SCHOOL OF BUSINESS**, Durham NC
 Earned Masters Degree in Business Administration. Designated Keller Scholar (recipient of full scholarship). Received Distinguished Service Award (1 of 2 recipients). President, Marketing Club. Executive Fellow. Chair, Public Relations Advisory Committee.
- 1990 **DAVIDSON COLLEGE**, Davidson, NC
 Earned Bachelors of Arts with Major in Economics. Economics and German Honorary Societies. Vice President, womens' social club. Studied abroad in Germany. Flute player.

OTHER

CURRENT BOARD LEADERSHIP

Forward Cities (Durham, NC): Board Chair (effective Jan. 2021)
 New Growth Innovation Network (Miami, FL): Board member
 Shaker Schools Foundation (Shaker Heights, OH): Finance Committee Chair
 Cleveland Leadership Center (Cleveland, OH): HR/Compensation Committee Chair

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0024

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2021 - 12/31/2023 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provided a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

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

WHEREAS, the County Executive has nominated Alfonso P. Sanchez serve on the Cuyahoga County Community-Based Community- Based Correctional Facility Governing Board for the term 1/1/2021 – 12/31/2023; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Alfonso P. Sanchez serve on the Cuyahoga County Community-Based Community- Based Correctional Facility Governing Board for the term 1/1/2021 – 12/31/2023.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 12, 2021

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

Journal _____
_____, 20__



January 4, 2021

Andria Richardson
Cuyahoga County Council
Cuyahoga County Administrative Headquarters
2079 East Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear Ms. Richardson,

Pursuant to Ohio Revised Code 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to nominate the following individuals for appointment to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Re-appointment

- **Al Sanchez**, 3-year term, 01/01/2021 – 12/31/2023

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society. Members of the Board shall serve for three-year terms.

I have attached a copy of the nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied for this position.

Thank you for consideration of these appointments. Should you or County Council have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish
Cuyahoga County Executive

Al Sanchez Bio

Paying forward from his own long construction career, he now strives to create opportunities for Hispanic workers

Construction industry veteran Alfonso “Al” Sanchez has dealt with every manner of challenge, both on and off the project site, from time constraints to worker shortages to ever-changing government regulations.

Some days are better than others, but he still enjoys working to meet a building owner’s lofty expectations.

“I love the idea of putting a project together and creating a team that involves architects, engineers, contractors and subcontractors,” said Sanchez, a former executive of Turner Construction and current principal partner of his eponymous property management firm, The Sanchez Group. “It’s more abstract than putting one brick on top of the other, but you better have a good team if you want a good project.”

Sanchez spent 37 years at Turner, an international construction services company that completes upward of 1,500 projects annually. During his tenure, the company expanded to three divisions covering the entire U.S. Locally, the firm’s vast portfolio includes the Rock & Roll Hall of Fame, the Hilton Cleveland Downtown and Key Tower.

A native Chicagoan, Sanchez joined Turner in 1958 after receiving a bachelor’s degree in mechanical engineering from the University of Illinois.

His first job in Cleveland was tenant work on Erieview Tower, moving from there to various health care and high-rise endeavors, along with the occasional museum. As he rose through the ranks, Sanchez studied law, earning his juris doctorate from Cleveland-Marshall College of Law in 1968.

“I didn’t want anyone to know I was getting a law degree, in case they thought I’d skip,” he said. “I got the degree because there’s so many unanswered questions on the legal side of things about construction documents. It helped me be a better reader.”

Sanchez left Turner in 1997, founding The Sanchez Group a year later. While there’s not as much pressure as in his previous gig, Sanchez still helms projects in education and health care, including the Urban Community School and Hospice of the Western Reserve.

Over his long career, he’s also worked to bring construction and subcontracting opportunities to Cleveland’s Hispanic population. As a consultant for Adrian Maldonado & Associates Inc. and other entities, Sanchez sought Hispanic workers for MetroHealth’s new 11-floor hospital and reimaged main campus. That effort is part of the Latino Construction Program, a skills-centric venture launched in partnership with Turner, the Spanish American Committee and other organizations.

The multiweek program gives students trade and safety skills for an assortment of apprenticeships. So far, the effort has graduated two classes, opening doors for a population historically underrepresented in the Cleveland construction industry. A third skills class begins shortly, as does a separate program for aspiring Hispanic subcontractors.

While Sanchez, who is of Mexican heritage, remembers racist “jokes” from workmen when he first started, he said those memories are overridden by the many kindnesses he now looks to repay.

“Almost everyone I worked with handed off knowledge I had no access to,” Sanchez said. “Construction workers have a bad reputation as tough guys, but mostly they have hearts of gold. You never forget those who were kind to you, and that motivates me to help others.”

“Al brings a well-rounded perspective,” said construction staffing firm owner Adrian Maldonado. “He’s been invaluable in helping create a one-of-a-kind program that teaches construction skills to Latino residents.”

As chair of the Bond Accountability Commission, Sanchez has also shared his insights with the Cleveland Metropolitan School District. He also chaired a county governing board on the design and construction of a treatment center for low-level substance offenders.

No matter the project, Sanchez still gets a jolt from building a team focused on a singular goal.

“I just enjoy being involved in the process,” he said. — *Douglas J. Guth*

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0025

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

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

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

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

WHEREAS, the County Executive has nominated the following Mayors to serve on the Cuyahoga County Planning Commission for the term 1/1/2021 – 12/31/2023:

Reappointments:

1. The Honorable Michael Dylan Brennan (Heights Region)
2. The Honorable Bradley D. Sellers (Chagrin/Southeast Region)

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



January 4, 2021

Andria Richardson
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission (CPC)

Dear Ms. Richardson,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for re-appointment to the Cuyahoga County Planning Commission:

- **Mayor Michael Dylan Brennan (Heights Region)**, 3-year term, 1/1/2021 – 12/31/2023
- **Mayor Bradley D. Sellers (Chagrin/Southeast Region)**, 3-year term, 1/1/2021 – 12/31/2023

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.
There are no other candidates on file for these positions.
There are no known conflicts of interest for which an advisory opinion has been requested.
This board is uncompensated.

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

Sincerely,

Armond Budish
Cuyahoga County Executive

MICHAEL DYLAN BRENNAN

Office of the Mayor:
2300 Warrensville Center Road
University Heights, Ohio 44118
(216) 932-7800 x222; (216) 906-0383
mdb@universityheights.com



CITY OF UNIVERSITY HEIGHTS, University Heights, Ohio ***Mayor and Safety Director***

2018-present

Chief executive and administrative officer in an historic first suburb of Cuyahoga County. Established city's first economic development department. Managed successful application for CDBG funding for pedestrian improvements in Cedar-Green district. Created city-wide Community Reinvestment Area, leading new home construction and new additions to existing homes. Reformed fire department, including installation of a new chief responsible for bringing over \$1m in grant funding to the city. Oversaw the implementation of the city's Office of Community Policing. Championed legislation modernizing the city's approach in housing, including: updating demolition permit process for residential structures; empowering the building commissioner to require foreclosing banks to bring houses up to code; depoliticizing the Board of Zoning Appeals by removing elected officials from the hearing and appeal processes; empowering the city prosecutor to appear in housing court on behalf of the city; encouraging city prosecutor to obtain administrative search warrants so the city can inspect vacant properties and seek demolition funding; allowing permits for backyard chicken coops with appropriate regulations; requiring landlords to pay delinquent real estate taxes or enter into payment plans with the county as a condition of renting property in the city; reconvening the city's Fair Housing Commission to remedy unlawful discrimination in housing. Work is ongoing and progress continues.

Serves on the following boards in connection with serving as mayor: Northeast Ohio Areawide Coordinating Agency (NOACA), Board Member, Planning and Programming Committee, Finance and Audit Committee; Cuyahoga County Planning Commission, Board Member; Northeast Ohio Regional Sewer District (NEORS) Suburban Council of Governments, Secretary; Northeast Ohio First Suburbs Consortium; Suburban Water Council of Governments; Heights Hillcrest Communications Center Board of Trustees, Chair; Northeast Ohio Mayors & City Managers Association, Executive Committee 2021.

ADDITIONAL EXPERIENCE:

THE LAW OFFICE OF MICHAEL DYLAN BRENNAN, LLC, Cleveland, Ohio ***Owner and Managing Attorney***

2009-2018

Litigation attorney in a general practice that emphasized employment discrimination claims, consumer rights, and civil rights claims. Counselor to businesses and non-profit organizations for contract issues and employment issues, including non-competition and confidentiality agreements. Seminar speaker on trial skills, motion practice, tenant rights, evidence.

HERMANN, CAHN & SCHNEIDER, LLP, Cleveland, Ohio ***Senior Associate; Associate***

2003-2009

Litigation attorney with responsibilities that extended through all stages of representation, including trial and appellate proceedings. Trial experience both as lead counsel and as second chair, with favorable verdicts or settlements reached. Practice areas included: insurance defense (motor vehicle, premises liability, products liability), insurance coverage issues and insurance bad faith defense; plaintiffs' personal injury and medical malpractice litigation, including wrongful death and catastrophic injury cases; legal malpractice litigation; business law and litigation, including contract disputes, creditor representation in bankruptcy and collections; employment law, including non-competition agreements and wrongful termination claims.

CUYAHOGA COUNTY COURT OF COMMON PLEAS, Cleveland, Ohio**1999-2003*****Judicial Staff Attorney for The Honorable Kathleen Ann Sutula***

Advised and assisted the judge on all civil cases on her docket. Cases included declaratory judgment and insurance cases, contract disputes and business litigation, class actions, administrative appeals, employment issues from non-competes to wrongful termination, personal injury and workers' compensation, and special proceedings. Conducted legal research, prepared recommendations on motions, and drafted opinions and orders, as well as assisted in conducting case management conferences and pre-trials.

WELTMAN, WEINBERG & REIS CO., L.P.A., Cleveland, Ohio**1997-1999*****Associate***

Litigated commercial law and consumer collections cases in state and federal courts. Successfully defended or reached favorable settlements in cases involving consumer claims. Courtroom experience included first chair jury trial experience, bench trials and arbitrations.

DAN MORELL & ASSOCIATES CO., L.P.A., Independence, Ohio**1995-1997*****Associate; Law Clerk***

Effectively handled small business and corporate matters, commercial and consumer collections, probate matters and residential real estate transactions.

COMMUNITY EXPERIENCE AND ACTIVITIES:**CLEVELAND CHAMBER CHOIR****2018-present**

Board Member and Secretary. Serving the musical arts community by supporting a local chorale ensemble with a varied repertoire of music, including music by contemporary and local composers.

FUTUREHEIGHTS**2016-2017**

Board Member. Served on the board of a community advocacy group promoting Cleveland Heights and University Heights as ideal places to live, work, and play, while serving on both the Civic Engagement committee and the Music Hop event committee for annual local independent music event in Cleveland Heights.

CITIZENS FOR SAYBROOK PARK / CITY OF UNIVERSITY HEIGHTS**2013-2014**

Volunteer. Participated in the citizen grassroots effort to support the acquisition of property for purposes of building a new community park in University Heights, and review design concepts for the new park.

JUDICIAL CONFERENCE OF THE EIGHTH JUDICIAL DISTRICT**2007**

Delegate. Selected by Judge Kathleen Ann Sutula to attend the conference and participate in committees to improve the justice system in Cuyahoga County.

LAKE ERIE INTERNATIONAL MODEL UNITED NATIONS CORP. (LEIMUN)**2000-present**

Chairman of the Board; Founding Trustee; Treasurer; Advisor/Consultant. Founded and managed a nonprofit corporation that organizes and administers Model United Nations conferences.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC**Spring 1996**

Environment and Natural Resources Division, General Litigation Section Law Intern. Conducted legal research and wrote memoranda and briefs on environmental issues in cases pending throughout the United States and her territories. Constructed legal arguments on matters of first impression.

CONGRESSMAN ERIC D. FINGERHUT, District Office**1994**

Congressional Intern. Fielded constituent telephone calls. Conducted research on issues pending before Congress. Handled constituent case files regarding social security and passports. Drafted correspondence.

EDUCATION:

Cleveland-Marshall College of Law, Juris Doctor, 1996

Class Standing: Top 25%

G.P.A. 3.20/4.00

Cleveland State Law Review, Business Editor

Student Bar Association, Vice President

Honor Code Committee, Student Representative

Bowling Green State University, Bachelor of Arts, 1993, Political Science, Philosophy

G.P.A. 3.50/4.00

The BG News, Editorial Columnist

Undergraduate Student Government, Senator

Omicron Delta Kappa and Pi Sigma Alpha honoraries

BAR ADMISSION:

State of Ohio, 1996; United States District Court, Northern and Southern Districts of Ohio; United States Bankruptcy Court, Northern and Southern Districts of Ohio; admitted *pro hac vice* to additional state and federal jurisdictions on select cases.



B R A D L E Y D . S E L L E R S

OBJECTIVE

Enterprising, creative, and results-driven professional seeks challenging **Leadership** position on The Cuyahoga County Planning Commission that can fully utilize diverse experience and professional skills to produce profitable results.

SUMMARY OF QUALIFICATIONS

Exceptional communication skills (verbal and written). Equally effective in one-to-one, small group, training, presentation, and public speaking scenarios.

Leadership – Offering a collaborative, hands-on management style with excellent training, motivation and team-building skills.

Strong working knowledge of business operations including budgeting and forecasting, sales and marketing, compensation issues, interviewing and hiring, and reporting functions.

Fast learner – Masters new knowledge, systems and procedures quickly and effectively.

Organized – Superior aptitude for details, with excellent time management skills and ability to prioritize and execute multiple tasks.

Comfortable and confident working in high visibility environment.

WORK EXPERIENCE

2012- Present, *City of Warrensville Heights*, Ohio

Mayor

- Oversaw City with a population of approximately 14,000 persons
- Oversaw department operations and administration and contributed to the planning of new initiatives
- Located and appointed well-qualified individuals to fill city leadership roles
- Contributed with committees and task forces to address unique concerns
- Oversaw an workforce of approximately 175 persons
- Executed contracts, orders, and new ordinances with official signatures
- Administered day-to-day operations, including accounting and budget management. Business development, performance metrics and customer service
- Developed and monitored internal control systems

2011- 2012, *City of Beachwood*, Ohio

Economic Development Consultant

- Served directly at the pleasure of the Mayor. Skills utilized to direct all economic and community development aspects of the city.

2001- 2011, *City of Warrensville Heights*, Ohio

Economic Development Director

- Served directly at the pleasure of the Mayor. Skills utilized to direct all economic and community development aspects of the city.
- Successfully negotiated the relocation of the following corporate headquarters to Warrensville Heights: Heinen's, Marcus Thomas LLC, Marriott, ORG Holdings LLC, Rockwell Automotive, Cuyahoga Community College Corporate College, Get Go/Giant Eagle, Dunkin Donuts, and Marriott.
- These projects totaled \$500 million dollars of private investment.
- Headed the design and implementation of the new information technology system throughout the municipal buildings of the city. The system is valued at over \$700,000.
- Headed up the development of three new residential sub-division projects in Warrensville Heights, the first in more than 40 years

- Duties include overseeing all City economic development activities, but also promoting the City of Warrensville Heights and spreading goodwill within the community

2009- Present ***Cleveland Cavaliers Radio Network*** Cleveland, Ohio
NBA Analyst

Provided in-depth post game analysis of strength, weakness, and needs of the Cleveland Cavaliers team during annual NBA season

2007-2017 ***WEWS*** Cleveland, Ohio
Guest NBA Draft Analyst

- Provided in-depth analysis of strength, weakness, and needs of various NBA teams during annual college draft. Forecasted selections based on players' potentials and team budgets.

1993-2000 ***Europe*** Various Cities in Western Europe
Consultant / Professional Athlete

- Hired on consulting basis to develop innovative strategies to increase marketability, boost attendance and television ratings, and subsequent profitability. Worked directly with team owners in France, Spain, Israel, and Greece to cultivate their audience through public relations and advertising firms to upgrade their team image while being their featured individual player.

1986-1993 ***National Basketball Association*** Various Cities, USA
Professional Athlete

- Chosen as No.1 Draft Choice to provide spirit, enthusiasm, professionalism, and superior playing skills in team sport.

EDUCATION

1983 - 1986 ***The Ohio State University*** Columbus, Ohio

1981 – 1983 ***The University of Wisconsin*** Madison, Wisconsin

PROFESSIONAL MEMBERSHIPS

- *Warrensville Heights High School Alumni Association*
 - *Board of Trustees, Cuyahoga County Convention Center Facilities Development Corporation (Chair)*
 - *Retired NBA Players Association*
 - *Board of Trustees, Cuyahoga County DOPWIC*
 - *Board of Trustees, Cuyahoga County Planning Commission*
 - *Board of Trustees, Greater Cleveland Sports Commission*
 - *Board of Trustees, Cleveland Clinic South Pointe Hospital*
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REFERENCES

Excellent references available upon request

VOLUNTEER EXPERIENCE

- *Cleveland Food Bank – Warrensville Heights Distribution Location*

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0026

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution making an award on RQ47474 to AT&T Corporation in the amount not-to-exceed \$2,000,000.00 for Session Initiation Protocol services and the replacement of (2) individual circuits on the CISCO infrastructure in connection with Wide Area Network and telecommunications for the period of 7/1/2020 – 6/30/2025; authorizing the County Executive to execute Contract No. 173 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ47474 to AT&T Corporation in the amount not-to-exceed \$2,000,000.00 for Session Initiation Protocol services and the replacement of (2) individual circuits on the CISCO infrastructure in connection with Wide Area Network and telecommunications for the period of 7/1/2020 – 6/30/2025; and

WHEREAS, the primary goal of this project is to perform current SIP environment assessment of two (2) IPFlex SIP pipes; and

WHEREAS, this project is funded 100% by General Fund-Wide Area Network; 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 RQ47474 to AT&T Corporation in the amount not-to-exceed \$2,000,000.00 for Session Initiation Protocol services and the replacement of (2) individual circuits on the CISCO infrastructure in connection with Wide Area Network and telecommunications for the period of 7/1/2020 – 6/30/2025.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Department of Information Technology; RQ# 47474; 2020-2025; AT&T Corp; Session Initiation Protocol (SIP) Services

Scope of Work Summary

Department of IT requesting approval of a contract with AT&T Corp. for the anticipated cost not-to-exceed \$2,000,000.00. This is an extension of a previous service.

Describe the exact services being provided: Replacement of 2 individual SIP circuits on its CISCO infrastructure. The anticipated start-completion dates are (7/1/2020- 6/30/2025).

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

Work with Cuyahoga County DoIT to perform current SIP environment assessment of two (2) IPFlex SIP Pipes, configure, setup, SIP Trunk activation, test inbound, outbound, long distance calling using test numbers.

Procurement

The procurement method for this project was RFP #47474.

The RFP was closed on 1/3/2020.

There was 1 proposal pulled from OPD, approved.

Contractor and Project Information

The address of vendor is

AT&T Corp

6889 W. Snowville Rd

Brecksville, OH 44141

The Lead Solutions Architect for the vendor is Carla McConnell.

Project Status and Planning

The project is an extension of the existing project.

Funding

The project is funded General Fund-Wide Area Network

The schedule of payments is monthly.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 47474	TYPE: RFP	ESTIMATE: \$120,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: January 3, 2020	NUMBER OF RESPONSES: 1
REQUESTING DEPARTMENT: Information Technology	COMMODITY DESCRIPTION: Session Initiation Protocol Services	
DIVERSITY GOAL/SBE 3%	DIVERSITY GOAL/MBE 12%	DIVERSITY GOAL/WBE 5%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: Y
1.	AT&T Corp AT&T Business 6889 W. Snowville Rd. Brecksville, OH 44141	N/A	N/A Contingencies noted and fwd. to the Law Dept. for review. NCA not signed or notarized.	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-551 NCA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input 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): 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	83; The Law Department approved all contingencies.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review 83	Award: Y
				PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ AP			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 LL 1/8/20		
							SBE/MBE/WBE Comments and Initials:	Full waiver requested. No companies listed on DIV-3. SM 1/7/20 EN 1/7/2020 LL 1/8/20		

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 83	Award: Y
				COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					
	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 83	Award: Y
3.				Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input 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):			<input 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 type="checkbox"/> No		
							Total %	SBE: ___ % MBE: ___ % WBE: ___ %		
							SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:			

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review 83	Award: Y
				COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____			<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		

Transaction ID:

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	IS-20-47474
Infor/Lawson PO# Code (if applicable):	RFP new contract AT&T -SIP Services
Event #	
CM Contract#	173

	Department initials	Clerk of the Board
Briefing Memo	mn	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Documents late from vendor AT&T; ERP Phase 2 conversion	
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY

FULL AND OPEN COMPETITION				
Formal RFP				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors) AT&T only responder			na	
Bid Specification Packet			na	
Evaluation Summary (names of evaluators to be included) AT&T only responder			na	
Diversity Documents – <i>if required (goal set)</i>			mn	
Award Letter (sent to awarded vendor) AT&T only responder			na	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			mn	
Tabulation Sheet			mn	
IG#	12-0551		mn	
Debarment/Suspension Verified	Date:	10/2020	mn	
Auditor’s Finding	Date:	10/2020	mn	
Vendor’s Submission RFP Response			mn	
W-9 – <i>if required</i>	Tax ID#	13-4924710	Date:	1/2019
Independent Contractor (I.C.) Requirement			Date:	
Agreement/Contract and Exhibits Exhibit A-E			mn	
Cover - <i>Master contracts only</i>			na	
Contract Evaluation – <i>if required</i>			na	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i>)			mn	
COI - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.			mn	
Workers’ Compensation Insurance - *To be reviewed by the			mn	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	mn	
Checklist Verification	mn	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2020 – 12/31/2020	IT100140	58600		\$200,000.08
1/1/2021 – 12/31/2021	IT100165	57300		\$399,999.96
1/1/2022 – 12/31/2022	IT100165	57300		\$399,999.96
1/1/2023 – 12/31/2023	IT100165	57300		\$399,999.96
1/1/2024 – 12/31/2024	IT100165	57300		\$399,999.96
1/1/2025 – 6/30/2025	IT100165	57300		\$200,000.08
			TOTAL	\$2,000,000.00

Current Contract History: CE/AG# (if applicable)	
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	47474
CM Contract#	173

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		7/1/2020 – 6/30/2025		
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Total Amendments		\$			
Total Contact Amount		\$2,000,000.00			

OPD Use Only:

Prior Resolutions	
PO#:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	

OPD Buyer approval:

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0027

<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. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period of 7/1/2016 – 6/30/2020 to extend the time period to 6/30/2021, and for additional funds in the amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period of 7/1/2016 – 6/30/2020 to extend the time period to 6/30/2021, and for additional funds in the amount not-to-exceed \$600,000.00; and

WHEREAS, the primary goals of the project are to provide an intensive, evidenced model to felony level adjudicated youth and their families and to decrease the chances of this population being sent to the Ohio Department of Youth Services (ODYS); and

WHEREAS, the project is funded 100% by the Targeted RECLAIM Ohio Grant fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

Juvenile Court FY2020 Contract Amendment with Applewood Centers, Inc. for Multi-Systemic Therapy & Multi-Systemic Therapy-Problem Sexual Behavior (MST/MST-PSB)

Scope of Work Summary

Juvenile Court requesting approval of an amendment for the anticipated cost \$600,000.00.

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

BC2016-784

BC2017-581

BC2018-266

R2019-728

The vendor provides MST and MST-PSB services to the Court's felony level adjudicated youth. The anticipated start-completion dates are July 1, 2016 through June 30, 2021.

The primary goals of the project are to provide an intensive, evidenced model to felony level adjudicated youth and their families and to decrease the chances of this population being sent to the Ohio Department of Youth Services (ODYS).

Procurement

The proposed contract received an RFP exemption in 2016.

Contractor and Project Information

Applewood Centers, Inc.

22001 Fairmount Boulevard

Shaker Heights, Ohio 44118

The President of Applewood Centers, Inc. is Adam G. Jacobs.

Project Status and Planning

The project is an extension of an existing project.

The project's term has already begun. State the time-line and reason for late submission of the item. This amendment is late based upon the fact that this is a grant funded project. The Court does not receive notification of the grant award until shortly before it begins and then we have to await approval. Once we receive the official award, index codes must also be requested.

Funding

The project is funded 100% by the Court's Targeted RECLAIM Ohio Grant.

The schedule of payments is monthly.

The project is an amendment to a contract. This amendment changes the value of the contract and the time period and is the 4th amendment of the contract. The history of the amendments is:

2017 - \$400,000.00

2018 - \$450,000.00

2019 - \$550,000.00

CONTRACT EVALUATION FORM

Contractor	Applewood Centers, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1600252-03 CONV				
RQ#	37494				
Time Period of Original Contract	July 1, 2016 through June 30, 2020				
Background Statement	N/A				
Service Description	The primary goal of the project is to provide Multisystemic Therapy and Multisystemic Therapy-Problem Sexual Behavior services for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services. MST-PSB services provide community based in home family therapy to help families become more self-sufficient.				
Performance Indicators	(1) 90% of youth admitted to the program during the fiscal year will successfully complete the program as evidenced by being maintained in the community and successfully engaged in an educational program (2) 59 adjudicated youth will be served during the fiscal year (3) 100% of referred youth will be contacted within twenty four (24) hours of the referral receipt (4) 100% of referred youth/families will have their first meeting within two (2) to three (3) days of the vendors first family contact (5) 100% of referred youth will have their ISP plans completed within three (3) to four (4) sessions with the family (6) 90% of referred youth will not have new charges filed while active in the program.				
Actual Performance versus performance indicators (include statistics):	Between July 1, 2019 and December 31, 2019, this program discharged 27 youth. 60% of youth completed programming successfully, and 85% of youth remained in the family home at the time of discharge.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The vendor works well with Court youth and families and is working towards meeting all their contract goals.				
Department Contact	Sarah A. Baker				
User Department	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
Date	Monday, August 31, 2020				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0029

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 366 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021

WHEREAS, the primary goal of this project is to serve as fiscal agent and to provide emergency food assistance to eligible residents of the County; and

WHEREAS, the project is funded 100% by Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 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

OnBase Item Detail Briefing Memo - Form

Title: **CJFS RQ3879 2021 CONTRACT WITH UNITED WAY OF GREATER CLEVELAND FOR EMERGENCY FOOD PURCHASES**

A. Scope of Work Summary

1. CJFS is requesting approval of a contract with United Way of Greater Cleveland for the anticipated cost of \$1,145,450.00.

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

R2019-0210, \$1,095,450.00

BC2020-194, \$50,000.00

Describe the exact services being provided.

United Way will provide professional services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.

The Federal Emergency Management Agency/Emergency Food and Shelter Program (FEMA/EFSP) Cuyahoga County Local Board, which is staffed by United Way of Greater Cleveland has the capability to administer these resources and can ensure funds will be allocated based upon community need.

The anticipated start-completion dates are 01/01/2021 to 12/31/2021.

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

- To provide eligible individuals and families residing in Cuyahoga County with a diverse inventory of food at one of the 37 Hunger Networks.
- To coordinate the allocation of funds for the purchase of food.
- To provide on-going evaluation of the success of this method of distribution.

3. [*When applicable*] The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).
(When applicable, Municipality of project)

N/A

B. Procurement

1. The procurement method for this project RFP Exemption The total value of the RFP Exemption is \$1,145,450.00.

2.The (above procurement method) was closed on (date). (*When applicable*) There is an SBE or DBE participation/goal (list the % of both).

N/A

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

RFP Exemption pursuant to Cuyahoga County Code Section 501.12 (B)(2). This falls under Professional Services, sub –type financial. United Way is the fiscal manager of these dollars that will be disbursed to the 37 hunger centers across the County.

C. Contractor and Project Information

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

UNITED WAY OF GREATER CLEVELAND
1331 EUCLID AVENUE
CLEVELAND, OH 44115
Council District (07)

2. The President & CEO for the contractor/vendor is August A. Napoli Jr.

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):

UNITED WAY OF GREATER CLEVELAND
1331 EUCLID AVENUE
CLEVELAND, OH 44115
Council District (07)

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded 100% by the Health and Human Services Levy dollars.

2. The schedule of payments is by monthly invoice.

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

CONTRACT EVALUATION FORM

Contractor	United Way of Greater Cleveland				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900303-01 CONV				
RQ#	WT-19-46381				
Time Period of Original Contract	1.1.2020-12.31.2020				
Background Statement	<p>United Way of Greater Cleveland serves as the fiscal agent to perform the administrative duties related to the distribution, monitoring, and oversight of Cuyahoga County funds to meet the emergency food needs in the County. Currently, the Hunger Network of Greater Cleveland on behalf of their 33 affiliated hunger centers and 5 inner-ring suburb food centers purchase food from the Cleveland Foodbank. In addition, United Way is responsible for providing administrative oversight of County funds, ensuring there is a diverse inventory of food and providing on-going evaluation of the success of this method of distribution.</p>				
Service Description	<p>To provide professional services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.</p>				
Performance Indicators	See page 2				
Actual Performance versus performance indicators (include statistics):	See page 2				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		

Justification of Rating	Within the confines of the impact and necessary changes due to COVID-19 United Way is currently striving to meet program expectations. Due to COVID-19 two hunger centers closed during the 3 rd quarter. However, United Way continues to serve the community at 30 hunger centers. Other changes impacted by COVID-19 in utilization/access are presumed to result from seniors too medically vulnerable to engage, transportation limitations, etc. Overall, United Way is performing at a level of quality and service as expected under the impact of a global pandemic.
Department Contact	Christian Tobin
User Department	Division of Contract Administration and Performance
Date	11.18.2020

Performance Indicators and Data

	3rd Quarter 2019	4th Quarter 2019	1st Quarter 2020	2nd Quarter 2020	3rd Quarter 2020
Total People Served	76,043	83,264	69,664	66,275	63,923
Pounds of Food	1,218,863	1,388,727	1,338,162	1,418,556	1,576,520
Cost	\$319,659.83	\$334,143.79	\$280,770.69	\$309,952.81	\$318,843.03
Average cost per pound	\$0.26	\$0.24	\$0.21	\$0.22	\$0.20

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0030

<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. 148 with Child Care Resource Center dba Starting Point for administration and management of the Family Child Care Home (FCCH) Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,433,551.00; 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. 148 with Child Care Resource Center dba Starting Point for administration and management of the Family Child Care Home (FCCH) Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,433,551.00; and

WHEREAS, the primary goals of this project are to continue 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; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 148 with Child Care Resource Center dba Starting Point for administration and management of the Family Child Care Home (FCCH) Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,433,551.00.

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: January 12, 2021

Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Title:

HHS:Office of Early Childhood/Invest in Children Contract Amendment for RQ# EC-20 - 47509 with Child Care Resources dba Starting Point for Family Child Care Homes Contract.

A. Scope of Work Summary

1. (Department name(s)) requesting approval of a (contract, agreement, loan, lease, grant, amendment, or other [specify]) with (vendor name(s)) for the anticipated cost (of \$xx,xxx.xx, not-to-exceed \$xx,xxx.xx, or \$0.00).

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2020-0038

Describe the exact services being provided.

This is a contract with Starting Point, Cuyahoga County's leading resource and referral agency for a one-year period for the management and administration of the Family Child Care Home (FCCH) Professional Development System for Invest in Children.

The anticipated start-completion dates are January 1, 2020 – December 31, 2021

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

- 1.) To improve the quality of family child care homes;
- 2.) Support family child care homes in maintaining their license and;
- 3.) To facilitate their entry into the Step Up to Quality (SUTQ) star rating system of maintaining their star rating.

3. N/A

4. N/A 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 RFP Exemption (BC2020-75) The total value of the RFP exemption is \$1,441,553.00

2.The (above procurement method) was closed on 1/21/2020. N/A There is an SBE or DBE participation/goal (list the % of both).

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

Starting Point is designated by the Ohio Department of Job and Family Services (ODJFS) as the child care resource and referral agency for service delivery area

3, which encompasses Cuyahoga, Lake, Geauga, and Ashtabula counties. Starting Point was selected through an RFGA process conducted by ODJFS for the Child Care Resource and Referral Services project (RFGA#JFSR1415178069). As the child care resource and referral agency for Cuyahoga County, Starting Point provides: 1) assistance to parents needing care for their children; 2) assistance to child care providers in need of technical assistance and training; and 3) assistance to employers seeking quality child care for their employees. Considering the above, they are clearly the best qualified and most logical vendor to provide UPK services.

C. Contractor and Project Information

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

Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, OH 44103
Council District 7

2. The interim executive director for the contractor/vendor is Debbie Foge.

3.a N/A 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):

(Vendor/Contractor Name)
(Street Number and Name)
(City, State, and Zip Code)

D. Project Status and Planning

1. The project reoccurs annually

E. Funding

1. The project is funded 100% by the Health and Human Services levy.
2. The schedule of payments is monthly by invoice.
3. The project is an amendment to a contract. This amendment extends the time from January 1, 2020 – December 31, 2020 to December 31, 2021 and funds in the amount of \$1,441,553.00 and is the 2nd amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments). BC2020-488

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	47507
Infor/Lawson PO# Code (if applicable):	CE1900475-01 CONV
CM Contract#	148

	Department	Clerk of the Board
Briefing Memo	MRC	Attached

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments				Department initials	OPD
Justification Form				MRC	OK
IG#	12-2605			MRC	OK
Annual Non-Competitive Bid Contract Statement	Date:	6/5/2020		MRC	OK
Debarment/Suspension Verified	Date:	11/25/2020		MRC	OK
Auditor’s Finding	Date:	11/25/2020		MRC	OK
Vendor’s Submission				N/A	Signed amendment OK
W-9 – <i>if required</i>	Tax ID#	34-1650004	Date: 6/5/2020	MRC	OK
Independent Contractor (I.C.) Requirement		Date:	6/5/2020	MRC	OK
Amendment and Exhibits				MRC	OK
Cover - <i>Master amendments only</i>				N/A	N/A
Contract Evaluation				MRC	OK
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				N/A	Amendment being approved without a Matrix Screen Shot as advised because Law is now in the approval path
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				MRC	Attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				MRC	Attached
Original Executed Contract (<i>containing insurance terms</i>) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>				MRC	
Checklist Verification				MRC	ok

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2020-12/31/2020	HS260250	55130	UCH09999	\$1,433,551.00
			TOTAL	\$1,433,551.00

Current Contract History CE/AG# (if applicable)	CE1900475-01
Infor/Lawson PO# Code (if applicable)	CE1900475-01
BuySpeed or Lawson RQ# (if applicable)	47507
CM Contract#	148

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,433,551.00		1/1/2020-12/31/2020	2/11/2020	R2020-0038
Prior Amendment Amounts (list separately)		\$0.00	4/1/2020-5/31/2020	8/24/2020	BC2020-488
		\$			
		\$			
Pending Amendment		\$1,433,551.00	12/31/2021		
Total Amendments		\$			
Total Contact Amount		\$2,867,102.00			

OPD Use Only:

Prior Resolutions:	BC2020-488, R2020-0038
Amend:	Contract 148 (fka CE1900475)
Vendor Name:	Child Care Resources Center of Cuyahoga County Inc. dba Starting Point
ftp:	1/1/2020 – 12/31/2021; effective 1/1/2021
Amount:	Add'l \$1,433,551.00 MM

2 | Page

Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

History/CE:	OK
EL:	OK
Procurement Notes:	Amendment being approved without a Matrix Screen Shot as advised because Law is now in the approval path. TN 12/9/2020

OPD Buyer approval: OK to proceed to BOC queue for approval by Council. TN 12/9/2020

CONTRACT EVALUATION FORM

Contractor	Child Care Resource Center of Cuyahoga County dba Starting Point				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900475				
RQ#	EC-20-47507				
Time Period of Original Contract	January 1, 2020 - December 31, 2020.				
Background Statement					
Service Description	As the child care resource and referral agency for Cuyahoga County, Starting Point provides: 1) assistance to parents needing care for their children; 2) assistance to child care providers in need of technical assistance and training; and 3) assistance to employers seeking quality child care for their employees				
Performance Indicators	<ul style="list-style-type: none"> • Offer a minimum of 8 community based in-service training sessions per contract period for 80 professional licensed providers on the Business Administration Scale for Family Child Care (BAS). • Provide 100 one-on-one training visits on the implementation of conducting self-FCCRS-R assessment for 100 professional licensed providers. • Provide 100 one-on-one visits on the implementation of conducting self- Business Administration Scale for Family Child Care (BAS) assessment for 100 professional licensed providers. • Provide 174 one-on-one quality visits on issues related to family childcare licensing compliance. • Provide information and referral service to family childcare providers, which will link them with community resources (i.e. Bright Beginnings, Help Me Grow, T.E.A.C.H., Lead Prevention Program) and other components of Invest in Children, with the goals of improving quality of care. • Assist in developing capacity among providers to meet “niche” needs (children with special needs, mildly ill children, second and third shift working families) and work collaboratively with the Special Needs Child Care Program. 				
Actual Performance versus performance indicators (include statistics):	Based on past performance Starting Point has consistently met over 80% of its indicators, through face to face meetings as well as virtual meetings.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			

Justification of Rating	Starting Point's progress is monitored monthly by the Office of Early Childhood through quarterly updates that are delivered both by email and by face to face/virtual meetings.
Department Contact	Daniel Moss Daniel.Moss@jfs.ohio.gov
User Department	HHS: Community Initiatives: Office of Early Childhood/Invest in Children
Date	11/25/2020-MRC

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0031

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021, to remove various providers, effective 1/1/2021, to change payment rates for various providers, effective 1/1/2021 and for additional funds in the total amount not-to-exceed \$61,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021, to remove various providers, effective 1/1/2021, to change payment rates for various providers, effective 1/1/2021 and for additional funds in the amount not-to-exceed \$61,500,000.00 as follows:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis’s Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children’s Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children’s Home of Ohio, Inc.

- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc. dba Capstone Academy
- p. House of New Hope
- q. In Focus of Cleveland, Inc.
- r. Keystone Richland Center LLC dba Foundations for Living
- s. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- t. Lutheran Metropolitan Ministry dba S.T.A.R.T Support to At-Risk Teens
- u. National Youth Advocate Program, Inc.
- v. New Directions, Inc.
- w. OhioGuidestone
- x. Ohio Mentor, Inc.
- y. Pathway Caring for Children
- z. Pressley Ridge
- aa. Reach Counseling Services dba Educational Alternatives
- bb. Rite of Passage, Inc.
- cc. Specialized Alternatives for Families and Youth of Ohio, Inc.
- dd. Young Star Academy, LLC (Tri-State Youth Authority, Inc dba Mohican Youth Academy)
- ee. The Twelve of Ohio, Inc.
- ff. The Village Network
- gg. New Beginnings Residential Treatment Center, LLC
- hh. Gracehaven, Inc.
- ii. Homes For Kids of Ohio, Inc.
- jj. Lighthouse Youth Services, Inc.
- kk. RTC Resource Acquisition Corporation dba Resource Treatment Center
- ll. ENA, Inc. dba Necco Center
- mm. Youth for Tomorrow-New Life Center, Inc.
- nn. Multi County Juvenile Attention System
- oo. Life Start, Inc.
- pp. George Junior Republic in Pennsylvania
- qq. Piney Ridge Treatment Center
- rr. Rolling Hills Hospital, LLC
- ss. Habilitation Center, LLC dba Millcreek of Arkansas
- tt. The Buckeye Ranch, Inc.
- uu. COMPASS Family and Community Services
- vv. Eastway Corporation
- ww. Focus 2 Focus, Inc.
- xx. Freedom Youth Program
- yy. Youth Intensive Services, Inc.

Removing providers, effective 1/1/2021:

- a. Sequel Pomegranate Health System, LLC
- b. The Glen Mills Schools
- c. Quality Care Residential Homes, Inc.

- d. Anne Grady Services

Changing payment rates, effective 1/1/2021:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Bellefaire Jewish Children's Bureau
- d. New Beginnings Residential Treatment Center, LLC

WHEREAS, the purpose of this project is to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care; and

WHEREAS, the funding for this project is as follows: (a) 30% from Federal Funds and (b) 70% 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 a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021, to remove various providers, effective 1/1/2021, to change payment rates for various providers, effective 1/1/2021 and for additional funds in the amount not-to-exceed \$61,500,000.00 as follows:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis's Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc. dba Capstone Academy
- p. House of New Hope

- q. In Focus of Cleveland, Inc.
- r. Keystone Richland Center LLC dba Foundations for Living
- s. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- t. Lutheran Metropolitan Ministry dba S.T.A.R.T Support to At-Risk Teens
- u. National Youth Advocate Program, Inc.
- v. New Directions, Inc.
- w. OhioGuidestone
- x. Ohio Mentor, Inc.
- y. Pathway Caring for Children
- z. Pressley Ridge
- aa. Reach Counseling Services dba Educational Alternatives
- bb. Rite of Passage, Inc.
- cc. Specialized Alternatives for Families and Youth of Ohio, Inc.
- dd. Young Star Academy, LLC (Tri-State Youth Authority, Inc dba Mohican Youth Academy)
- ee. The Twelve of Ohio, Inc.
- ff. The Village Network
- gg. New Beginnings Residential Treatment Center, LLC
- hh. Gracehaven, Inc.
- ii. Homes For Kids of Ohio, Inc.
- jj. Lighthouse Youth Services, Inc.
- kk. RTC Resource Acquisition Corporation dba Resource Treatment Center
- ll. ENA, Inc. dba Necco Center
- mm. Youth for Tomorrow-New Life Center, Inc.
- nn. Multi County Juvenile Attention System
- oo. Life Start, Inc.
- pp. George Junior Republic in Pennsylvania
- qq. Piney Ridge Treatment Center
- rr. Rolling Hills Hospital, LLC
- ss. Habilitation Center, LLC dba Millcreek of Arkansas
- tt. The Buckeye Ranch, Inc.
- uu. COMPASS Family and Community Services
- vv. Eastway Corporation
- ww. Focus 2 Focus, Inc.
- xx. Freedom Youth Program
- yy. Youth Intensive Services, Inc.

Removing providers, effective 1/1/2021:

- a. Sequel Pomegranate Health System, LLC
- b. The Glen Mills Schools
- c. Quality Care Residential Homes, Inc.
- d. Anne Grady Services

Changing payment rates, effective 1/1/2021:

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Health and Human Services & Aging

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Title: DIVISION OF CHILDREN AND FAMILY SERVICES (DCFS); CF-17-39540 – 2021 DCFS AMENDMENT FOR OUT OF HOME CARE MASTER CONTRACT TO CHANGE END DATE FROM 12/31/20 TO 12/31/21 AND ADD FUNDING FOR 2021 - \$61,500,000.

A. Scope of Work Summary

1. DCFS is requesting approval of an Amendment of the 2018 Master Out of Home Care Contract to Change End Date from 12/31/20 to 12/31/21 and Add Funding for 2021 Out of Home Care Services in the amount of \$61,500,000.

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

R2017-0234; R2018-0253; BC2018-328; BC2018-362; BC2018-533; BC2018-607; BC2018-725; BC2019-233; BC2019-253; BC2019-300; O2019-003; BC2020-379; BC2020-435; BC2020-475;

Describe the exact services being provided:

The Cuyahoga County Division of Children and Family Services' (CCDCFS) contracts with various providers to provide Out of Home Care Services to children who are in the care and custody of CCDCFS.

The anticipated start-completion dates are (01/01/2018 - 12/31/2021).

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

- To contract with agencies and organizations that can provide licensed, high quality out-of-home care in the least restrictive environment that will result in positive physical, cognitive, behavioral, and social outcomes for the children placed.
- To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.

3. N/A

4. N/A

B. Procurement

1. The procurement method for this project is Amendment of 2018 Out of Home Care Master Contract. The total value of the Amendment is 2021 - \$61,500,000.00.
2. 2018 Out of Home Master Contract was chosen through RFP# CF- 17-39540, which allowed for two (2) one-year extensions.

C. Contractor and Project Information

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

Adelphoi Village, Inc.
1119 Village Way
Latrobe, PA 15650
724-804-7013
Nancy Kukovich
Nancy.Kukovich@adelphoi.org
CEO
Chief Operating Officer
mark.mortimer@adelphoi.org

Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102
Adam G. Jacobs, PhD.
Telephone #: 216-320-8222
johnsonl@wingspancg.org
eisenberge@wingspancg.org

Artis's Tender Love & Care, Inc.
2003 Mc Guffy Road
Youngstown, OH 44505
Artis Gillam Sr
330-743-8781
agillamsr@aol.com
Adrienne L. Gillam - Davis
C.F.O./ Executive Director
330-746-2852
artis_tlc@aol.com

The Bair Foundation
241 High Street
New Wilmington, PA 16142
RemAdd 275 Martinal Dr.

Kent, Ohio 44240

Susan Rickard

724-946-8711

srickard@bair.org

Jennifer Wenderoth

330-673-6339 ext. 122

jwenderoth@bair.org

Susan Chabal

schabal@bair.org

Beech Brook

3737 Lander Road

Pepper Pike, Ohio 44124

Thomas Royer

troyer@beechbrook.org

(216) 831-2255

Bellefaire Jewish Children's Bureau

22001 Fairmount Blvd.

Shaker Hts., OH 44118

Contact Person: Leigh Johnson / Adam G. Jacobs, PhD.

Telephone #: 216-320-8222

johnsonl@wingspancg.org

eisenberge@wingspancg.org

BHC Belmont Pines Hospital, Inc.

615 Churchill- Hubbard Rd.

Youngstown, OH 44505

Contact Person: Linda Finnigan

Telephone #: 330-759-2700

linda.finnigan@uhsinc.com

BHC Fox Run Hospital, Inc.

Fox Run: The Center for Children and Adolescents

67670 Traco Dr.

St. Clairsville, Ohio 43950

(740) 695-2131

(740) 695-7158 (fax)

Mackendrick, Randall Randy.Mackendrick@uhsinc.com

Caring for Kids, Inc.

650 Graham Road, Suite 101

Cuyahoga Falls, OH 44221

(330) 928-0044 Office

(330) 928-0303 Fax
Contact Person: Patricia S. Ameling, M.A., PCC
Executive Director
pat@cfkadopt.org

Carrington Youth Academy LLC
2114 Noble Road
Cleveland, Ohio 44112
Administrator
Bernard Pawlikowsky
bernardf@carringtonkids.org
Office: 216-268-2400 x2014
Cell: 216-970-3971
Fax: 216-268-2460
Rebecca Meyer
rebeccam@carringtonkids.org
Dep. Director of Quality Improvement
Direct: (216) 470.8768
Robert Casillo
robertc@carringtonkids.org

Catholic Charities Corporation
6753 State Road
Parma, Ohio 44134
216-391-2064 Ext. 12
Johnson, Keith
kjohnson@ccdogle.org
Boyd, Klavin
KBOYD@ccdogle.org

Christian Children's Home of Ohio, Inc.
P.O. Box 765 / 2685 Armstrong Road
Wooster, OH 44691
Contact Person: Kevin Hewitt
Telephone #: 330-345-7949
hewittk@ccho.org

The Cleveland Christian Home Incorporated
1400 W. 25th Street
Cleveland, Ohio 44113
Vicki Holava
216-688-7213
vholava@ccnworks.org
Charles Tuttle, CEO

216-668-7214

ctuttle@ccnworks.org

Mary S. Manik

Executive Administrative Assistant to

Charles Tuttle, CEO

216.688.4101

mmanik@ccnworks.org

Cornell Abraxas Group, Inc.

2775 State Route 39

Shelby, OH 44875

Telephone #: 419-747-3322

Jon Swatsburg, Divisional Vice President

Abraxas Youth & Family Services

2840 Liberty Ave, Suite 300

Pittsburgh, PA 15222

Phone: 412-201-4111

Fax: 713-335-9186

jswatsburg@abraxasyfs.com

Shayna Raver, Manager, Contracts

Abraxas Youth & Family Services

2840 Liberty Ave, Suite 300

Pittsburgh, PA 15222

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Fax: 412-227-2720

sraver@abraxasyfs.com

Bruce Tessena, Director, Ohio

Abraxas Ohio

2775 State Route 39

Shelby, OH 44875

Phone: 419-566-2430

Fax: 713-335-9118

btessena@abraxasyfs.com

Monica DeWitt, Business Manager

Abraxas Ohio

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Shelby, OH 44875

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Fax: 281-657-9747

mdewitt@abraxasyfs.com

Amy Close, Quality & Compliance Specialist

Abraxas Ohio

2775 State Route 39

Shelby, OH 44875

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Fax: 281-657-9784
aclose@abraxasyfs.com

Detroit Behavioral Institute, LLC. dba Capstone Academy
1333 Brewery Park Blvd. Suite 140
Detroit, MI 48207
Contact Person: Julie Avant
Telephone #: 313-576-5009
www.dbinstitute.com
javant@detroitcapstoneacademy.com

House of New Hope
8135 Mt. Vernon Rd.
St. Louisville, OH 43071
Contact Person: Jeffrey R. Greene, Ph.D., LPCC-S, FAPA
Executive Director
Tel: 740.345.KIDS
Fax: 888.810.6162
Cell: 740.497.1661
Email: jbshrink@houseofnewhope.org
www.houseofnewhope.org

In Focus of Cleveland, Inc.
19008 Nottingham Rd.
Cleveland, OH 44110
Contact Person: Brandon Cox, Interim Executive Director
Telephone #: 216-481-7841
Brandon Cox
bcox@infocusofcleveland.com
Eboni Daniels
440-343-8008
edaniels@infocusofcleveland.com

Keystone Richland Center LLC DBA Foundations for Living
1451 Lucas Road
Mansfield, Ohio 44903
Dept 888060
(RemAdd) Knoxville, TN 37995-8060
Thomas Brohm:
419-589-5511
Connie Rebane
419-589-5511
Karen Spires

1-419-589-5511

Karen.spire@uhsinc.com

Mott, Matthew matthew.mott@uhsinc.com

Lutheran Homes Society, Inc. dba Genacross Family & Youth Services

1905 Perrysburgh Holland Road

Holland, OH 43528

P: 419-693-1520

F: 419-693-3295

Contact: Katie Zawisza

Aimee Kaminski

1-419-693-1520 ext. 306

aimeem@familyandyouth.org

Lutheran Metropolitan Ministry dba S.T.A.R.T. Support To At-Risk Teens

4515 Superior Avenue

Cleveland, OH 44101

Maria A. Foschia - COO

216-696-1132

mfoschia@lutheranmetro.org

Rouven R. Cyncynatus, JD

Contracts Administrator

rcyncynatus@lutheranmetro.org

Linda Torbert, Director of Youth Residential Services

ltorbert@lutheranmetro.org

National Youth Advocate Program, Inc.

6233 Riverside Drive, Second Floor

Dublin, Ohio 43017

Contact Person: Marvena Twigg President/CEO /George E. Biggs

Telephone #: 614-777-2191

Shelia Owens, MPS

Director - Service Integration and Impact

National Youth Advocate Program

Corporate Office - Watermark

1801 Watermark Drive

Columbus, Ohio 43215

Office: 614-487-8758 Ext 1335

Cell: 773-320-5004

Shelia Owens sowens@nyap.org

New Directions, Inc.

30800 Chagrin Blvd

Cleveland, Ohio 44124

Contact Person: Michael Matoney, CEO
Telephone #: 216-591-0324
mmatoney@newdirect.org

OhioGuidestone
202 East Bagley Road
Berea, Ohio 44017
Contact Person: Debora Gault, LISW-S
Director of Foster Care
Gault, Debora L Debora.Gault@ohioguidestone.org
Phone: 440-260-8367
Mobile: 216-402-4280
Fax: 440-234-0787
www.ohioguidestone.org
Wendy Henoach, BSN, RN, JD, CHC
Director of Compliance
OhioGuidestone
452 Eastland Rd
Berea, OH 44017
Phone: 440-260-8226
Mobile: 216-312-2361
Fax: 440-260-8264
Email: wendy.henoach@ohioguidestone.org
contracts contracts@ohioguidestone.org

Ohio Mentor, Inc.
Alabama MENTOR
3085 W. Market Street, Suite 101
Fairlawn, OH 44333
330-835-1468 Ext. 1
Fax: 330-835-1507
A.M. Chip Bonsutto, Ed.D.
Executive Director
Angelo.Bonsutto@TheMentorNetwork.com

Pathway Caring for Children
4895 Dressler Rd. NW, Suite A
Canton, OH. 44718
Wendy Tracy
Executive Director
1-800-838-7284
www.pathwaycfc.org

Dawn Killian
1-330-818-0662
dkillian@pathwaycfc.org

Pressley Ridge
23701 Miles Road
Cleveland, Ohio 44128
Contact Person: Lisa Allomong, M.Ed., PCC-S
Program Director
Telephone #: 216-763-0800
info@pressleyridge.org
lallomong@pressleyridge.org

Jim Schuyler
Director of Facilities and Contract management
Schuyler, Jim
JSchuyler@pressleyridge.org
5500 Corporate Drive, Suite 400
Pittsburgh, PA 15237
(412) 872-9400 (O)

Reach Counseling Services dba Educational Alternatives
5445 Smith Rd.
Brookpark, OH 44142
Gerald Swartz
Executive Director
216-332-9360 ext. 1226
gswartz@easchools.org
Luzier, Leah
Director of Business Operations
lluzier@easchools.org
216-332-9360 ext. 1206

Rite of Passage, Inc.
2560 Business Parkway Suite A
Minden, NV 89423
Lynda Kyhl
775-392-2636
lkyhl@rop.com

Specialized Alternatives for Families and Youth of Ohio, Inc.
10100 Elida Road
Delphos, Ohio 45833
Tonya Brooks-Thomas - Executive Director
brooksthomast@safy.org

Faith Morehouse
1-419-890-3772
morehousef@safy.org

Semita Pendse
Samita Pendse pendses@safy.org
Jevon Johnson
johnsonj@safy.org

Young Star Academy, LLC. (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)
1012 ODNR, Mohican 51
Perrysville, OH 44864
Dawn Maneese dmaneese@mohicanysa.com
Dawn Maneese
Intake - Business Development Director
Phone: 419-994-0300
Fax: 419-994-0679

The Twelve of Ohio, Inc
619 Tremont SW PO Box 376
Massillon, Ohio 44648
Contact Person: John D. Stoia Executive Director
stoiaj@the12inc.org
Ph: 1-888-513-8706 Ext. 12
Fax: 330-837-0513
Jennifer Wagner
Program Director / North East Ohio
wagnerj@the12inc.org
Ph: 1-888-513-8706 Ext. 17
Fax: 330-837-0513

The Village Network
PO Box 518
Smithville, Ohio 44677
Contact Person: Richard Graziano, Executive Director
Telephone #: 330-264-3232
Sherry Whitman SWhitman@TheVillageNetwork.com
Sandy Sims SSims@TheVillageNetwork.com
Cheri Rodman crodman@TheVillageNetwork.com

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100 Broadway St.
Youngstown, Ohio 44505
Chappie Bair

330-744-9020
cbair@new-beginningsrtc.com
Josette Landis
jlandis@new-beginningsrtc.com
330-744-9020

ENA, Inc. - NECCO
1404 Race Street Ste 302
Cincinnati, OH 45202
Amy Schuck
Controller
Direct: 513-258-0872
Cell: 513-293-4423
Amy Schuck aschuck@necco.org
ANITA LEWIS
Finance Dept/Accounts Receivable
PH: 513.898.8272
FAX: 513.206.9219
alewis@necco.org

Homes For Kids of Ohio, Inc
165 East Park Avenue.
PO Box 683
Niles, OH 44446
Matt Kresic, MPA
CEO
matt@hfk.org
330-544-8005
Shannon Harnichar
Program and Compliance Officer
shannon@hfk.org

Youth For Tomorrow -- New Life Center, Inc.
11835 Hazel Circle Drive
Bristow, Virginia 20136
703-368-7995
Lori Perez
Controller
lperez@yftva.com

Multi County Juvenile Attention System
815 Faircrest Street SW
Canton, OH 44706-4844
330-484-6471

James McKenzie - COO
jcmckenzie@mcjas.org
Phone: 330-484-6471 ext. 2817
Fax: 330-484-8112
Mellisa Clark
mdclark@mcjas.org

Gracehaven, Inc.
1723 County Road 130
Bellefontaine, OH 43311
Melissa Harvin
Melissa Harvin mharvin@gracehavenhouse.org
Gracehaven Administrative Director
5000 Arlington Center Blvd, Box 9B
Columbus, OH 43220
614-848-4870 x6600
614-266-8634

RTC Resource Acquisition Corporation
dba Resource Treatment Center
1404 S. State Street
Indianapolis, IN 46203
Andrea Baughman
Business Office Director
Resource Treatment Facility
Polaris/Carina Group Homes
1404 South State Ave
Indianapolis, IN 46203
Andrea.baughman@resourcetreatmentcenter.com
Office: 317-757-6577 ext. 231
Jay Thompson
CFO
Resource Residential Treatment Center
(Office) 317-757-6577 x226
(Mobile) 260-273-4225
jay.thompson@ResourceTreatmentCenter.com

Lighthouse Youth Services, Inc.
401 E. McMillian Street
Cincinnati, OH 45206
Nicole Moran - Grants Development Manager
nmoran@lys.org
513-487-7187
Mindy Arlotta

513-487-6713

marlotta@lys.org

Paul Haffner - President and CEO

Piney Ridge Treatment Center

4253 N. Crossover Road

Fayetteville, AR 72703-4593

Ericka Burrini, Director of Marketing and Contracts

ericka.burrini@acadiahealthcare.com

Cell: 973-600-9841

Katie Marlar Katie.Marlar2@acadiahealthcare.com

George Junior Republic in Pennsylvania

233 George Junior Road

P.O. Box 1058

Grove City, PA 16127

Kim Nicklin, Accounts Receivable

724-458-9330 ext.2235

knicklin@gjr.org

Cathy Chutz cchutz@gjr.org

Cathy Chutz

Executive Administrative Assistant

Life Start, Inc.,

1329 Cherry Way Drive, Suite 600, Gahanna, Ohio 43230

Janet K. Miller, Assistant Administrator

Phone: 614 478-5448 ext. 312

Janet Miller jmiller@lifestartinc.com

Rolling Hills Hospital, LLC.

1000 Rolling Hills Lane

Ada, OK 74820

Ericka Burrini, Director of Marketing and Contracts

ericka.burrini@acadiahealthcare.com

Cell: 973-600-9841

Katie Marlar Katie.Marlar2@acadiahealthcare.com

Habilitation Center, LLC

1828 Industrial Drive

Fordyce, AR 71742

Ericka Burrini, Director of Marketing and Contracts

ericka.burrini@acadiahealthcare.com

Cell: 973-600-9841

Katie Marlar Katie.Marlar2@acadiahealthcare.com

Anne Grady Services
PO Box 1297
Holland OH 43528
Danielle Stewart
dstewart@annegrady.org
419-886-6500
Lisa Leininger lleininger@annegrady.org

The Buckeye Ranch Inc.
5665 Hoover Rd.
Grove City OH 43123
614-875-2371
Gary Stammler- Executive Vice President - Business Operations
gary.stammler@buckeyeranch.org

Council District (N/A)

2. The Contacts for the contractor/vendor is listed in List Above.

3. The address or location of the project is:
See List Above

3.b. The project is located in Council District (N/A)

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded HHS Levy 70% & Fed IV-E 30%

2. The schedule of payments is by invoice.

F. Items/Services Received and Invoiced but not Paid:

N/A

2021 OUT OF HOME CARE MASTER CONTRACT

#	Provider	Contract No	2021 Budget Amendment
1	Adelphoi Village, Inc.	CE1700282-01	
2	Anne Grady Services	CE1900321-01	
3	Applewood Centers, Inc.	CE1700283-01	
4	Artis's Tender Love & Care, Inc.	CE1700284-01	
5	Beech Brook	CE1700286-01	
6	Bellefaire Jewish Children's Bureau	CE1700287-01	
7	BHC Belmont Pines Hospital, Inc.	CE1700288-01	
8	BHC Fox Run Hospital, Inc. - Fox Run: The Center for Children and Adolescents	CE1700289-01	
9	Caring for Kids, Inc.	CE1700290-01	
10	Carrington Youth Academy LLC	CE1700291-01	
11	Catholic Charities Corporation	CE1700292-01	
12	Christian Children's Home of Ohio, Inc	CE1700293-01	
13	COMPASS Family and Community Services	20002171	
14	Cornell Abraxas Group, Inc.	CE1700295-01	

15	Detroit Behavioral Institute, LLC. dba Capstone Academy	CE1700296-01	
16	Eastway Corporation	20001039	
17	ENA, Inc. - NECCO	CE1800126-04	
18	Focus 2 Focus, Inc.	20001478	
19	Freedom Youth Program		
20	George Junior Republic in Pennsylvania	CE1900177-01	
21	Gracehaven, Inc	CE1800126-01	
22	Habilitation Center, LLC dba Millcreek of Arkansas	CE1900283-01	
23	Homes For Kids of Ohio, Inc	CE1800225-01	
24	House of New Hope	CE1700298-01	
25	In Focus of Cleveland, Inc	CE1700299-01	
26	Keystone Richland Center LLC DBA Foundations for Living	CE1700300-01	
27	Life Start, Inc	CE1900176-01	
28	Lighthouse Youth Services, Inc	CE1800126-02	
29	Lutheran Homes Society, Inc. dba Genacross Family & Youth Services	CE1700301-01	
30	Lutheran Metropolitan Ministry dba S.T.A.R.T. Support To At-Risk Teens	CE1700302-01	

31	Multi County Juvenile Attention System	CE1800307-01	
32	National Youth Advocate Program, Inc	CE1700303-01	
33	New Beginnings Residential Treatment Center, LLC	CE1700316-01	
34	New Directions, Inc	CE1700304-01	
35	Ohio Mentor, Inc	CE1700306-01	
36	OhioGuidestone	CE1700305-01	
37	Pathway Caring for Children	CE1700307-01	
38	Piney Ridge Treatment Center	CE1900178-01	
39	Pressley Ridge	CE1700308-01	
40	Reach Counseling Services dba Educational Alternatives	CE1700310-01	
41	Rite of Passage, Inc	CE1700311-01	
42	Rolling Hills Hospital, LLC	CE1900271-01	
43	RTC Resource Acquisition Corporation dba Resource Treatment Center	CE1800126-03	
44	Specialized Alternatives for Families and Youth of Ohio, Inc	CE1700312-01	
45	The Bair Foundation	CE1700285-01	
46	The Buckeye Ranch, Inc	CE1900358-01	

47	The Cleveland Christian Home Incorporated	CE1700294-01	
48	The Twelve of Ohio, Inc	CE1700314-01	
49	The Village Network	CE1700315-01	
50	Young Star Academy, LLC. (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)	CE1700313-02	
51	Youth For Tomorrow -- New Life Center, Inc	CE1800306-01	
52	Youth Intensive Services, Inc	20002008	

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0001

Sponsored by: County Executive Budish/Department of Public Safety and Justice Services	An Ordinance enacting Section 208.04 of the Cuyahoga County Code to establish a Cuyahoga County Diversion Board to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, on December 8, 2020, Council adopted Resolution R2020-0265 which authorized a contract with the Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County (“ADAMHS Board”) to operate and manage the Cuyahoga County Assessment and Diversion Center (“CCADC”) and its programs and services; and

WHEREAS, the primary goal of the CCADC to use evidence-supported best practice models to implement and manage crisis intervention training for all local police departments within the County, provide and staff a call-in help line for law enforcement officers; and

WHEREAS, in a recent study of the Cuyahoga County jail over a six-month period, more than 700 out of the approximately 2,100 inmates in the County’s average daily population had serious mental health and or substance abuse issues; and

WHEREAS, the CCADC will be the first of its kind in Ohio in managing the twin problems of rising jail populations and the growing number of inmates with mental health disorders and addiction issues; and

WHEREAS, the CCADC will house up to 50 individuals on-site for detoxification and/or stabilization and feature several components to treat their illnesses and prepare for additional care; and

WHEREAS, the County desires to establish the Diversion Board to, among other things, serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the CCADC; and

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

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

SECTION 1. Section 208.04 is hereby enacted to read as follows:

Section 208.04 Cuyahoga County Diversion Board

A. **Composition:** The Diversion Board shall first be appointed in March 2021 and shall be composed of seven (7) members, five (5) appointed by the Executive and two (2) appointed by the Council President not more than two (2) of the seven members may be employees of Cuyahoga County. The County Executive and the Council President shall use good faith efforts to reflect the diversity of the people of the County in appointing the members of the Board.

1. Members shall each serve three-year terms.
 - a. Two (2) of the five (5) members appointed by the Executive shall have an initial term of four (4) years, two (2) an initial term of three (3) years, and one (1) an initial term of two (2) years.
 - b. One (1) of the two (2) members appointed by the Council President shall have an initial term of four (4) years and one (1) an initial term of three (3) years.

Thereafter, all terms shall be for three (3) years.

2. Nothing in this section shall prohibit any initial appointee from being reappointed to the Diversion Board for a three-year term. If a vacancy occurs, the original appointing authority shall appoint a replacement in the same manner as the regular appointment for the unexpired term.
3. Members shall serve without compensation, except for out of pocket expenses, approved by the Board.

B. **Leadership and Staffing:** The Diversion Board shall select a member to serve as Chair and shall choose and develop its own rules of procedure, consistent with this section, other County ordinances, and the County Charter; provided that the member selected to serve as Chair shall serve in that capacity for a period of three (3) years. The Executive shall provide staff support as needed.

C. **Duties:** The duties of the Diversion Board shall include:

1. Acting as a resource for information and advice for the Diversion Operator, crisis intervention training teams and crisis response teams.
2. Encouraging community outreach and public participation in the goals and strategies of the center.
3. Providing recommendations and input to the Executive and County Council regarding the development of goals, strategies and programs.
4. Meeting publicly on a quarterly basis to provide a forum for the public to offer ideas and recommendations regarding the center.
5. Issue an annual report of findings and recommendations for policies by Jan. 31st each year using the data and metrics collected from the Diversion Center. This report shall also be made available to the public online.
6. Encourage Hospitals, Mental Health providers and Substance abuse providers to be resources for the Board.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Legislation Substituted in Committee: January 19, 2021

Journal _____
_____, 20__