



**AGENDA
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, APRIL 13, 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, April 13, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) March 23, 2021 Committee of the Whole Meeting [See Page17]
 - b) March 23, 2021 Regular Meeting [See Page 19]
 - c) March 31, 2021 Committee of the Whole Meeting [See Page 32]
 - d) April 8, 2021 Committee of the Whole Meeting [See Page 34]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**

9. LEGISLATION INTRODUCED BY COUNCIL

a) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2021-0076: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2025; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 36]

Sponsor: Councilmember Simon

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

- 2) R2021-0077: 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 39]

Sponsor: Councilmember Brown on behalf of Cuyahoga County 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) R2021-0078: A Resolution reappointing Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 - 3/7/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 114]

Sponsor: Councilmember Brown

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

c) **COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION**

- 1) O2021-0002: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective. [See Page 116]

Sponsors: Councilmembers, Conwell, Jones, Stephens, Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Brown and Simon

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2021-0089: 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, to meet the budgetary needs of various County departments, offices and agencies; amending Resolutions No. R2021-0044 dated 02/9/2021 and R2021-0054 dated 2/23/2021, and to authorize the County Executive to provide a one-time bonus to certain bargaining and non-bargaining employees as more fully described in Ordinance No, 2021-0004; and declaring the necessity that this Resolution become immediately effective. [See Page 120]

Sponsors: County Executive Budish/Fiscal Officer/Office of Budget and Management/Department of Human Resources and Councilmembers Gallagher, Jones, Brown, Stephens, Conwell, Simon, Baker, Sweeney and Tuma

- 2) R2021-0090: 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, amending Resolutions No. R2021-0044 dated 02/09/2021, No. R2021-0054 dated 02/23/2021 and No. R2021-0079 dated 04/23/2021; and [See Page 133] declaring the necessity that this Resolution become immediately

effective.

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

- 3) R2021-0091: A Resolution amending Resolution No. R2021-0075, dated 3/23/2021, which authorized awards totaling \$11,000,000 of U.S. Treasury Emergency Rental Assistance funds to various nonprofit organizations to provide emergency rental assistance to income-eligible tenants unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021, by deleting certain qualifications for said awards; authorizing the County Executive to execute the agreements and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 148]
 - i) CHN Housing Partners in the amount of \$10,000,000
 - ii) The Legal Aid Society of Cleveland in the amount of \$1,000,000

Sponsor: County Executive Budish/Department of Development

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

- 1) R2021-0092: A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,072,000.00 for disposal of wastewater sewer grit for the period 12/1/2020 - 12/31/2022; authorizing the County Executive to execute Agreement No. 1163 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 152]

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

- 2) R2021-0093: A Resolution making awards on RQ48674 to various providers in the total amount not-to-exceed \$600,000.00 for construction management and support services for the period 4/27/2021 – 4/26/2024; authorizing the County Executive to execute Contract Nos. 830 and 831 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 156]

- i) Contract No. 830 with Quality Control Inspection, Inc. in the amount not-to-exceed \$300,000.00.
- ii) Contract No. 831 with Quality Control Services, LLC in the amount not-to-exceed \$300,000.00.

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

- 3) R2021-0094: A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$5,000,000.00 to HH Cleveland Huntington LP for the benefit of the Centennial Project, located at 925 Euclid Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 171]

Sponsor: County Executive Budish/Department of Development

- 4) R2021-0095: A Resolution authorizing an Economic Development Loan to JumpStart NEXT Fund II, L.P. in the amount not-to-exceed \$5,000,000.00 to be utilized exclusively for investments and loans for technologically-based start-up companies located within Cuyahoga County; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 183]

Sponsor: County Executive Budish/Department of Development

- 5) R2021-0096: A Resolution authorizing the sale of health care facilities revenue bonds, Series 2021 (Eliza Jennings Senior Care Network Project), in an aggregate principal amount not-to-exceed \$13,000,000.00 for the purposes of paying costs related to acquisition, construction, improvement, furnishing and equipping of certain health care facilities, including capitalized interest during the construction period, and paying certain costs of issuance; providing for the assignment of revenues for the payment of those bonds; and authorizing the execution and delivery of a Base Lease, a Lease, a Bond Indenture, Supplemental Bond Indentures, Bond Purchase Agreements, an Assignment of Rights under Lease, an Assignment of Basic Rent and other instruments and documents in connection with the issuance of those bonds; authorizing the execution and delivery of amendments to certain documents relating to prior bonds issued [See Page 189]

by the Issuer for the benefit of the Borrower; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

- 6) R2021-0097: A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$1,445,040.45 for various projects or programs in connection with the 2021 Community Development Supplemental Grant Program for the period 4/1/2021 – 3/31/2022; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 203]
- a) City of Bedford in the amount not-to-exceed \$50,000.00 for Historic District Upgrade - 2 Charging Stations.
 - b) City of Bedford Heights in the amount not-to-exceed \$49,907.00 for Master Plan - Phase 3A Bedford Heights Rebranding
 - c) City of Berea in the amount not-to-exceed \$50,000.00 for Public Facilities - Coe Lake Treehouse
 - d) City of Brook Park in the amount not-to-exceed \$50,000.00 for Public Facilities - Outdoor Fitness System
 - e) City of Brooklyn in the amount not-to-exceed \$50,000.00 for Citywide Exterior Home Repair and Bathroom Addition Program
 - f) City of Brooklyn Heights in the amount not-to-exceed \$50,000.00 for Parks - ADA Compliant Playground Equipment
 - g) Burton, Bell, Carr in the amount not-to-exceed \$50,000.00 for Construction of Ubuntu Gathering Place (Across from East End main)
 - h) Cleveland Cultural Gardens in the amount not-to-exceed \$15,000.00 for One World Day '21 – Golf Cart Rental for Transportation Services
 - i) City of Euclid in the amount not-to-exceed \$50,000.00 for City of Euclid Sidewalk Repair/Replace Program

- j) City of Fairview Park in the amount not-to-exceed \$50,000.00 for Parks - Bohlken Park Connectivity Project
- k) First Suburbs in the amount not-to-exceed \$50,000.00 for First Suburbs Neighborhood Intel Tool Implementation
- l) Future Heights in the amount not-to-exceed \$50,000.00 for Parks - Cedar/Lee Min-Park Placemaking Project
- m) City of Garfield Heights in the amount not-to-exceed \$50,000.00 for Parks - Wargo Farm Trail Plan (Hathaway Road)
- n) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for Public Facilities - Community Garden Shelter and Restroom (Bond Street/Pettibone Road)
- o) Greater Collinwood in the amount not-to-exceed \$50,000.00 for Streetscape - Five Pointes Streetscape Phase 2 (E.152nd/St Clair Avenue)
- p) City of Lakewood in the amount not-to-exceed \$50,000.00 for Parks - Downtown Lakewood's Kaufman Park
- q) City of Maple Heights in the amount not-to-exceed \$50,000.00 for Public Facilities - City Hall ADA Improvements; Elevator Purchase/Install
- r) City of Middleburg Heights in the amount not-to-exceed \$48,000.00 for Glenridge Avenue Bridge Resurfacing Project (Nethersole Drive to Brookside Parkway)
- s) Oakwood Village in the amount not-to-exceed \$49,960.00 for Oakwood Commons Multi-purpose Trail Connectivity (Oakwood Commons to Broadway)
- t) Ohio City in the amount not-to-exceed \$36,667.14 for Parks-Irishtown Bend Overlook Park
- u) Olmsted Township in the amount not-to-exceed \$50,000.00 for Parks and Playground - Brentwood Park and Playground Project (Usher Road; Former Water Plant)
- v) One South Euclid in the amount not-to-exceed \$50,000.00 for Citywide Exterior Home Repair Program

- w) City of Parma in the amount not-to-exceed \$50,000.00 for Ukrainian Village and Polish Village Streetscape Improvements Phase III
- x) City of Parma Heights in the amount not-to-exceed \$50,000.00 for Public Facilities - Parma Heights Veteran's Memorial Renovation (Greenbriar Commons near library)
- y) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for Parks and Playgrounds - Desan Park Playground
- z) City of Seven Hills in the amount not-to-exceed \$50,000.00 for Purchase of New Community Service Bus
- aa) City of Shaker Heights in the amount not-to-exceed \$50,000.00 for Public Facilities - City Hall Window Restoration
- bb) University Circle Inc. in the amount not-to-exceed \$50,000.00 for Fine Arts Garden Extension; Euclid Avenue (Between Chester Avenue and Martin Luther King Jr. Boulevard)
- cc) City of Warrensville Heights in the amount not-to-exceed \$50,000.00 for Clarkwood Parkway Street and Road Repair
- dd) Village of Woodmere in the amount not-to-exceed \$45,506.31 for Public Facilities - Village Hall Informational Sign

Sponsor: County Executive Budish/Department of Development

- 7) R2021-0098: A Resolution making awards to various municipalities, in the total amount of \$1,788,781.39, for various municipal grant projects in connection with the 2020 Community Development Block Grant Municipal Grant Program for the period 5/1/2021 - 4/30/2022; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 211]

- a) City of Berea in the amount not-to-exceed \$150,000.00 for Woodmere and Lynn Improvement
- b) City of Brooklyn in the amount not-to-exceed \$150,000.00 for Brooklyn Ice Rink Roof Replacement
- c) City of Fairview Park in the amount not-to-exceed \$150,000.00 for Fairview Park/Metro Parks Connectivity
- d) Village of Glenwillow in the amount not-to-exceed \$150,000.00 for American with Disabilities Act (ADA) Upgrades to Municipal Facilities
- e) City of Maple Heights in the amount not-to-exceed \$149,536.39 for City Hall American with Disabilities Act (ADA) Improvements
- f) City of Middleburg Heights in the amount not-to-exceed \$150,000.00 for Glenridge Avenue Resurfacing Project
- g) City of North Olmsted in the amount not-to-exceed \$150,000.00 for Elm Road Construction
- h) Olmsted Township in the amount not-to-exceed \$139,245.00 for American with Disabilities Act (ADA) Accessibility Ramps
- i) City of Parma Heights in the amount not-to-exceed \$150,000.00 for North Church Drive Reconstruction
- j) City of Richmond Heights in the amount not-to-exceed \$150,000.00 for American with Disabilities Act (ADA) Walkway and Trail Renovation
- k) City of South Euclid in the amount not-to-exceed \$150,000.00 for Harwood Road Improvement Target Area Resurfacing Project
- l) City of Warrensville Heights in the amount not-to-exceed \$150,000.00 for Clarkwood Parkway and Road Repair

Sponsor: County Executive Budish/Department of Development

- 8) R2021-0099: A Resolution confirming the County Executive's re-appointment of Gary Hanson to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2021 – 3/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 218]

Sponsor: County Executive Budish

- 9) R2021-0100: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various terms; and declaring the necessity that this Resolution become immediately effective: [See Page 222]

- i) Jeff Bechtel for the term 1/2/2020 – 1/1/2023
- ii) Michael Chambers for the term 10/16/2020 – 10/15/2023
- iii) Susan Infeld for the term 1/2/2021 – 1/1/2024
- iv) Michele Pomerantz for the term 2/1/2021 – 1/31/2024

Sponsor: County Executive Budish

- 10) R2021-0101: A Resolution confirming the County Executive's appointment of Alaina McCruel to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2021 – 4/30/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 234]

Sponsor: County Executive Budish

- 11) R2021-0102: A Resolution confirming the County Executive's appointment of Fernando Mack to serve on the Cuyahoga County Public Defender Commission for the term 5/1/2021 – 4/30/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 238]

Sponsor: County Executive Budish

12) R2021-0103: A Resolution confirming the County Executive's appointment of Roberta Duarte to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 242]

Sponsor: County Executive Budish

13) R2021-0104: A Resolution confirming the County Executive's appointment of Peggy Zone Fisher to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 4/20/2021 – 4/20/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 246]

Sponsor: County Executive Budish

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

1) R2021-0082: A Resolution declaring that public convenience and welfare requires resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township; total estimated project cost \$1,500,000.00; 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 249]

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

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

2) R2021-0088: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2021 - 7/14/2024; and declaring the necessity that this Resolution become immediately effective: [See Page 252]

- i) Rabbi Joshua Caruso
- ii) Stephen Caviness
- iii) Marsha Mockabee
- iv) Cordell Stokes
- v) Sheila Wright

Sponsor: County Executive Budish

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

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

- 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 255]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) 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 258]

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

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

- 3) R2021-0083: A Resolution making an award on RQ4543 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,976,777.57 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive to execute Contract No. 980 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 260]

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

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

- 4) R2021-0084: A Resolution authorizing an award on RQ5135 to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$523,386.00 for the purchase of (3) replacement Dump Trucks; authorizing the County Executive to execute Purchase Order No. 21000522 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 262]

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

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

- 5) R2021-0085: A Resolution making an award on RQ3753 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/28/2023; authorizing the County Executive to execute Contract No. 1031 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 264]

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

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

- 6) R2021-0086: A Resolution authorizing an award on RQ3912 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$3,958,232.00 for operations and case management services for a 365-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2021 – 9/3/2022; authorizing the County Executive to execute Contract No. 824 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 266]

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

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

- 7) R2021-0087: A Resolution authorizing an amendment to Contract No. 665 with Pointe Blank Solutions LTD for software and maintenance on the Justice Matters and Docu-Pointe Case and Document Management Systems for the period 2/29/2016 – 2/28/2021 to extend the time period to 2/28/2026 and for additional funds in the amount not-to-exceed \$3,120,000.00; 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 269}

Sponsor: County Executive Budish on behalf of Cuyahoga County Prosecutor’s Office

Committee Assignment and Chair: Finance & Budgeting – Miller

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

- 1) R2021-0068: A Resolution authorizing amendments with various providers for Comprehensive Case Management and Employment Program – Employment, Education and Training services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2019 -6/30/2021 for additional funds in the total amount not-to-exceed \$1,537,888.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 272]
- i) Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$1,035.922.00.
 - ii) Agreement No. 649 with Cuyahoga Community College District for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$501,966.00.

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

County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

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

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

- 1) O2021-0004: An Uncodified Ordinance authorizing the County Executive to provide a one-time bonus to certain current bargaining and non-bargaining County employees; and declaring the necessity that this Ordinance become immediately effective. [See Page 275]

Sponsors: County Executive Budish/Department of Human Resources and Councilmembers Gallagher, Jones, Brown, Stephens, Conwell, Simon, Baker, Sweeney and Tuma

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

- 1) O2021-0005: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to recognize Juneteenth as a paid County holiday, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective. [See Page 277]

Sponsors: County Executive Budish/Department of Human Resources

- 2) O2021-0006: An Ordinance enacting Section 202.01 of the County Code to identify the responsibilities of the Department of Purchasing in accordance with Section 10.01 of the County Charter; requiring confirmation of the Director of the Department by Council; and declaring the necessity that this Ordinance become immediately effective. [See Page 280]

Sponsor: County Executive Budish/Fiscal Officer

- 3) O2021-0007: An Ordinance enacting Section 202.21 of the County Code, establishing a Department of Equity and Inclusion to enhance equity both within County government and throughout the community of Cuyahoga County; amending Chapter 509 of the County Code to specify certain duties of the Department; and [See Page 283]

declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

- 4) O2021-0008: An Ordinance amending Chapters 507 and Sections 110.3, 205.01, 206.09 207.03, 501.06, 501.10, 501.12, 501.21, 501.22, 502.07, 502.08, 502.09, 502.10, 502,12, 503.02, 503.03, 503.05, 503.06, 503.07, 503.08, 505.05, 510.02, 510.04, 510.06, 510.07, and 510.08 of the County Code to reflect the dissolution of the Office of Procurement and Diversity and its replacement by the Department of Purchasing and the Department of Equity and Inclusion; and declaring the necessity that this Ordinance become immediately effective. [See Page 288]

Sponsor: County Executive Budish/Fiscal Officer

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, APRIL 27, 2021
2:00 PM /REMOTE



MINUTES

**CUYAHOGA COUNTY COUNCIL REMOTE* COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 23, 2021
1:30 PM**

1. CALL TO ORDER

Council President Jones called the meeting to order at 1:30 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments submitted via email.

4. EXECUTIVE SESSION:

- a) Pending or imminent litigation.

A motion was made by Ms. Simon, seconded by Ms. Conwell and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 1:34 p.m. The following Councilmembers were present: Schron, Conwell, Brown, Stephens, Simon, Baker, Miller, Sweeney, Tuma, Gallagher and Jones. The following additional attendees were present: Law Director Gregory Huth, County Executive Chief of Staff William Mason, Assistant Law Director Amy Marquit Renwald, Assistant Law Director Victor Manolache, Council Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer and Special Counsel Brendan Doyle.

At 1:56 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 1:56 p.m., without objection.



MINUTES
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, MARCH 23, 2021
2:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 2:01 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

Council President Jones requested a moment of silent meditation be dedicated in memory of Cuyahoga County Sheriff's Department Corrections Officer Timoteo Cruz and the victims of the mass shootings that occurred in Atlanta, Georgia and Boulder, Colorado. Mr. Miller requested a moment of silent meditation be dedicated in memory of Mr. George Zeller, a local advocate, who recently passed away.

5. PUBLIC COMMENT

Ms. Loh submitted public comment regarding various agenda and non-agenda items.

6. APPROVAL OF MINUTES

- a) March 9, 2021 Committee of the Whole Meeting

b) March 9, 2021 Regular Meeting

A motion was made by Mr. Schron, seconded by Ms. Simon and approved by unanimous vote to approve the minutes from the March 23, 2021 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Jones.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish thanked Council for observing a moment of silence for Officer Timoteo Cruz.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2021-0076: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2025; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

Council President Jones referred Resolution No. R2021-0076 to the Education, Environment & Sustainability Committee.

- 2) R2021-0077: 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 Cuyahoga County Personnel Review Commission

Council President Jones referred Resolution No. R2021-0077 to the Human Resources, Appointments & Equity Committee.

- 3) R2021-0078: A Resolution reappointing Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 - 3/7/2027; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown

Council President Jones referred Resolution No. R2021-0078 to the Human Resources, Appointments & Equity Committee.

b) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- 1) O2021-0002: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers, Conwell, Jones, Stephens, Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Brown and Simon

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

Clerk Richardson read Ordinance No. O2021-0002 into the record.

Council President Jones introduced a proposed substitute on the floor to Ordinance No. O2021-0002. Discussion ensued.

Mr. Brendan Doyle, Special Counsel, addressed Council regarding Ordinance No. O2021-0003. Discussion ensued.

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

A motion was then made by Ms. Simon, seconded by Ms. Stephens and approved by unanimous vote to accept the proposed substitute.

This item will move to the April 13, 2021 Council meeting agenda for consideration for third reading, as substituted.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0079, R2021-0080 and R2021-0081.

- 1) R2021-0079: 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; amending Resolutions Nos. R2021-0044 dated 02/9/2021 and R2021-0054 dated 2/23/2021; 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. Schron, Resolution No. R2021-0079 was considered and adopted by unanimous vote.

- 2) R2021-0080: A Resolution approving a proposed settlement in the matter of *Mary Lynn Gattozzi v. William Sheehan III, et al.*, Cuyahoga County Court of Common Pleas, Case No. CV-14-831933; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2021-0080 was considered and adopted by unanimous vote.

- 3) R2021-0081: A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$2,754,867.00 for an Opioid Treatment Program and addiction support services for inmates detained at the Cuyahoga County Corrections Center for the period 3/23/2021 – 3/22/2023; authorizing the County Executive to execute Agreement No. 401 and all other documents

consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Safety and Justice Services

On a motion by Mr. Sweeney with a second by Mr. Miller, Resolution No. R2021-0081 was considered and adopted by unanimous vote.

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

- 1) R2021-0082: A Resolution declaring that public convenience and welfare requires resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township; total estimated project cost \$1,500,000.00; 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. R2021-0082 to the Public Works, Procurement & Contracting Committee.

- 2) R2021-0083: A Resolution making an award on RQ4543 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,976,777.57 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive to execute Contract No. 980 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. R2021-0083 to the Public Works, Procurement & Contracting Committee.

- 3) R2021-0084: A Resolution authorizing an award on RQ5135 to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$523,386.00 for the purchase of (3) replacement Dump Trucks;

authorizing the County Executive to execute Purchase Order No. 21000522 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. R2021-0084 to the Public Works, Procurement & Contracting Committee.

- 4) R2021-0085: A Resolution making an award on RQ3753 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/28/2023; authorizing the County Executive to execute Contract No. 1031 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0085 to the Health, Human Services & Aging Committee.

- 5) R2021-0086: A Resolution authorizing an award on RQ3912 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$3,958,232.00 for operations and case management services for a 365-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2021 – 9/3/2022; authorizing the County Executive to execute Contract No. 824 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0086 to the Health, Human Services & Aging Committee.

- 6) R2021-0087: A Resolution authorizing an amendment to Contract No. 665 with Pointe Blank Solutions LTD for software and maintenance on the Justice Matters and Docu-Pointe Case and Document Management Systems for the period 2/29/2016 – 2/28/2021 to extend the time period to 2/28/2026 and for additional funds in the amount not-to-exceed \$3,120,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish Budish on behalf of Cuyahoga County Prosecutor's Office

Council President Jones referred Resolution No. R2021-0087 to the Finance & Budgeting Committee.

- 7) R2021-0088: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2021 - 7/14/2024; and declaring the necessity that this Resolution become immediately effective:

- i) Rabbi Joshua Caruso
- ii) Stephen Caviness
- iii) Marsha Mockabee
- iv) Cordell Stokes
- v) Sheila Wright

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0088 to the Human Resources, Appointments & Equity Committee.

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

- 1) R2021-0068: A Resolution authorizing amendments with various providers for Comprehensive Case Management and Employment Program – Employment, Education and Training services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2019 -6/30/2021 for additional funds in the total amount not-to-exceed \$1,537,888.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$1,035,922.00.
- ii) Agreement No. 649 with Cuyahoga Community College District for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$501,966.00.

Sponsors: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

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

Clerk Richardson read Resolution No. R2021-0068 into the record.

This item will move to the April 13, 2021 Council meeting agenda for consideration for Third reading.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0056, R2021-0069, R2021-0070, R2021-0071, R2021-0072, R2021-0073, R2021-0074 and R2021-0075.

- 1) R2021-0056: A Resolution making an award on RQ2154 to W.B. Mason Co., Inc. in the amount not-to-exceed \$2,052,000.00 for general office supplies and related services for the period 4/1/2021 – 3/31/2024; authorizing the County Executive to execute Contract No. 870 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/Fiscal Department/Office of Procurement & Diversity

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2021-0056 was considered and adopted by unanimous vote.

- 2) R2021-0069: A Resolution authorizing a revenue generating agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$870,271.75 for reimbursement of staffing services for the DD Medicaid Waiver Program for the period 1/1/2021 – 12/31/2022; authorizing the County Executive to execute Agreement No. 946 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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0069 was considered and adopted by unanimous vote.

- 3) R2021-0070: A Resolution making an award on RQ3325 with US Together, Inc. in the amount not-to-exceed \$1,200,000.00 for interpretation and translation services for various County agencies for the period 3/1/2021 - 2/28/2023; authorizing the County Executive to execute Contract No. 956 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2021-0070 was considered and adopted by unanimous vote.

- 4) R2021-0071: A Resolution authorizing an amendment to Contract No. 347 with Emerald Development and Economic Network, Inc. for the Rapid Re-housing Program for homeless individuals and families for the period 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 \$2,166,724.90; 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/Community Initiatives Division/Office of Homeless Services

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

On a motion by Ms. Conwell with a second by Ms. Stephens, Resolution No. R2021-0071 was considered and adopted by unanimous vote.

- 5) R2021-0072: A Resolution making an award on RQ3914 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$1,422,933.00 for Temporary Housing services for single adults and youth at North Point Temporary Housing, located at 1550 Superior Avenue, Cleveland for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 858 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective:

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

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

On a motion by Ms. Conwell with a second by Ms. Stephens, Resolution No. R2021-0072 was considered and adopted by unanimous vote.

- 6) R2021-0073: A Resolution making an award on RQ3916 with Young Women’s Christian Association of Greater Cleveland (YWCA) in the amount not-to-exceed \$2,751,793.00 for operations and case management services for homeless single adult women at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 769 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Conwell with a second by Ms. Stephens, Resolution No. R2021-0073 was considered and adopted by unanimous vote.

- 7) R2021-0074: A Resolution confirming the County Executive’s reappointment of Gordon Friedman to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2021 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish
Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

On a motion by Ms. Simon with a second by Mr. Schron, Resolution No. R2021-0074 was considered and adopted by unanimous vote.

- 8) R2021-0075: A Resolution authorizing awards totaling \$11,000,000 of U.S. Treasury Emergency Rental Assistance funds to various nonprofit organizations to provide emergency rental assistance to income-eligible tenants unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021; authorizing the County Executive to execute the agreements and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) CHN Housing Partners in the amount of \$10,000,000
- ii) The Legal Aid Society of Cleveland in the amount of \$1,000,000

Sponsors: County Executive Budish/Department of Development
and Councilmembers Simon, Conwell, Jones and Brown

Committee Assignment and Chair: Community Development –
Stephens

Mr. Trevor McAleer, Legislative and Budget Advisor; Mr. Paul Herdeg, Deputy Chief of Economic Development; and County Executive Budish, addressed Council regarding Resolution No. R2021-0075. Discussion ensued.

Councilmembers asked questions of Messrs. McAleer, Herdeg and Budish pertaining to the item, which they answered accordingly.

On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2021-0075 was considered and adopted by unanimous vote.

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

- 1) **R2021-0055**: A Resolution authorizing an Economic Development Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to Warner and Swasey LLC for the benefit of a mixed-use, real estate redevelopment project for property located at 5701 Carnegie Avenue, in the City of Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Development and Councilmembers Jones, Baker, Miller, Tuma, Schron, Stephens and Simon

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Ms. Stephens, Resolution No. R2021-0055 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Council President Jones reported that the Committee of the Whole will meet on Wednesday, March 31st at 3:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, April 7th at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, March 30th at 10:00 a.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, March 31st at 10:00 a.m.

Ms. Conwell reported that Health, Human Services & Aging Committee will meet on Wednesday, March 31st at 1:00 p.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, March 29th at 1:00 p.m.

Ms. Baker reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, March 30th 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 2:42 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL REMOTE* COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MARCH 31, 2021
3:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 3:01 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments submitted.

4. ITEM REFERRED TO COMMITTEE:

- a) O2021-0003: An Ordinance amending Section 202.04 of the Cuyahoga County Code to establish a Division of Public Utilities within the Department of Public Works; and declaring the necessity that this Ordinance become immediately effective.

Mr. Michael Foley, Director of the Department of Sustainability; Mr. Gregory Huth, Law Director; Mr. Andrew Thomas, Executive in Residence for the Energy Policy Center at Cleveland State University; Mr. Ali Ahmed, Founder and Principal of Green Strategies, LLC; Mr. Michael Wise, Co-Chair of Energy Practice and Board member for McDonald Hopkins, LLC; and Mr. Mark Henning, Research Associate for the Energy Policy Center at Cleveland State University, addressed the Committee regarding Ordinance No. O2021-0003. Discussion ensued.

Committee members asked questions of Messrs. Foley, Huth, Thomas, Ahmed, Wise and Henning pertaining to the item, which they answered accordingly.

A motion was made by Mr. Miller, seconded by Ms. Simon and subsequently withdrawn to refer Ordinance No. O2021-0003 to the full Council agenda for second reading.

There was no further legislative action taken on Ordinance No. O2021-0003.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 5:15 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REMOTE* COMMITTEE OF THE WHOLE MEETING
THURSDAY, APRIL 8, 2021
2:00 PM**

1. CALL TO ORDER

Council President Jones called the meeting to order at 2:03 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Committee members Stephens, Baker, Miller, Sweeney, Schron, Conwell and Jones were in attendance and a quorum was determined. Committee members Brown, Simon and Tuma were in attendance after the roll-call was taken.

3. PUBLIC COMMENT**

There were no public comments submitted.

4. PRESENTATION

- a) **Cuyahoga County Disparity Study – Rodney K. Strong, Project Executive, Griffin & Strong, P.C.**

Council President Jones made a brief statement regarding the Cuyahoga County Disparity Study.

Ms. Lenora Lockett, Director of the Office of Procurement and Diversity; Mr. Rodney K. Strong, CEO of Griffin & Strong P.C., and Ms. Ana Duarte, Deputy Project Manager with Griffin & Strong P.C., addressed the Committee regarding the Cuyahoga County Disparity Study and updated the Committee on the background of the disparity study, the background of Griffin & Strong, P.C., the definition of a disparity study, the legal basis and parameters for the disparity study, Cuyahoga County contractor availability and award thresholds, disparities by industry for minority and women owned business enterprises,

prime subcontractor disparities, private sector findings and the overall findings and recommendations of the disparity study. Discussion ensued.

Committee members asked questions of Ms. Lockett, Mr. Strong and Ms. Duarte pertaining to the item, which they answered accordingly.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:04 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0076

Sponsored by: Councilmember Simon	A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2025; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council to “establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Ordinance No. O2012-0007 established the Cuyahoga County Educational Assistance Program (the “Program”) and the Cuyahoga County Educational Assistance Fund (the “Fund”); and

WHEREAS, Ordinance No. O2012-0007 was amended to add an additional component to the Program, to authorize an alternative procurement process and to authorize Council to annually designate the amount of budgeted funds to be allocated for each component of the Program; and

WHEREAS, Cuyahoga County Council set aside \$500,000.00, annually, in the 2020-2021 Biennial Budget for each component of the Program; and

WHEREAS, Council has determined to allocate an amount to College Now Greater Cleveland for Component Two of the Program; 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 program.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award in the amount of \$500,000.00 to College Now Greater Cleveland for scholarships, retention and mentoring services for Cuyahoga County residents as described in Component Two of the Cuyahoga County Educational Assistance Program for the period ending June 30, 2025. Of the total award, College Now Greater Cleveland shall use \$420,000.00 for direct scholarships and may use the remainder for retention and mentoring services and program administration.

SECTION 2. That the County Executive is authorized to execute a contract in connection with the authorized expenditures and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 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: March 23, 2021

Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0077

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 March 3, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H) 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: *Administrative Hearing Officer*

Number: 19061
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Time percentages for Essential Functions were changed. An
equivalency statement was added. General formatting and
language were changed. No changes to pay grade or FLSA status.

Exhibit B: Class Title: *Chief Surveyor*
Class Number: 18083
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Time percentages for Essential Functions were changed. An
equivalency statement was added to the minimum qualifications.
Work exposure was edited in the Environmental Adaptability
section. Changes were also made to format and language. No
change to pay grade or FLSA status.

Exhibit C: Class Title: *Development Housing Specialist*
Class Number: 21021
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Added a new essential function that reflected their “Contract
Manager” status in the ERP system. Time percentages were
changed for the essential functions. Format and language were
updated. No change to the pay grade.

Exhibit D: Class Title: *Senior Supervisor, CECOMS Operations*
Class Number: 12103
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Updates were made to essential job functions, minimum training
and experience, certifications, environmental adaptability, and
general formatting and language. No changes to pay grade or
FLSA status.

Exhibit E: Class Title: *Supervisor, Administrative Hearing Officer*
Class Number: 19062
Pay Grade: 15A/Exempt
* PRC routine maintenance. Classification last revised in 2016.
The minimum qualifications were changed. One (1) year of
supervisory experience was removed, and one (1) year of law
experience was added maintaining the total years of experience
required at six (6) years. Wording and format were also changed
to better reflect work performed on the job. The percentage time
spent was also slightly changed. The pay grade increased from PG
14 to 15.

Exhibit F: Class Title: *Supervisor, CECOMS Operations*
Class Number: 12101
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Quality Assurance*
Class Number: 12102
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit H: Class Title: *Deputy Financial Auditor*
Class Number: 11191
Pay Grade: 13A Exempt
* The PRC created this new classification per the request of the Fiscal Department. It was never filled, and the Fiscal Department notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee March 23, 2021

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

Legislation Amended in Committee: March 30, 2021

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: March 8, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Thomas Colaluca, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on March 3, 2021, 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
Administrative Hearing Officer 19061	13A Exempt	13A Exempt (No Change)	CJFS-Office of Child Support Services
Chief Surveyor 18083	17A Exempt	17A Exempt (No Change)	Public Works

PROPOSED REVISED CLASSIFICATIONS (Cont.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Development Housing Specialist 21021	8A Exempt	8A Exempt (No Change)	Development
Senior Supervisor, CECOMS Operations 12103	11A Exempt	11A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Administrative Hearing Officer 19062	14A Exempt	15A Exempt	CJFS-Office of Child Support Services
Supervisor, CECOMS Operations 12101	9A Exempt	9A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Quality Assurance 12102	10A Exempt	10A Exempt (No Change)	Public Safety and Justice Services

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Deputy Financial Auditor	11191	13A/Exempt	Fiscal

cc: Deborah Southerington, Commissioner
 F. Allen Boseman, 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
19061	Administrative Hearing Officer	Job and Family Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19061	Administrative Hearing Officer	CJFS-Office of Child Support Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Percentage of time on the essential functions changed. An equivalency statement was added. General formatting and language were changed. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Nine (9)
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Dept.(s) Affected:	CJFS - Office of Child Support Services
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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>
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Sent drafted Specifications
Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Extension for review because of holidays and people being out
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	1/28/2021	Email	Ask questions
Jim Battigaglia, Archer Consultant	2/1/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Hearing Officer	Class Number:	19061
FLSA:	Exempt	Pay Grade:	13A
Dept:	CJFS - Office of Child Support Services		

Classification Function

The purpose of this classification is to preside over administrative child support hearings and parenting time hearings with assigned parties and their representatives.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing and presiding over administrative child support hearings. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Supervisor, Administrative Hearing Officer in that the latter supervises this class and performs the more complex work of the unit.

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%
- Presides over administrative child support hearings and parenting time hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of child and medical support; ensures that parties are advised of their legal rights and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties.
- 25% +/- 10%
- Reviews, evaluates, and interprets evidence presented at hearing for credibility and accuracy; researches legal issues presented at hearing; prepares child support and medical support orders for typing and distribution to parties and attorneys; updates child support database and court docket; verifies address, pay rates, medicals, and other evidence used in hearing.
- 15% +/- 10%
- Reviews files, administrative records, state wage information, court dockets, public assistance information, and information in state-run databases prior to hearings; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; rules on requests for cancellations, dismissals, and continuances; researches statutory and case laws as well as Ohio Administrative Code; prepares memorandums, proposals, policies, and procedures.
- 10% +/- 10%
- Attends various meetings to support the function of department or satisfy regulation requirements; meets with management on scheduling and backlogs for no-show hearings; attends trainings to maintain legal license.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with three (3) years of legal experience in family law; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

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 Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Support Enforcement Tracking System; Ohio Benefits Worker Portal), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS Word).

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 evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, finding and recommendations, reports and data in state-managed databases, letters from schools) and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook, .
- Ability to prepare administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, backlog report, report for special projects, docket findings,

Administrative Hearing Officer

transmittal logs, policy and procedures, spreadsheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to engage in formal litigation, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18083	Chief Surveyor	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18083	Chief Surveyor	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Time percentages for Essential Functions were changed. An equivalency statement was added to the minimum qualifications. Work exposure was edited in the Environmental Adaptability section. Changes were also made to format and language. No change to pay grade or FLSA status.
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No. of Employees Affected:	None
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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>
David Marquard, County Engineer	1/26/2021	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Surveyor	Class Number:	18083
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, permits, and public assistance regarding land boundary records. In addition, this classification directs map tax map section operations as related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Survey section of the Public Works Engineering Office. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to 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 the functions of the surveying section of Public Works; reviews survey requests and determines scopes of work and work plans for projects; evaluates bid proposals, consultant submissions, and new equipment performance; evaluates section performance and the section's interaction with other sections and departments within and outside of the County; enforces safety rules and regulations; estimates costs and makes recommendations for section budget.
- 25% +/- 10%
- Supervises and directs the work of Engineering Map Supervisors, Licensed Land surveyors, Survey Technicians, Engineering Technicians, Project Managers, 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%
- Prepares and reviews a variety of survey related documentation (parcel maps, legal descriptions, records of surveys, subdivision maps, drawings, etc.) for technical accuracy for use in projects or for record keeping; reviews and approves condominium and Air Rights plats for recording at the

Chief Surveyor

County Recorder's Office; assists with review of property legal descriptions for the County Land Bank and the Prosecutor's Office.

10% +/- 5%

- Performs supporting administrative responsibilities; attends a variety of trainings and meetings (pre-construction meetings, project status meetings, consultant meetings, etc.); provides road, bridge, and property records for public records requests; stays abreast of new technology and equipment in the surveying field; develops and implements improvements in survey methods, procedures, and equipment;

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's degree in surveying or related field with six (6) years of experience including highway/bridge plan preparation, field surveying practices, and/or GPS/GIS mapping; or an equivalent combination of education, training, and experience.
- A Professional Surveyor license is required.
- A valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Surveyor 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 surveying tools, surveying equipment, and a variety of office machines and equipment including a computer and multifunction printer.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, and perform college level algebra, geometry, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions

Chief Surveyor

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

- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, project survey data, bid documents, certifications, subpoenas and reports.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., Ohio Administrative Code 4733, County conveyance standards, N.G.S. guidelines, Employee Handbook, reference manuals, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, databases, charts, 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 and legal 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 or weather extremes, smoke, dust, pollen, wetness, humidity, animals, wildlife, and traffic hazards.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21021	Development Housing Specialist	Development	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21021	Development Housing Specialist	Development	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Added a new essential function that reflected their "Contract Manager" status in the ERP system. Time percentages were changed for the essential functions. Format and language was updated. No change to the pay grade.
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No. of Employees Affected:	Five (5)
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Dept.(s) Affected:	Development
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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 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>
Sara P. Jackson, Administrator, Housing and Community Dev	8/17/2020	Email	Sent draft of specifications
Sara P. Jackson, Administrator, Housing and Community Dev	9/18/2020	Email	Reminder
Sara P. Jackson, Administrator, Housing and Community Dev	10/14/2020	Phone Call	Meeting to talk about new ERP responsibilities
Michele Mencin, Development housing specialist Kate Feighan, Development Housing Specialist	10/15/2020	Email	Sent out incumbent CPQs so they can update their drafts to reflect their new ERP responsibilities that started after the first round of CPQs were returned
Sara P. Jackson, Administrator, Housing and Community Dev	12/2/2020	Email	Sent draft of specifications
Sara P. Jackson, Administrator, Housing and Community Dev	12/14/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	21021
FLSA:	Exempt	Pay Grade:	8A
Dept:	Development		

Classification Function

The purpose of this classification is to facilitate the administration of community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities related to the administration and management of community and housing development programs in the Department of Development. This class works under direction from senior management of the Department of Development. The employee works within a framework of established department, state, and federal regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

30% +/- 10%

- Performs technical duties to facilitate the administration of community and housing development programs; reviews grant applications and eligibility criteria and provides approval recommendations; reviews, recommends, and prepares reimbursement and payment requests; reviews eligibility criteria for loan applications and underwrites loans; reviews eligibility criteria for subordination of mortgage requests and provides approval recommendations; provides information regarding payment history, loan balances, accumulative interest, and loan term information to borrowers; verifies and processes loan payoff requests submitted by title agencies; verifies loan pay-off information with title company; reviews, provides approval recommendations, and processes requests for reduced payoffs submitted by title agencies, law offices, and real estate offices; prepares release memo(s) for Director's signature and records satisfaction of mortgage to release the lien; performs site visits to housing locations and non-profit community partners to monitor for compliance with regulations; receives and handles requests for information regarding housing loan balances, history, payoffs, and subordinations for current/past loan programs; inputs and updates loan and grant information and documentation into appropriate databases; remains up-to-date on program(s) rules, regulations, directives, and policies.

30% +/- 10%

- Inputs, maintains, collects, and analyzes housing and community development data into the ERP system; inputs new or updates existing housing/program information and documents into cross-departmental ERP system; compiles information and data regarding program and housing information (e.g. geographic data, home values, finances, programming costs, demographics, etc.) from state databases, intra-department records, or by requesting directly from clients/partners; analyzes data by calculating averages, sums, percentages, etc. to create program summary reports and other required reports; prepares and maintains physical and electronic records, reports, studies, and/or correspondence related to fiscal activities, operations, and projects; creating and editing purchase orders in the ERP system; creates and uploads documents to Contract Management Modules events for the contract approval process within the ERP system.

Development Housing Specialist

20% +/- 10%

- Creates a variety of forms, reports, and documentation including program summary reports, annual reports, and mandated reports; creates and updates boilerplate forms, letters, and spreadsheets; independently or collaboratively prepares Request for Proposals (RFPs), contracts, amendments, proposals, narratives, etc. in support of housing and community development programs and department needs; independently or collaboratively prepares reports for internal/external reporting, information requests, and audits in compliance with appropriate guidelines; works with management and consultants to prepare various annual and/or mandated reports (i.e. the County Consortium's Annual Plan, the Consolidated Annual Performance Evaluation Report (CAPER), the County Consortium's 5 Year Consolidated Plan, etc.).

15% +/- 10%

- Assists with management, budget, monitoring, and evaluation of community and housing development programs; oversees the servicing of the Community Development and Housing Loan Portfolio; conducts monitoring activities for housing loan and grant programs to ensure compliance with County, state, and federal housing loan regulations; assists with housing program(s) funding and budget by monitoring account balances, processing and inspecting financial forms, and coordinating with the fiscal office to ensure funds are available; assists in the preparation of program budget(s); provides technical assistance and advice regarding loan applications and program qualifications; participates in identifying program(s) needs and goals, forecasting resources required, and establishing metrics to determine program outcomes, impact, and success; monitors program outcomes by analyzing reports summarizing outcomes; participates in program and policy development for housing programs; participates in collaboration for new program development, improvement of existing programs, and improvement of program administration efficiency.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; acts as a resource and provides technical assistance to outside organizations, agencies, and businesses regarding Cuyahoga County development and housing programs; interfaces with public constituencies as the representative of the Cuyahoga County department of development in various meetings and conferences; responds to requests for information from County, state, and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Effective Date: 2001
Last Modified: 06.16.2016

Development Housing Specialist

- Ability to operate a variety of software and databases including word processing software (MS Word), spreadsheet software (MS Excel) email software (MS Outlook), desktop publishing software (Publisher), presentation software (MS PowerPoint), PDF software (Nitro), database software (MS Access), enterprise resource planning software (OnBase, Infor), financial software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan, Request for Reimbursement), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary, settlement statement), agreements (i.e.- purchase agreement, landlord agreement, current tenant lease agreement), applications (i.e. - Rehabilitation Loan Application, Demolition Fund Application, Community Development Supplemental Grant Application), income documents, federal tax return, billing invoices, insurance reports, monthly reports, credit report, title reports, home appraisal, budget reports, Requests for Proposal (RFP), memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, Ohio Home and Building Codes, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare Loan Payoff Notification, Foreclosure Analysis, Subordination of Mortgage Analysis, Repayment History Analysis, Asset Analysis Sheet, Reduced Payoff Analysis and Recommendation, Consolidated Annual Performance Evaluation Report, semi-annual and annual reports, memos, reports, program metric reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, loan underwriting, financial counseling, and related legal terminology and language.
- Ability to communicate with supervisor, co-workers, department management, clients, corporate representatives, Board of Health Staff, banks and lending institutions, non-profit representatives,

Development Housing Specialist

home owners, attorneys, city officials, appraisers, caseworkers, employees of external agencies and businesses (i.e. – title agencies, insurance agents, etc.), 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
12103	Senior Supervisor, CECOMS Operations	PSJS	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12103	Senior Supervisor, CECOMS Operations	PSJS	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, environmental adaptability, and general formatting and language. No changes to pay grade or FLSA status.
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No. of Employees Affected:	None – classification is currently vacant
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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>
Lisa Raffurty, Manager – CECOMS Operations	1/25/2021	Email	Sent draft for review
	1/26/2021	Email	Follow up regarding changes
	1/28/2021	Call	Conversation regarding changes to draft
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, CECOMS Operations	Class Number:	12103
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the operations of the Cuyahoga Emergency Communications Systems (CECOMS) Center.

Distinguishing Characteristics

This is a second-line supervisory level classification with responsibility for planning and supervising the operations of the CECOMS section of the Department of Public Safety and Justice Services under general direction of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures and ensuring 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.

70% +/- 10%

- Supervises and directs the work of CECOMS Operations Supervisors, Emergency Call-takers, and other assigned personnel at CECOMS; 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; attends union contract negotiations; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

30% +/- 10%

- Assists in administering and planning the operations of the CECOMS Center; creates, implements, and updates standard operating guidelines; advises and assists with budget recommendations; prepares various reports and operational paperwork; reviews and assists with special projects; handles general public inquiries; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed; provides back-up support to operations employees, subordinate supervisors, and manager as needed; responds to questions and requests from other County PSAPs.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with six (6) years of public safety, emergency management, or related experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

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

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), Cardiopulmonary Resuscitation (CPR) and Public Safety Telecommunications training/certifications within one (1) year of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e., time sheets, payroll forms, vacation requests, etc.), billing invoices, monthly and on-call schedule, and other reports and records.

Senior Supervisor, CECOMS Operations

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO International Standards, LEADS standards, and collective bargaining agreements,.
- Ability to prepare employee performance evaluations, standard operating procedures, quarterly statistics, CECOMS schedule, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, co-workers, subordinates, public safety personnel (including police departments, fire departments, local hospitals), County Emergency Services Advisory Board, other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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
19062	Supervisor, Administrative Hearing Officer	Job and Family Services	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19062	Supervisor, Administrative Hearing Officer	CJFS - Office of Child Support Services	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The minimum qualifications were changed. One (1) year of supervisory experience was removed, and one (1) year of law experience was added maintaining the total years of experience required at six (6) years. Wording and format were also changed to better reflect work performed on the job. The percentage time spent was also slightly changed. The pay grade increased from PG 14 to PG 15.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	CJFS – Office of Support Services
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Fiscal Impact:	PG 14A: \$64,792.00 - \$90,729.60 PG 15A: \$69,388.80 - \$97,177.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	David Mlzata, 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>
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Sent drafted Specifications
Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Extension for review because of holidays and people being out
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	1/28/2021	Email	Ask questions
Jim Battigaglia, Archer Consultant	2/1/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Administrative Hearing Officer	Class Number:	19062
FLSA:	Exempt	Pay Grade:	15A
Dept:	Office of Child Support Services		

Classification Function

The purpose of this classification is to supervise Administrative Hearing Officers as well as to conduct and oversee case reviews and administrative hearings.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Job and Family Services. This class works under the direction from the Office of Child Support Services (OCSS) Director/designee, and the Deputy Director. The incumbent exercises discretion in applying procedures to review cases and conduct hearings and provide instruction for Administrative Hearing Officers.

Essential Job Functions

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

45% +/- 10%

- Supervises and directs the work of Administrative Hearing Officers 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% +/- 5%

- Prepares agendas and meeting minutes; attends trainings and seminars to maintain licensure; prepares and maintains statistical reports on section performance and hearing backlogs; gives advice and answers questions about policy or legal matters; reviews and resolves clients' complaints; docket cases and forwards for inclusion on master list; interprets any court orders associated with hearings.

20% +/- 10%

- Performs legal research into issues related to cases; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development of policies and procedures based on legislative developments;

10% +/- 5%

- Reviews and prepares no-hearing cases and conducts hearings; hears arguments and evidence of both parties; compares hearing information and case research with any appropriate guidelines; prepares recommendations and findings; applies data to any associated guidelines for review purposes; reviews problem cases; works with court personnel and Prosecutors' Office to resolve issues on court cases and administrative cases.

Effective Date: 1993
Last Modified: 08.11.2016

Supervisor, Administrative Hearing Officer

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with six (6) years of family law experience; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

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 Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Ohio Benefits Worker Portal; Support Enforcement Tracking System), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), 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 and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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.

Supervisor, Administrative Hearing Officer

- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. – Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, findings and recommendations, reports and data in state or federal-managed databases), statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly hearing backlog and case management reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, administrative findings, memorandum, calculations of arrears, updates on changes in Law, backlog and performance reports, policy and procedure, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal litigation, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, referees, prosecutors, hearing officers, management staff, directors, agency staff, clients, 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
12101	Supervisor, CECOMS Operations	PSJS	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12101	Supervisor, CECOMS Operations	PSJS	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.
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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>
Lisa Raffurty, Manager – CECOMS Operations	1/25/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, CECOMS Operations	Class Number:	12101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

Distinguishing Characteristics

This is a first-line supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee supervises subordinate personnel and provides emergency communications services. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Supervises and directs the work of Emergency Call-Takers and other assigned personnel at CECOMS; 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; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

- 20% +/- 10%
- Answers 9-1-1 cellular calls; obtains caller information and transfers calls to appropriate Public Safety Answering Point (PSAP); monitors radio channels for emergency traffic; monitors the status of county hospitals; monitors Marcs and Motorola radios; answers CISCO phones; provides medical instructions to callers during emergencies using standard procedures; accurately enters call information into computer aided dispatch (CAD) system; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; completes incident cards; logs calls on 9-1-1 statistic sheet; performs tests on equipment and ensures working condition.

15% +/- 5%

- Coordinates, prepares, and broadcasts emergency/non-emergency messages utilizing various radio, call management systems, CAD system, mass notification systems, and emergency alert systems; broadcasts severe weather information to county fire department and hospitals; announces Amber Alert requests when a child is reported missing from a law enforcement agency; relays information and messages such as name, location, nature of call, and pre-arrival instructions to and from emergency sites to law enforcement agencies, emergency responders, and all other individuals or groups requiring notification; provides routine notifications to outside agencies including other PSAPs, utilities providers, private agencies, and businesses; notifies hospitals, police, and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions so that other facilities are utilized; tests communication and alarm systems by adjusting systems and reporting any malfunctions to maintenance units.

15% +/- 5%

- Performs supporting administrative responsibilities; attends meetings, conferences, and trainings; recommends emergency communications policies and procedures; prepares Hazardous Materials (HAZMAT) release reports; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals; monitors access to secure and highly sensitive materials such as lease information, and 911 call information and completes public record requests; updates information such as amber alerts, wanted persons, stolen property, vehicle registration, license plate checks, stolen vehicles, protection orders, missing persons, and criminal background from requesting agency, law enforcement, or court system using teletype networks and computerized data systems; compiles hospitals restriction information and maintains County Hospital Restriction status webpage; implements hospital override procedure.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with three (3) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Federal Emergency Management Agency (FEMA), Emergency Medical Dispatch (EMD), and Cardiopulmonary Resuscitation (CPR) certifications within one year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

Supervisor, CECOMS Operations

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, 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 personnel forms (i.e.-timesheets, overtime forms, vacation requests), Mutual Aid Box Alarm System (MABAS) requests, Emergency Alert System (EAS) requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Operation Manual, Master Street Address Guide (MSAG), Cuyahoga County Atlas, OPBA collective bargaining contract, Emergency Operations Plan, Mile Marker Reference book.
- Ability to prepare dispatch call reports, media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTrac request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.

Supervisor, CECOMS Operations

- Ability to communicate effectively with supervisor, co-workers, subordinates, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment.
- Work may involve exposure to bright lights and loud noise.

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
12102	Supervisor, Quality Assurance	PSJS	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12102	Supervisor, Quality Assurance	PSJS	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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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>
Lisa Raffurty, Manager – CECOMS Operations	1/25/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Quality Assurance	Class Number:	12102
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the required training and continuing education process for the Cuyahoga Emergency Communications Systems (CECOMS) Center staff.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for conducting quality assurance evaluations, overseeing new employee training, ensuring completion of required continuing education for CECOMS staff, and supervising subordinate personnel. Employees work under supervision of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures and ensuring 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.

- 25% +/- 10%
- Conducts quality assurance evaluations of services provided by CECOMS; compiles monthly metrics to monitor call processing; creates and updates standard operating guidelines based on data from quality assurance evaluations.

- 25% +/- 10%
- Supervises and directs the work of Emergency Call Takers at CECOMS; 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%
- Oversees the training and continuing education process for CECOMS staff; conducts new employee training (Emergency Medical Dispatch (EMD), Fire Communications, and Cardiopulmonary Resuscitation (CPR) classes); maintains employee training records; coordinates opportunities for employees to obtain continuing dispatch education (CDE) credits; tracks employee CDE credits obtained; oversees and coordinates annual re-certification process for all CECOMS staff.

25% +/- 10%

- Assists with administering and planning the operations of the CECOMS Center; assists with managing projects (i.e., protocol development, etc.); attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; participates in the Cuyahoga County Emergency Medical Dispatch Committee (CCEMDC) and EMS Protocol Development Committee as co-chair; creates, implements, and updates standard operating guidelines; answers 9-1-1 calls and enters information in the computer aided dispatch software; prepares various compliance documents; handles general public inquiries and completes public records requests; maintains the Northeast Ohio Regional EMS Protocol document; maintains required certifications; maintains County Hospital Restriction status webpage.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with four (4) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), EMD Instructor, Cardiopulmonary Resuscitation (CPR), CPR Instructor, and Public Safety Telecommunications training/certifications within one (1) year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

Supervisor, Quality Assurance

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including EMS Protocol feedback forms, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including industry standards for CPR and EMS care, Employee Handbook, CECOMS Standard Operating Procedures, Sunshine Laws, Ohio Revised Code, APCO International standards, NENA standards, and OPBA Contract.
- Ability to prepare employee performance evaluations, standard operating procedures, quality assurance evaluations, monthly quality assurance metrics and reports, project tracking spreadsheets, training tracking and documentation, CAD entries, meeting agendas, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, subordinates, department managers, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), 911 callers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11191	Deputy Financial Auditor	Fiscal	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	The Fiscal dept. notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal
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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 Contact(s):	Angeline Gill, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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Management Contact(s):	Leigh Tucker, Assistant Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Financial Auditor	Class Number:	11191
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal		

Classification Function

The purpose of this classification is to compile, prepare, coordinate, and review the work to generate the Comprehensive Annual Financial Report (CAFR) for Cuyahoga County. This position also conducts the management review of bank reconciliations for the County, and ensures all financial reporting is in compliance with local, state, and federal regulations.

Distinguishing Characteristics

This is a professional supervisory level position that ensures financial reporting in the Fiscal depart is accurate and in compliance with state and federal regulations. This position reports to the Assistant Fiscal Officer and is expected to exercise discretion in applying policies and procedures to resolves financial reporting issues and to ensure assigned projects and activities are completed in an efficient and timely manner. This position is expected to 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%
- Compiles, prepares, and reviews annual financial reports and audits; prepares assigned CAFR work papers, adjustments, and note disclosures; review and sign Generally Applied Accounting Principles (GAAP) workpapers; ensures reports and transactions are in compliance with the Ohio Revised Code (ORC); ensures all business processes are identified and documented; coordinates communication and work between the County and State Auditor's office; reviews and directs audit findings, citations, and recommendations; assists with modification of policies and procedures in the financial department.
- 30% +/- 10%
- Conducts the Management Review and approval of bank reconciliations process; ensures data matches between the bank's accounting books and the Fiscal department's accounting spreadsheets; ensures transactions are properly classified; resolves any discrepancies in the data.
- 30% +/- 10%
- Supervises and directs the work of Fiscal Specialist 3s, Accountant 3s, 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.

Deputy Financial Auditor

5% +/- 2%

- Remains up to date on local, state, and federal regulations; consults with other parties and agencies regarding accounting policies and procedures; develops new policies and procedures to ensure the County is operating efficiently and in compliance with regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, or a related field of study with five (5) years fiscal, accounting, or budget administration experience including two (2) years of supervisory experience; or any equivalent combination of training, education, and experience.
- Must possess and maintain a Certified Public Accountant (CPA) designation with the State of Ohio.

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including Enterprise Resource Planning Software (Lawson, INFOR); 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 and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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 bank statements, reconciliation documents, audit reports, CAFR workpapers, and cash-basis and GAAP basis financial spreadsheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Charter, Ohio Revised Code (ORC), Governmental Accounting Standard pronouncements and implementation guides, and Generally Applied Accounting Principles (GAAP).
- Ability to prepare CAFR workpapers, financial project plans, audit reports, policy and procedure guides, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with the State auditor's office, internal auditors, consultants, County employees, County Controller, County Fiscal Officer, council members, 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.

Posted on 2/25/2021

<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>					
Administrative Hearing Officer	19061	13A Exempt	13A Exempt (No Change)	CJFS-Office of Child Support Services	PRC routine maintenance. Classification last revised in 2016. Time percentages for Essential Functions were changed. An equivalency statement was added. General formatting and language were changed. No changes to pay grade or FLSA status.
Chief Surveyor	18083	17A Exempt	17A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Time percentages for Essential Functions were changed. An equivalency statement was added to the minimum qualifications. Work exposure was edited in the Environmental Adaptability section. Changes were also made to format and language. No change to pay grade or FLSA status.
Development Housing Specialist	21021	8A Exempt	8A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2016. Added a new essential function that reflected their "Contract Manager" status in the ERP system. Time percentages were changed for the essential functions. Format and language were updated. No change to the pay grade.
Senior Supervisor, CECOMS Operations	12103	11A Exempt	11A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, environmental adaptability, and general formatting and language. No changes to pay grade or FLSA status.
Supervisor, Administrative Hearing Officer	19062	14A Exempt	15A Exempt	CJFS-Office of Child Support Services	PRC routine maintenance. Classification last revised in 2016. The minimum qualifications were changed. One (1) year of supervisory experience was removed, and one (1) year of law experience was added maintaining the total years of experience required at six (6) years. Wording and format were also changed to better reflect work performed on the job. The percentage time spent was also slightly changed. The pay grade increased from PG 14 to PG 15.
Supervisor, CECOMS Operations	12101	9A Exempt	9A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.
Supervisor, Quality Assurance	12102	10A Exempt	10A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

DELETED					
Deputy Financial Auditor	11191	13A Exempt	N/A	Fiscal	The PRC created this new classification per the request of the Fiscal Dept. It was never filled and the Fiscal dept. notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Hearing Officer	Class Number:	19061
FLSA:	Exempt	Pay Grade:	13A
Dept:	CJFS - Office of Child Support Services	Exhibit A	

Classification Function

The purpose of this classification is to preside over administrative child support hearings and parenting time hearings with assigned parties and their representatives.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing and presiding over administrative child support hearings. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Supervisor, Administrative Hearing Officer in that the latter supervises this class and performs the more complex work of the unit.

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%
- Presides over administrative child support hearings and parenting time hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of child and medical support; ensures that parties are advised of their legal rights and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties.
- 25% +/- 10%
- Reviews, evaluates, and interprets evidence presented at hearing for credibility and accuracy; researches legal issues presented at hearing; prepares child support and medical support orders for typing and distribution to parties and attorneys; updates child support database and court docket; verifies address, pay rates, medicals, and other evidence used in hearing.
- 15% +/- 10%
- Reviews files, administrative records, state wage information, court dockets, public assistance information, and information in state-run databases prior to hearings; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; rules on requests for cancellations, dismissals, and continuances; researches statutory and case laws as well as Ohio Administrative Code; prepares memorandums, proposals, policies, and procedures.
- 10% +/- 10%
- Attends various meetings to support the function of department or satisfy regulation requirements; meets with management on scheduling and backlogs for no-show hearings; attends trainings to maintain legal license.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with three (3) years of legal experience in family law; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

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 Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Support Enforcement Tracking System; Ohio Benefits Worker Portal), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS Word).

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 evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, finding and recommendations, reports and data in state-managed databases, letters from schools) and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook, .
- Ability to prepare administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, backlog report, report for special projects, docket findings,

Administrative Hearing Officer

transmittal logs, policy and procedures, spreadsheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to engage in formal litigation, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Surveyor	Class Number:	18083
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	Exhibit B	

Classification Function

The purpose of this classification is to manage the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, permits, and public assistance regarding land boundary records. In addition, this classification directs map tax map section operations as related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Survey section of the Public Works Engineering Office. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to 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 the functions of the surveying section of Public Works; reviews survey requests and determines scopes of work and work plans for projects; evaluates bid proposals, consultant submissions, and new equipment performance; evaluates section performance and the section's interaction with other sections and departments within and outside of the County; enforces safety rules and regulations; estimates costs and makes recommendations for section budget.
- 25% +/- 10%
- Supervises and directs the work of Engineering Map Supervisors, Licensed Land surveyors, Survey Technicians, Engineering Technicians, Project Managers, 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%
- Prepares and reviews a variety of survey related documentation (parcel maps, legal descriptions, records of surveys, subdivision maps, drawings, etc.) for technical accuracy for use in projects or for record keeping; reviews and approves condominium and Air Rights plats for recording at the

Chief Surveyor

County Recorder's Office; assists with review of property legal descriptions for the County Land Bank and the Prosecutor's Office.

10% +/- 5%

- Performs supporting administrative responsibilities; attends a variety of trainings and meetings (pre-construction meetings, project status meetings, consultant meetings, etc.); provides road, bridge, and property records for public records requests; stays abreast of new technology and equipment in the surveying field; develops and implements improvements in survey methods, procedures, and equipment;

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's degree in surveying or related field with six (6) years of experience including highway/bridge plan preparation, field surveying practices, and/or GPS/GIS mapping; or an equivalent combination of education, training, and experience.
- A Professional Surveyor license is required.
- A valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Surveyor 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 surveying tools, surveying equipment, and a variety of office machines and equipment including a computer and multifunction printer.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, and perform college level algebra, geometry, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions

Chief Surveyor

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

- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, project survey data, bid documents, certifications, subpoenas and reports.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., Ohio Administrative Code 4733, County conveyance standards, N.G.S. guidelines, Employee Handbook, reference manuals, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, databases, charts, 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 and legal 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 or weather extremes, smoke, dust, pollen, wetness, humidity, animals, wildlife, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	21021
FLSA:	Exempt	Pay Grade:	8A
Dept:	Development	Exhibit C	

Classification Function

The purpose of this classification is to facilitate the administration of community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities related to the administration and management of community and housing development programs in the Department of Development. This class works under direction from senior management of the Department of Development. The employee works within a framework of established department, state, and federal regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

30% +/- 10%

- Performs technical duties to facilitate the administration of community and housing development programs; reviews grant applications and eligibility criteria and provides approval recommendations; reviews, recommends, and prepares reimbursement and payment requests; reviews eligibility criteria for loan applications and underwrites loans; reviews eligibility criteria for subordination of mortgage requests and provides approval recommendations; provides information regarding payment history, loan balances, accumulative interest, and loan term information to borrowers; verifies and processes loan payoff requests submitted by title agencies; verifies loan pay-off information with title company; reviews, provides approval recommendations, and processes requests for reduced payoffs submitted by title agencies, law offices, and real estate offices; prepares release memo(s) for Director's signature and records satisfaction of mortgage to release the lien; performs site visits to housing locations and non-profit community partners to monitor for compliance with regulations; receives and handles requests for information regarding housing loan balances, history, payoffs, and subordinations for current/past loan programs; inputs and updates loan and grant information and documentation into appropriate databases; remains up-to-date on program(s) rules, regulations, directives, and policies.

30% +/- 10%

- Inputs, maintains, collects, and analyzes housing and community development data into the ERP system; inputs new or updates existing housing/program information and documents into cross-departmental ERP system; compiles information and data regarding program and housing information (e.g. geographic data, home values, finances, programming costs, demographics, etc.) from state databases, intra-department records, or by requesting directly from clients/partners; analyzes data by calculating averages, sums, percentages, etc. to create program summary reports and other required reports; prepares and maintains physical and electronic records, reports, studies, and/or correspondence related to fiscal activities, operations, and projects; creating and editing purchase orders in the ERP system; creates and uploads documents to Contract Management Modules events for the contract approval process within the ERP system.

Development Housing Specialist

20% +/- 10%

- Creates a variety of forms, reports, and documentation including program summary reports, annual reports, and mandated reports; creates and updates boilerplate forms, letters, and spreadsheets; independently or collaboratively prepares Request for Proposals (RFPs), contracts, amendments, proposals, narratives, etc. in support of housing and community development programs and department needs; independently or collaboratively prepares reports for internal/external reporting, information requests, and audits in compliance with appropriate guidelines; works with management and consultants to prepare various annual and/or mandated reports (i.e. the County Consortium's Annual Plan, the Consolidated Annual Performance Evaluation Report (CAPER), the County Consortium's 5 Year Consolidated Plan, etc.).

15% +/- 10%

- Assists with management, budget, monitoring, and evaluation of community and housing development programs; oversees the servicing of the Community Development and Housing Loan Portfolio; conducts monitoring activities for housing loan and grant programs to ensure compliance with County, state, and federal housing loan regulations; assists with housing program(s) funding and budget by monitoring account balances, processing and inspecting financial forms, and coordinating with the fiscal office to ensure funds are available; assists in the preparation of program budget(s); provides technical assistance and advice regarding loan applications and program qualifications; participates in identifying program(s) needs and goals, forecasting resources required, and establishing metrics to determine program outcomes, impact, and success; monitors program outcomes by analyzing reports summarizing outcomes; participates in program and policy development for housing programs; participates in collaboration for new program development, improvement of existing programs, and improvement of program administration efficiency.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; acts as a resource and provides technical assistance to outside organizations, agencies, and businesses regarding Cuyahoga County development and housing programs; interfaces with public constituencies as the representative of the Cuyahoga County department of development in various meetings and conferences; responds to requests for information from County, state, and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Effective Date: 2001
Last Modified: 06.16.2016

Development Housing Specialist

- Ability to operate a variety of software and databases including word processing software (MS Word), spreadsheet software (MS Excel) email software (MS Outlook), desktop publishing software (Publisher), presentation software (MS PowerPoint), PDF software (Nitro), database software (MS Access), enterprise resource planning software (OnBase, Infor), financial software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan, Request for Reimbursement), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary, settlement statement), agreements (i.e.- purchase agreement, landlord agreement, current tenant lease agreement), applications (i.e. - Rehabilitation Loan Application, Demolition Fund Application, Community Development Supplemental Grant Application), income documents, federal tax return, billing invoices, insurance reports, monthly reports, credit report, title reports, home appraisal, budget reports, Requests for Proposal (RFP), memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, Ohio Home and Building Codes, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare Loan Payoff Notification, Foreclosure Analysis, Subordination of Mortgage Analysis, Repayment History Analysis, Asset Analysis Sheet, Reduced Payoff Analysis and Recommendation, Consolidated Annual Performance Evaluation Report, semi-annual and annual reports, memos, reports, program metric reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, loan underwriting, financial counseling, and related legal terminology and language.
- Ability to communicate with supervisor, co-workers, department management, clients, corporate representatives, Board of Health Staff, banks and lending institutions, non-profit representatives,

Development Housing Specialist

home owners, attorneys, city officials, appraisers, caseworkers, employees of external agencies and businesses (i.e. – title agencies, insurance agents, etc.), other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, CECOMS Operations	Class Number:	12103
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Safety and Justice Services	Exhibit D	

Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the operations of the Cuyahoga Emergency Communications Systems (CECOMS) Center.

Distinguishing Characteristics

This is a second-line supervisory level classification with responsibility for planning and supervising the operations of the CECOMS section of the Department of Public Safety and Justice Services under general direction of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures and ensuring 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.

70% +/- 10%

- Supervises and directs the work of CECOMS Operations Supervisors, Emergency Call-takers, and other assigned personnel at CECOMS; 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; attends union contract negotiations; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

30% +/- 10%

- Assists in administering and planning the operations of the CECOMS Center; creates, implements, and updates standard operating guidelines; advises and assists with budget recommendations; prepares various reports and operational paperwork; reviews and assists with special projects; handles general public inquiries; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed; provides back-up support to operations employees, subordinate supervisors, and manager as needed; responds to questions and requests from other County PSAPs.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with six (6) years of public safety, emergency management, or related experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

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

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), Cardiopulmonary Resuscitation (CPR) and Public Safety Telecommunications training/certifications within one (1) year of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e., time sheets, payroll forms, vacation requests, etc.), billing invoices, monthly and on-call schedule, and other reports and records.

Senior Supervisor, CECOMS Operations

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO International Standards, LEADS standards, and collective bargaining agreements,.
- Ability to prepare employee performance evaluations, standard operating procedures, quarterly statistics, CECOMS schedule, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, co-workers, subordinates, public safety personnel (including police departments, fire departments, local hospitals), County Emergency Services Advisory Board, other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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:	Supervisor, Administrative Hearing Officer	Class Number:	19062
FLSA:	Exempt	Pay Grade:	15A
Dept:	Office of Child Support Services	Exhibit E	

Classification Function

The purpose of this classification is to supervise Administrative Hearing Officers as well as to conduct and oversee case reviews and administrative hearings.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Job and Family Services. This class works under the direction from the Office of Child Support Services (OCSS) Director/designee, and the Deputy Director. The incumbent exercises discretion in applying procedures to review cases and conduct hearings and provide instruction for Administrative Hearing Officers.

Essential Job Functions

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

45% +/- 10%

- Supervises and directs the work of Administrative Hearing Officers 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% +/- 5%

- Prepares agendas and meeting minutes; attends trainings and seminars to maintain licensure; prepares and maintains statistical reports on section performance and hearing backlogs; gives advice and answers questions about policy or legal matters; reviews and resolves clients' complaints; docket cases and forwards for inclusion on master list; interprets any court orders associated with hearings.

20% +/- 10%

- Performs legal research into issues related to cases; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development of policies and procedures based on legislative developments;

10% +/- 5%

- Reviews and prepares no-hearing cases and conducts hearings; hears arguments and evidence of both parties; compares hearing information and case research with any appropriate guidelines; prepares recommendations and findings; applies data to any associated guidelines for review purposes; reviews problem cases; works with court personnel and Prosecutors' Office to resolve issues on court cases and administrative cases.

Effective Date: 1993
Last Modified: 08.11.2016

Supervisor, Administrative Hearing Officer

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with six (6) years of family law experience; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

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 Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Ohio Benefits Worker Portal; Support Enforcement Tracking System), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), 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 and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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.

Supervisor, Administrative Hearing Officer

- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. – Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, findings and recommendations, reports and data in state or federal-managed databases), statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly hearing backlog and case management reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, administrative findings, memorandum, calculations of arrears, updates on changes in Law, backlog and performance reports, policy and procedure, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal litigation, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, referees, prosecutors, hearing officers, management staff, directors, agency staff, clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, CECOMS Operations	Class Number:	12101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Public Safety and Justice Services	Exhibit F	

Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

Distinguishing Characteristics

This is a first-line supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee supervises subordinate personnel and provides emergency communications services. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Supervises and directs the work of Emergency Call-Takers and other assigned personnel at CECOMS; 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; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

- 20% +/- 10%
- Answers 9-1-1 cellular calls; obtains caller information and transfers calls to appropriate Public Safety Answering Point (PSAP); monitors radio channels for emergency traffic; monitors the status of county hospitals; monitors Marcs and Motorola radios; answers CISCO phones; provides medical instructions to callers during emergencies using standard procedures; accurately enters call information into computer aided dispatch (CAD) system; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; completes incident cards; logs calls on 9-1-1 statistic sheet; performs tests on equipment and ensures working condition.

15% +/- 5%

- Coordinates, prepares, and broadcasts emergency/non-emergency messages utilizing various radio, call management systems, CAD system, mass notification systems, and emergency alert systems; broadcasts severe weather information to county fire department and hospitals; announces Amber Alert requests when a child is reported missing from a law enforcement agency; relays information and messages such as name, location, nature of call, and pre-arrival instructions to and from emergency sites to law enforcement agencies, emergency responders, and all other individuals or groups requiring notification; provides routine notifications to outside agencies including other PSAPs, utilities providers, private agencies, and businesses; notifies hospitals, police, and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions so that other facilities are utilized; tests communication and alarm systems by adjusting systems and reporting any malfunctions to maintenance units.

15% +/- 5%

- Performs supporting administrative responsibilities; attends meetings, conferences, and trainings; recommends emergency communications policies and procedures; prepares Hazardous Materials (HAZMAT) release reports; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals; monitors access to secure and highly sensitive materials such as lease information, and 911 call information and completes public record requests; updates information such as amber alerts, wanted persons, stolen property, vehicle registration, license plate checks, stolen vehicles, protection orders, missing persons, and criminal background from requesting agency, law enforcement, or court system using teletype networks and computerized data systems; compiles hospitals restriction information and maintains County Hospital Restriction status webpage; implements hospital override procedure.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with three (3) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Federal Emergency Management Agency (FEMA), Emergency Medical Dispatch (EMD), and Cardiopulmonary Resuscitation (CPR) certifications within one year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

Supervisor, CECOMS Operations

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, 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 personnel forms (i.e.-timesheets, overtime forms, vacation requests), Mutual Aid Box Alarm System (MABAS) requests, Emergency Alert System (EAS) requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Operation Manual, Master Street Address Guide (MSAG), Cuyahoga County Atlas, OPBA collective bargaining contract, Emergency Operations Plan, Mile Marker Reference book.
- Ability to prepare dispatch call reports, media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTrac request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.

Supervisor, CECOMS Operations

- Ability to communicate effectively with supervisor, co-workers, subordinates, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment.
- Work may involve exposure to bright lights and loud noise.

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:	Supervisor, Quality Assurance	Class Number:	12102
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services	Exhibit G	

Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the required training and continuing education process for the Cuyahoga Emergency Communications Systems (CECOMS) Center staff.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for conducting quality assurance evaluations, overseeing new employee training, ensuring completion of required continuing education for CECOMS staff, and supervising subordinate personnel. Employees work under supervision of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures and ensuring 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.

- 25% +/- 10%
- Conducts quality assurance evaluations of services provided by CECOMS; compiles monthly metrics to monitor call processing; creates and updates standard operating guidelines based on data from quality assurance evaluations.
- 25% +/- 10%
- Supervises and directs the work of Emergency Call Takers at CECOMS; 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%
- Oversees the training and continuing education process for CECOMS staff; conducts new employee training (Emergency Medical Dispatch (EMD), Fire Communications, and Cardiopulmonary Resuscitation (CPR) classes); maintains employee training records; coordinates opportunities for employees to obtain continuing dispatch education (CDE) credits; tracks employee CDE credits obtained; oversees and coordinates annual re-certification process for all CECOMS staff.

25% +/- 10%

- Assists with administering and planning the operations of the CECOMS Center; assists with managing projects (i.e., protocol development, etc.); attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; participates in the Cuyahoga County Emergency Medical Dispatch Committee (CCEMDC) and EMS Protocol Development Committee as co-chair; creates, implements, and updates standard operating guidelines; answers 9-1-1 calls and enters information in the computer aided dispatch software; prepares various compliance documents; handles general public inquiries and completes public records requests; maintains the Northeast Ohio Regional EMS Protocol document; maintains required certifications; maintains County Hospital Restriction status webpage.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with four (4) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), EMD Instructor, Cardiopulmonary Resuscitation (CPR), CPR Instructor, and Public Safety Telecommunications training/certifications within one (1) year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

Supervisor, Quality Assurance

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including EMS Protocol feedback forms, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including industry standards for CPR and EMS care, Employee Handbook, CECOMS Standard Operating Procedures, Sunshine Laws, Ohio Revised Code, APCO International standards, NENA standards, and OPBA Contract.
- Ability to prepare employee performance evaluations, standard operating procedures, quality assurance evaluations, monthly quality assurance metrics and reports, project tracking spreadsheets, training tracking and documentation, CAD entries, meeting agendas, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, subordinates, department managers, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), 911 callers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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:	Deputy Financial Auditor	Class Number:	11191
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal	Exhibit H	

Classification Function

The purpose of this classification is to compile, prepare, coordinate, and review the work to generate the Comprehensive Annual Financial Report (CAFR) for Cuyahoga County. This position also conducts the management review of bank reconciliations for the County, and ensures all financial reporting is in compliance with local, state, and federal regulations.

Distinguishing Characteristics

This is a professional supervisory level position that ensures financial reporting in the Fiscal depart is accurate and in compliance with state and federal regulations. This position reports to the Assistant Fiscal Officer and is expected to exercise discretion in applying policies and procedures to resolves financial reporting issues and to ensure assigned projects and activities are completed in an efficient and timely manner. This position is expected to 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%
- Compiles, prepares, and reviews annual financial reports and audits; prepares assigned CAFR work papers, adjustments, and note disclosures; review and sign Generally Applied Accounting Principles (GAAP) workpapers; ensures reports and transactions are in compliance with the Ohio Revised Code (ORC); ensures all business processes are identified and documented; coordinates communication and work between the County and State Auditor's office; reviews and directs audit findings, citations, and recommendations; assists with modification of policies and procedures in the financial department.

- 30% +/- 10%
- Conducts the Management Review and approval of bank reconciliations process; ensures data matches between the bank's accounting books and the Fiscal department's accounting spreadsheets; ensures transactions are properly classified; resolves any discrepancies in the data.

- 30% +/- 10%
- Supervises and directs the work of Fiscal Specialist 3s, Accountant 3s, 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.

Deputy Financial Auditor

5% +/- 2%

- Remains up to date on local, state, and federal regulations; consults with other parties and agencies regarding accounting policies and procedures; develops new policies and procedures to ensure the County is operating efficiently and in compliance with regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, or a related field of study with five (5) years fiscal, accounting, or budget administration experience including two (2) years of supervisory experience; or any equivalent combination of training, education, and experience.
- Must possess and maintain a Certified Public Accountant (CPA) designation with the State of Ohio.

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including Enterprise Resource Planning Software (Lawson, INFOR); 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 and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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 bank statements, reconciliation documents, audit reports, CAFR workpapers, and cash-basis and GAAP basis financial spreadsheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Charter, Ohio Revised Code (ORC), Governmental Accounting Standard pronouncements and implementation guides, and Generally Applied Accounting Principles (GAAP).
- Ability to prepare CAFR workpapers, financial project plans, audit reports, policy and procedure guides, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with the State auditor's office, internal auditors, consultants, County employees, County Controller, County Fiscal Officer, council members, 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0078

Sponsored by: Councilmember Brown	A Resolution reappointing Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 - 3/7/2027; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by:	

WHEREAS, Article IX, Section 9.01 of the Cuyahoga County Charter, entitled Personnel Review Commission, creates the Cuyahoga County Personnel Review Commission which is “responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, the Cuyahoga County Charter Section 9.01, states that the County “Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations,” and that, “no more than two of the three members of the Personnel Review Commission shall be members of the same political party;” and,

WHEREAS, the term of office of each member of the Personnel Review Commission shall be six years, and the terms shall be staggered so that no term expires within less than two years of the expiration of any other term; and,

WHEREAS, the County Council desires to reappoint Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 – 3/7/2027; 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 Commission.

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

SECTION 1. That the Council of Cuyahoga County hereby reappoints Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 – 3/7/2027.

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0002

Sponsored by: Councilmembers Conwell, Jones, Stephens, Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Brown, and Simon	An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Council has reviewed the current Personnel Policies and Procedures Manual and, in consultation with the Cuyahoga County Department of Law, has determined that various amendments are required; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Personnel Policies and Procedure Manual, which is amended herein and may be amended in the future by Council; and

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

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

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual as set forth in Exhibit A attached hereto, effective for all County employees, and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees subject to the manual in accordance with the Department's usual method of dissemination.

SECTION 2. Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 23, 2021

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

Committee Report/Second Reading: March 23, 2021

Journal _____
_____, 20__

7.06 Notification of Criminal Arrest or Conviction

Any County employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to Human Resources. Examples of crimes that must be reported include, but are not limited to:

- Felonies (or being arrested for a crime punishable as a felony)
- A crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

Criminal activity or an undisclosed criminal arrests or convictions may constitute cause for discipline. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.

7.06(A) Notification of Criminal Arrest, Charge, Indictment, or Conviction of a County Employee

The provisions detailed in this section apply to all employees, whether classified or unclassified, of Cuyahoga County. Any County employee who is arrested, charged, indicted, and/or convicted of any crime that is not a minor traffic violation or citation, must immediately report the matter to the Department of Human Resources. Any employee who has questions about whether or not a matter is a “minor traffic violation or citation” should seek guidance from the Department of Human Resources as soon as possible. An employee’s failure to provide prompt notice of an arrest, criminal charge, indictment, and/or conviction may be cause for discipline separate and apart from any discipline resulting from the criminal matter and from the application of the provisions set forth in Section 7.06(B).

7.06(B) County’s Duties after Receiving Notice of Criminal Arrest, Charge, Indictment, or Conviction of a County Employee

The County recognizes that it must respect an employee’s presumption of innocence under the law while facing criminal charges. The County’s Director of Human Resources will engage in a case-by-case analysis to determine what actions, if any, are required when an employee has been arrested, charged with, and/or convicted of a crime.

In accordance with applicable law, if the circumstances of a pending criminal charge could adversely affect the health or safety of an employee or any county property entrusted to the employee, and the pending charge is not punishable as a felony, the Director of Human Resources may place an employee on administrative leave with pay while the charge is pending. If an employee has been charged with a

crime that is punishable as a felony, the Director of Human Resources may place the employee, whether classified or unclassified, on unpaid administrative leave for up to two months (and administrative leave with pay thereafter) while the charge is pending. If the employee does not plead guilty to or is found not guilty of a felony for which the employee was charged or any other felony, the employee will be paid for the period of unpaid administrative leave at the employee's base rate of pay, plus interest.

At the conclusion of the employee's criminal case, the Human Resources Director shall make a final determination as to whether the employee may return to work and what modifications to the employee's duties, if any, need to be made. This determination shall include an analysis of all relevant factors, including, but not limited to, the duties performed by the employee and the nature of the criminal charges. The analysis shall be undertaken on a case-by-case basis. Should the Director of Human Resources determine that an employee may not return to his or her previous employment, the County is under no obligation to place the employee in another position. The Director of Human Resources may also decide, in accordance with applicable law and the Employee Handbook, to terminate the employee.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0089

<p>Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management/ Department of Human Resources</p> <p>Co-sponsored by: Councilmembers Gallagher, Jones, Brown, Stephens, Conwell, Simon, Baker Sweeney and Tuma</p>	<p>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, to meet the budgetary needs of various County departments, offices and agencies; amending Resolutions No. R2021-0044 dated 02/9/2021 and R2021-0054 dated 2/23/2021, and to authorize the County Executive to provide a one-time bonus to certain bargaining and non-bargaining employees as more fully described in Ordinance No, 2021-0004; and declaring the necessity that this Resolution become immediately effective.</p>
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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:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A.	General Fund CC100100 - Clerk Of Courts Personnel Services	FB236 \$ 183,975.52
B.	General Fund DV100100 - Economic Development Personnel Services	 \$ 35,478.29
C.	General Fund EX100100 - County Executive Personnel Services	 \$ 23,698.77
D.	General Fund EX100105 - Communications Personnel Services	 \$ 25,216.15
E.	General Fund EX100115 - Regional Collaboration Personnel Services	 \$ 8,268.03
F.	General Fund EX100120 - Sustainability Personnel Services	 \$ 7,722.06
G.	General Fund FS100100 - Administration Personnel Services	 \$ 30,391.47
H.	General Fund FS100105 - Office Of Budget & Management Personnel Services	 \$ 33,545.05
I.	General Fund FS100110 - Financial Reporting Personnel Services	 \$ 53,115.92
J.	General Fund FS100125 - Office of Procurement and Diversity Personnel Services	 \$ 44,946.76

K.	General Fund FS100130 - Treasury Management Personnel Services	\$	39,584.80
L.	General Fund FS100140 - Recording/Conveyance Personnel Services	\$	22,536.58
M.	General Fund FS100150 - Title Admin Records & Licenses Personnel Services	\$	95,937.99
N.	General Fund FS100155 - Microfilm Personnel Services	\$	17,666.11
O.	General Fund FS100160 - General Services Personnel Services	\$	17,374.12
P.	General Fund FS100190 - General (Consumer Affairs) Personnel Services	\$	22,450.62
Q.	General Fund HR100100 - Administration Personnel Services	\$	99,823.29
R.	General Fund IA100100 - Internal Audit Personnel Services	\$	19,880.72
S.	General Fund IG100100 - Inspector General Personnel Services	\$	27,849.43
T.	General Fund IN100100 - Innovation And Performance Personnel Services	\$	16,676.89
U.	General Fund		

	IT100100 - IT Administration		
	Personnel Services	\$	37,152.07
V.	General Fund		
	IT100110 - Web & Multi-Media Development		
	Personnel Services	\$	61,973.65
W.	General Fund		
	IT100130 - Project Management		
	Personnel Services	\$	7,948.33
X.	General Fund		
	IT100135 - Security And Disaster Recovery		
	Personnel Services	\$	19,528.44
Y.	General Fund		
	IT100140 - Engineering Services		
	Personnel Services	\$	78,306.31
Z.	General Fund		
	IT100145 - Mainframe Operation Services		
	Personnel Services	\$	29,580.03
AA.	General Fund		
	IT100165 - Wan Services		
	Personnel Services	\$	13,615.37
AB.	General Fund		
	IT100180 - Communications Services		
	Personnel Services	\$	18,813.26
AC.	General Fund		
	LW100100 - Law Department		
	Personnel Services	\$	65,000.89
AD.	General Fund		
	ME100100 - Medical Examiner-Operations		
	Personnel Services	\$	169,917.28
AE.	General Fund		
	ME100105 - Regional Forensic Science Lab (GF)		
	Personnel Services	\$	154,858.50
AF.	General Fund		

	PC100100 - CPC Administration		
	Personnel Services	\$	47,662.48
AG.	General Fund		
	PD100100 - Public Defender		
	Personnel Services	\$	352,705.18
AH.	General Fund		
	PJ100100 - Justice Affairs Administration		
	Personnel Services	\$	38,993.87
AI.	General Fund		
	PJ100105 - Public Safety Grants Admin		
	Personnel Services	\$	7,765.73
AJ.	General Fund		
	PJ100115 - Cecomms		
	Personnel Services	\$	7,913.75
AK.	General Fund		
	PR100100 - Personnel Review Commission		
	Personnel Services	\$	52,813.41
AL.	General Fund		
	PS100100 - General Office		
	Personnel Services	\$	756,859.74
AM.	General Fund		
	PS100105 - Child Support		
	Personnel Services	\$	92,822.08
AN.	General Fund		
	PS100110 - Children & Family Services		
	Personnel Services	\$	110,448.99
AO.	General Fund		
	PW100100 - Property Management		
	Personnel Services	\$	8,234.89
AP.	General Fund		
	PW100105 - Archives		
	Personnel Services	\$	14,430.33

AQ.	General Fund		
	SH100140 - Jail Operations		
	Personnel Services	\$	1,343,349.61
AR.	General Fund		
	SH100185 - Sheriff Operations		
	Personnel Services	\$	149,397.62

The Office of Budget Management is requesting an appropriation increase of \$4,466,230.40 to the accounting units referenced above to provide a one-time bonus to certain bargaining and non-bargaining employees as more fully described in Ordinance No. O2021-0004. The funding source is General Fund.

AS.	Cuyahoga Support Enforcement		
	HS245100 - Cuyahoga Support Enforcement		
	Personnel Services	\$	561,809.22
AT.	Health and Human Services Levy		
	HS255100 - HHS - Office Of Reentry		
	Personnel Services	\$	14,772.18
AU.	Health and Human Services Levy		
	HS255115 - Family Justice Center		
	Personnel Services	\$	4,636.01
AV.	Health and Human Services Levy		
	HS255120 - PA - Homeless Services		
	Personnel Services	\$	10,127.93
AW.	Human Services		
	HS260100 - OFC Of The Director - DHS		
	Personnel Services	\$	45,962.13
AX.	Human Services		
	HS260105 - Human Resources		
	Personnel Services	\$	21,966.22
AY.	Human Services		
	HS260110 - Information Services		
	Personnel Services	\$	124,123.66
AZ.	Human Services		
	HS260120 - Universal Pre-K		
	Personnel Services	\$	9,119.71

BA.	Human Services HS260130 - Office Of The Director - DCFS Personnel Services	\$	180,221.57
BB.	Human Services HS260135 - Training Personnel Services	\$	28,630.10
BC.	Human Services HS260140 - Info. Svcs. Personnel Services	\$	26,527.60
BD.	Human Services HS260145 - Direct Svcs Personnel Services	\$	1,203,392.64
BE.	Human Services HS260150 - Supportive Svcs Personnel Services	\$	54,781.04
BF.	Human Services HS260155 - Foster & Adopt. Parent Personnel Services	\$	13,453.68
BG.	Human Services HS260160 - Visitation Personnel Services	\$	37,281.04
BH.	Human Services HS260165 - Contracted Placements Personnel Services	\$	40,812.10
BI.	Human Services HS260170 - CFS Foster Home Personnel Services	\$	110,939.96
BJ.	Human Services HS260175 - Permanent Custody Adoptions Personnel Services	\$	121,726.59
BK.	Human Services HS260185 - Admin Svcs - General Manager - DJFS Personnel Services	\$	51,555.87

BL.	Human Services HS260190 - Info Svcs. Personnel Services	\$	30,822.85
BM.	Human Services HS260195 - Work First Svcs Personnel Services	\$	62,493.14
BN.	Human Services HS260200 - Southgate Nfsc Personnel Services	\$	103,393.45
BO.	Human Services HS260205 - Ohio City Nfsc Personnel Services	\$	118,575.49
BP.	Human Services HS260210 - Quincy Place Nfsc Personnel Services	\$	141,530.36
BQ.	Human Services HS260215 - Veb Bldg Nfsc Personnel Services	\$	731,895.19
BR.	Human Services HS260220 - West Shore Nfsc Personnel Services	\$	75,148.87
BS.	Human Services HS260225 - Client Support Svcs Personnel Services	\$	198,945.53
BT.	Human Services HS260235 - Admin Svcs Personnel Services	\$	23,359.44
BU.	Human Services HS260255 - OFC Of The Director - Senior & Adult Personnel Services	\$	33,182.24
BV.	Human Services HS260260 - Mgnt Svcs. Personnel Services	\$	23,115.08

BW.	Human Services HS260270 - Home Support Personnel Services	\$	123,477.91
BX.	Human Services HS260275 - Protective Svcs Personnel Services	\$	105,975.10
BY.	Human Services HS260290 - Resource & Training Personnel Services	\$	23,221.38
BZ.	Human Services HS260295 - Options Prog. Personnel Services	\$	50,533.08
CA.	Human Services HS260300 - Family & Children First Personnel Services	\$	22,972.16
CB.	Other Health and Safety HS280100 - Fatherhood Initiative Personnel Services	\$	5,050.73
CC.	Other Health and Safety PJ280100 - Emergency Management Personnel Services	\$	18,829.12
CD.	Other Health and Safety PJ280105 - Wireless 9-1-1 Gov. Assist. Personnel Services	\$	41,702.59
CE.	Other Health and Safety PW280100 - Dog & Kennel Personnel Services	\$	33,395.60
CF.	Human Services WF260110 - WF Innovation & Opportunities Personnel Services	\$	31,072.46

The Office of Budget Management is requesting an appropriation increase in total of 4,660,531.02 to the accounting units referenced above to provide a one-time bonus to certain bargaining and non-

bargaining employees as more fully described in Ordinance No. O2021-0004. The funding sources are a combination of federal, state and Health and Human Services Levy funds.

CG.	Community Development DV220110 - Economic Development Fund		
	Personnel Services	\$	3,230.98
CH.	Delinquent Real Estate Assess. FS250100 - Tax Collections		
	Personnel Services	\$	33,095.09
CI.	Other Legislative and Exec. FS290100 - Tax Prepayment Special Int.		
	Personnel Services	\$	6,498.62
CJ.	Other Legislative and Exec. FS290105 - Tax Certificate Administration		
	Personnel Services	\$	6,459.47
CK.	Real Estate Assessment FS305100 - Tax Assess Contractual Svcs.		
	Personnel Services	\$	207,135.22
CL.	Health Insurance HR765100 - Hospitalization-Self Insurance		
	Personnel Services	\$	16,256.17
CM.	Health Insurance HR765120 - Wellness Benefits		
	Personnel Services	\$	2,696.15
CN.	Workers' Compensation HR770100 - Workers' Compensation Admin.		
	Personnel Services	\$	11,990.88
CO.	Other Judicial IG285100 - Inspector General Vendor Fees		
	Personnel Services	\$	591.55
CP.	Other Judicial LL285100 - Law Library Board		
	Personnel Services	\$	8,890.54
CQ.	Other Judicial		

	PD285100 - Public Defender - Cleve Munici Personnel Services	\$	60,172.38
CR.	Victim Assistance PJ325100 - Witness Victim HHS Personnel Services	\$	38,069.23
CS.	Delinquent Real Estate Assess. PS250100 - Delinq Tax&Assessment Collect Personnel Services	\$	40,675.51
CT.	Motor Vehicle Gas Tax PW270100 - Road and Bridge Administration Personnel Services	\$	205,521.97
CU.	Motor Vehicle Gas Tax PW270165 - Maintenance Engineer Personnel Services	\$	133,777.34
CV.	County Airport PW700100 - County Airport Personnel Services	\$	16,317.90
CW.	County Parking Garage PW705100 - County Parking Garage Personnel Services	\$	10,737.58
CX.	Sanitary Engineer PW715200 - Sanitary Operating Personnel Services	\$	286,798.70
CY.	Central Custodial Services PW750100 - Centralized Custodial Services Personnel Services	\$	633,791.50
CZ.	Maintenance Garage PW755100 - County Garage Personnel Services	\$	4,682.54
DA.	Postage PW775100 - Postage (As Of 6/30/06) Personnel Services	\$	17,048.08

Journal CC042
April 13, 2021

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0090

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, amending Resolutions No. R2021-0044 dated 02/09/2021, No. R2021-0054 dated 02/23/2021 and No. R2021-0079 dated 04/23/2021; 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. General Fund			JE178
PS100100 – General Office			
Other Expenses	\$	400,000.00	

The Office of Budget and Management, on behalf of the Prosecutors Office, is requesting additional appropriations of \$400,000 for witness expert fees for various cases to assist the defense of civil actions brought by past and present detainees and inmates of the Cuyahoga County Corrections Center for the period of February 1, 2021 to June 30, 2022. The approval to move forward with this request was approved on February 1, 2021, BC2021-50. This expense is being funded by the General Fund.

B. General Fund			JE179
PS100100 – General Office			
Other Expenses	\$	90,000.00	

The Office of Budget and Management, on behalf of the Prosecutors Office, is requesting additional appropriations of \$90,000, for Expert Witness Fees for case number 1:18-cv-02930, Clay for the period of July 7, 2020 to July 6, 2021. This expense is being funded by the General Fund.

C. Other Judicial			JE219
SH285110 – Carrying Concealed Weapon Appl			
Personal Services	\$	5,157.00	
Other Expenses	\$	10,450.00	

The Sheriff's Department requests appropriation of \$15,607.00 to cover the full 2021 contract requirements for the Bureau of Criminal Investigation contract and to cover a shortfall for health benefits. The source of funding is fees collected from applications to carry concealed weapons.

D. Health and Human Services Levy			JE224
HS255100 – HHS -Office of Reentry			
Other Expenses	\$	264,460.57	

The Department of Health and Human Services, Office of Reentry requests appropriation of \$264,460.57 to cover the transfer of cash to the new Innovative and Adult Transition Model grant. This transfer would move the remaining Federal funding from the operating fund to the appropriate grant activity fund. The new grant appropriation transfer was approved on the March 23rd agenda. The corresponding request to move the cash is in section 3, item A. Funding for the grant comes from the U.S. Department of Justice covering the period October 1, 2018 to September 30, 2021. No cash match is required.

E. General Fund			JE227
SH100115 – Law Enforcement – Sheriff			
Capital Outlays	\$	75,300.00	

The Sheriff's Department requests appropriation of \$75,300 to purchase two task force vehicles that will be reimbursed by the Task Force coordinating agency. Funding comes from the High Intensity Drug Trafficking Area Task Force (\$24,300) and the U.S. Postal Service Task Force (\$51,000).

F. Other Judicial		JC-17-ODYS-JJDP
JC285135 – JJDP Subgrant		
Other Expenses	\$	(945.55)

The Juvenile Court is requesting an appropriation decrease in the amount of \$945.55 to close out the 2017 Title II Juvenile Justice Delinquency Prevention subgrant. This grant paid for respite services for youth involved in the Coordinated Approach to Low-Risk Misdemeanors (CALM) Project. The funding source is the U.S. Department of Justice (CFDA 16.540), passed through the Ohio Department of Youth Services and the Cuyahoga County Department of Public Safety and Justice Services, covering the period of September 1, 2017, to September 30, 2018. 95% of the grant, or \$28,011.28, was spent.

G. Community Development		OH0524C5E021701
HS220130 – Coordinated Entry		
Other Expenses	\$	(539.23)

The Department of Health and Human Services - Office of Homeless Services is requesting an appropriation decrease in the amount of \$539.23 to close out the FY 2017 Coordinated Entry grant. The 2009 federal HEARTH Act requires that Continuums of Care establish a Coordinated Entry system as the primary means for persons experiencing a housing crisis to access shelter and housing services. This grant supported the operations of the Coordinated Entry system in Cuyahoga County. The funding source is the U.S. Department of Housing and Urban Development (CFDA 14.267), covering the period of February 1, 2018, to January 1, 2019. 99% of the grant, or \$499,460.77, was spent. There is no cash balance to resolve.

H. Human Services		HS-20-PSF
HS260125 – HHS Admin Grants		
Personal Services	\$	50,000.00

The Department of Health and Human Services (HHS) is requesting appropriations in the amount of \$50,000.00 for the purpose of supporting a 2020 Cleveland Foundation Public Service Fellow. This grant funds the payroll costs of a fellow working with the HHS data integration project team to analyze cross-program data to improve agency practices and tools. This is a new grant funded by the Cleveland Foundation, which covers the period of July 1, 2020, to August 31, 2021. This grant is paid in advance by the grantor, which means that any funds unspent when the grant period concludes must be returned. There is no cash match required. The Board of Control accepted these grant funds on July 6, 2020 (BC2020-389).

I. COVID19 Relief Distr Fund		JE237
FS825100 – COVID19 Relief Distribution		
Other Expenses	\$	1.50

The Office of Budget and Management is requesting appropriations of \$1.50, for the purpose of returning to the State of Ohio the cash balance of the COVID-19 Relief Distribution Fund. As part of the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, Cuyahoga County was responsible for passing-through Coronavirus Relief Fund dollars from the State of Ohio to local municipalities on behalf of the state. This is akin to passing through Local Government Fund dollars from the state to local municipalities. During 2020, Cuyahoga County received \$127,991,029.93 in revenue and distributed \$127,991,028.43 to municipalities over four different distributions: \$55,596,924.90 in June, \$27,799,95.23 in August, \$44,500,648.93 in October, and \$94,992.30 in December. The remaining \$1.50 is the amount being returned to the State of Ohio.

J. Other Judicial		JC-20-PREATIPS
JC285165 – Juv Crt Other Detention Grants		
Personal Services	\$	78,737.81

Juvenile Court is requesting an appropriation increase in the amount of \$78,737.81 for required match funds for the Prison Rape Elimination Act (PREA) Targeted Implementation Planning and Support (TIPS) grant. PREA TIPS is an initiative that provides federal funding for PREA implementation in locally operated lockups, small and medium sized jail, juvenile, community confinement, and tribal facilities, along with targeted training and technical assistance coaching to support the project throughout the planning and implementation phases. The funding source is the U.S. Department of Justice (CFDA 16.735), passed through Impact Justice, covering the period of March 23, 2020, to July 30, 2022. The source of match funds of \$78,737.81 is the General Fund.

K. Victim Assistance		JC-20-VOCA-SH
JC325100 – VOCA Safe Harbor		
Personal Services	\$	31,590.31

Juvenile Court is requesting an appropriation increase in the amount of \$31,530.91 for required match funds for the VOCA Safe Harbor grant. This grant provides for residential treatment services offered through Juvenile Court’s Safe Harbor docket. The grant requires a cash match of \$31,530.91 for the payroll costs of a safe harbor liaison. The funding source of the grant is the U.S. Department of Justice (CFDA 16.575), passed through the Ohio Attorney General’s Office, covering the period of October 1, 2020, to September 30, 2021. The source of match funds of \$31,590.31 is the Health and Human Services levy. The cash transfer was previously approved by County Council via resolution R2020-0251.

L. Other Judicial		CP-20-BJA-VIP
CP285215 – Common Pleas Oth Judic. Grants		
Personal Services	\$	298,044.00
Other Expenses	\$	451,956.00

Common Pleas Court is requesting new appropriation in the amount of \$750,000.00 to establish the Cuyahoga County Violence Intervention Program (VIP) Pilot Expansion grant. This grant will fund the development of a model of how to capture young adult felony offenders who are at risk with gun violence. This is a new grant funded by the U.S. Department of Justice (CFDA 16.828), which covers the period of October 1, 2020, to September 30, 2024. This grant is paid on a reimbursement basis and requires no cash

match. The Board of Control accepted these grant funds on February 9, 2021 (CON2021-14).

M. Other Judicial		PS-21-NAVAA
PS285100 – Prosecutor Oth Judicial Grants		
Other Expenses	\$	5,000.00

The Prosecutor’s Office is requesting new appropriation in the amount of \$5,000 to establish the 2021 National Crime Victims' Rights Week Community Awareness Project grant. This grant will fund community outreach efforts centered around promoting the 2021 National Crime Victims’ Right Week, taking place April 18-24, 2021. This is a new grant funded by the U.S. Department of Justice (CFDA 16.582), passed through the National Association of VOCA Assistance Administrators, which covers the period of March 15, 2021, to June 30, 2021. This grant is paid on a reimbursement basis and requires no cash match.

N. ADAMHS Grants		MH759944SOPR19
AB205215 – Substance Abuse & MH Services		
Other Expenses	\$	2,709,527.95

The Office of Budget and Management, on behalf of the Alcohol Drug and Mental Health Services Board (ADAMHS Board), is requesting additional appropriations of \$2,709,527.95 for the State Opioid Response (SOR) 2.0 Grant which was awarded by the Ohio Mental Health and Addiction Services on February 1, 2021 for the period of December 1, 2020 to September 29, 2021. In addition, the ADAMHS Board approved Resolution No. 21-02-02 for the increase on February 24, 2021. There is no cash match requirement.

O. Human Services		JE193
HS260150 – Supportive Svcs		
Other Expenses	\$	920,000.00

The Department of Children and Family Services requests a \$920,000 increase to cover board and care contractual expenses. This item is followed by a off-setting decrease (JE235). The Human Services fund receives funding from State reimbursements for public assistance services and also from the Health and Human Services levy.

P. Childrens Services		JE235
HS215110 – Purch. Congregate and Foster Care		
Other Expenses	\$	(920,000.00)

The Department of Children and Family Services requests a \$920,000 decrease to cover board and care contractual expenses. The Children Services fund receives funding from State reimbursements for public assistance services and also from the Health and Human Services levy.

Q. Children Services		JE171
HS215100 – Client Support Services		
Other Expenses	\$	5,000.00

The Department of Children and Family Services requests \$5,000 for Permanency Support which supports independent living for youth in foster care. The Department has already received revenues of \$5,000 for this program. Funding comes from a combination of State reimbursements and the Health and Human Services Levy fund.

SECTION 2. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: General Fund	JE225
PC100100 – CPC Administration	
Personal Services	\$ 4,758.00
TO: General Fund	
PC100100 – CPC Administration	
Capital Outlays	\$ 4,758.00

The County Planning Commission requests a transfer of \$4,758.00 to purchase three computers. The Planning Commission is funded by the General Fund.

SECTION 3. 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: Health and Human Services Levy	GL1-00
HS255100 – HHS – Office of Reentry	
Trans Out – Transfer Out	\$ 264,460.57
TO: Health and Human Services Levy	
HS300210 – Office of Reentry Grants	
Trans In – Transfer In	\$ 264,460.57

The Department of Health and Human Services, Office of Reentry requests a cash transfer to move the Federal funding for the Innovative and Adult Transition Model program from the operating fund to the appropriate grant activity fund (grant activity code - 2018CZBX0024). The new grant appropriation transfer was approved on the March 23rd agenda. Funding for the grant comes from the U.S. Department of Justice covering the period October 1, 2018 to September 30, 2021. No cash match is required.

SECTION 4. That items approved in Resolution No. R2021-0079 dated March 23, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County’s financial system:

Resolution No. R2021-0044 dated 2/9/2021:

Original Item to be Rescinded – Section 1

Fund Nos./Budget Accounts

Journal Nos.

T. Community Development			HS-21-COC-PLAN
HS220115 – Continuum of Care			
Other Expenses	\$	250,000.00	

The Department of Health and Human Services-Office of Homeless Services is requesting an appropriation increase in the amount of \$250,000. Cuyahoga County has been awarded a new grant through FY 2019 HUD Continuum of Care in the amount of \$250,000. Continuums of Care Planning Grants support implementation of best practices and improvement of outcomes across the HEARTH Act prioritized activities. Housing Innovations will be awarded \$132,000 to provide the above activities. YWCA, A Place 4 Me, will be awarded \$118,000 to assist with strategies to prevent and end youth homelessness. These activities include developing data, engaging with, and designing a homeless response system targeted to vulnerable and housing unstable Youth to prevent homelessness and to quickly resolve their homelessness when it does occur. The funding source is 100% federal FY2019 U.S. Department of Housing and Urban Development, Continuum of Care Program with a grant award number of OH0642L5E021900. This grant runs from 1/1/2020 through 12/31/2021 and no cash match is required.

U. Community Development			S-L-19-1DD-2
HS220100 – Homeless Services			
Other Expenses	\$	1,160,000.00	

The Department of Health and Human Services-Office of Homeless Services is requesting an appropriation increase in the amount of \$1,160,000. Cuyahoga County has received an award Ohio Development Services Agency (ODSA) in the amount of \$1,460,000. The initial \$300,000 of this award was encumbered in 2020 and this appropriation increase includes the remainder of the award for 2021. The funds are used for Rapid Re-housing (\$860,000) and Coordinated Entry (\$300,000). EDEN, Inc. provides Rapid Re-Housing assistance to homeless persons and families, enabling them to move into housing quickly while providing supportive services during the rent subsidy period to help stabilize the household. FrontLine Service operates the Coordinated Entry System, the front door to accessing shelter and housing services for persons experiencing a housing crisis in Cuyahoga County. The 2009 HEARTH Act requires that Continuums of Care establish a Coordinated Entry System to assure that those who are most vulnerable and literally homeless are prioritized for the limited resources available for homeless intervention services. The funding source is 100% PY 2019 Homeless Crisis Response Program with a grant award number of S-L-19-1DD-2. This grant runs from 1/1/2020 through 12/31/2021 and no cash match is required.

Original Item to be Rescinded – Section 3

Fund Nos./Budget Accounts

Journal Nos.

C. FROM: Health and Human Services Levy			GL4-00
FS255110 – HHS Levy 3.9 Subsidy			
Trans Out – Transfer Out	\$	230,741.00	

TO: Health and Human Services Levy
 HS255115 – Family Justice Ctr
 Trans In – Transfer In \$ 230,741.00

The Office of Budget and Management is requesting the 2021 subsidy of \$230,741 for Public Safety and Justices Services Family Justice Center. This subsidy is funded by the Health and Human Services Levy.

Please note that GL6-00 will be reversing GL4-00 in Lawson.

Resolution No. R2021-0054 dated 2/23/2021:

Original Item to be Rescinded – Section 1

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
B. Community Development	JE110
HS220110 – Supportive Housing Program	
Other Expenses	\$ 199,452.00

The Office of Budget Management on behalf of the Homeless Services is requesting an appropriation increase in the amount of \$199,452. Cuyahoga County was awarded a grant through FY 2019 HUD Continuum of Care in the amount of \$1,782,933. Out of this amount, \$491,352 was designated for Cuyahoga County Rapid Re-Housing for Families. \$291,900 of the initial award was encumbered in 2020 and this appropriation increase includes the remainder of the award for 2021. Four providers offer Rapid Re-assistance to homeless families throughout the county, enabling them to move into housing quickly while providing supportive services during the rent subsidy period to help stabilize the household. The funding source is 100% FY 2019 HUD Continuum of Care with a grant award number of OH0479L5E021905. This grant runs from 2/1/2021 through 12/31/2021. There is no cash match from Cuyahoga County but there is a 25% cash match required from the four providers (West Side Catholic Center, Family Promise, FrontLine and YMCA).

C. Community Development	JE111
HS220125 – Rapid Re-Housing	
Other Expenses	\$ 541,581.00

The Office of Budget Management on behalf of the Homeless Services is requesting an appropriation increase in the amount of \$541,581. Cuyahoga County was awarded a grant through FY 2019 HUD Continuum of Care in the amount of \$1,782,933. Out of this amount, \$541,581 was designated for Rapid Re-Housing for Single Adults. The Salvation Army provides Rapid Re-Housing assistance to homeless men through its PASS Program, enabling them to move into housing quickly while providing supportive services during the rent subsidy period to help stabilize the household. The funding source is 100% FY 2019 HUD Continuum of Care with a grant award number of OH0546L5E021903. This grant runs from 2/1/2021 through 12/31/2021. There is no cash match from Cuyahoga County but there is a 25% cash match required from The Salvation Army.

D. Community Development			JE116
HS220130 – Coordinated Entry			
Other Expenses	\$	41,670.00	

The Office of Budget Management on behalf of the Homeless Services is requesting an appropriation increase in the amount of \$41,670. Cuyahoga County was awarded a grant through FY 2019 HUD Continuum of Care in the amount of \$1,782,933. Out of this amount, \$500,000 was designated for Coordinated Entry. \$458,330 of the initial award was encumbered in 2020 and this appropriation increase includes the remainder of the award for 2021. FrontLine Service operates the Coordinated Entry System, the (front door) to accessing shelter and housing services for persons experiencing a housing crisis in Cuyahoga County. The 2009 HEARTH Act requires that Continuums of Care establish a Coordinated Entry System to assure that those who are most vulnerable and literally homeless are prioritized for the limited resources available for homeless intervention services. The funding source is 100% FY 2019 HUD Continuum of Care with a grant award number of OH0524L5E021904. This grant runs from 2/1/2021 - 12/31/2021. There is no cash match from Cuyahoga County but there is a 25% cash match (\$10,418) required from Frontline Service.

Resolution No. R2021-0079 dated 3/23/2021:

Original Item to be Rescinded – Section 1

<u>Fund Nos./Budget Accounts</u>			<u>Journal Nos.</u>
L. Youth Services			JC-20-ODYS-CALM
JC330100 – Youth Services Subsidy-FDCC			
Other Expenses	\$	62,050.00	
Youth Services			JC-20-ODYS-INT2
JC330100 – Youth Services Subsidy-FDCC			
Other Expenses	\$	2,100.00	
Youth Services			JC-20-ODYS-JDAI
JC330100 – Youth Services Subsidy-FDCC			
Other Expenses	\$	15,000.00	
Youth Services			JC-20-ODYS-MH
JC330100 – Youth Services Subsidy-FDCC			
Other Expenses	\$	14,700.00	
Youth Services			JC-20-ODYS-PA
JC330100 – Youth Services Subsidy-FDCC			
Personal Services	\$	8,795.69	
Other Expenses	\$	173,856.00	
Youth Services			JC-20-ODYS-PTM
JC330100 – Youth Services Subsidy-FDCC			
Personal Services	\$	793,108.62	

Youth Services		JC-20-ODYS-REJU
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	85,000.00
Youth Services		JC-20-ODYS-REST
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	60,000.00
Youth Services		JC-20-ODYS-SHD
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	50,000.00
Youth Services		JC-20-ODYS-SWB
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	81,000.00

Juvenile Court is requesting an appropriation increase in the amount of \$1,269,710.31 to realign RECLAIM project budgets with revisions approved by the state of Ohio as part of the state fiscal year 2021 spending plan. The RECLAIM grant program provides funding for a vast array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. Each activity code listed above features a separate intervention implemented by Juvenile Court. This continuation grant is funded by the Ohio Department of Youth Services for the period of July 1, 2019, to June 30, 2021, and is paid as an advanced payment. There is no cash match required.

Corrected Item – Section 1

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
L. Youth Services		JC-20-ODYS-CALM
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	62,050.00
Youth Services		JC-20-ODYS-INT2
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	2,100.00
Youth Services		JC-20-ODYS-JDAI
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	15,000.00
Youth Services		JC-20-ODYS-MH
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	14,700.00
Youth Services		JC-20-ODYS-PA
JC330100 – Youth Services Subsidy-FDCC		
Personal Services	\$	8,795.69
Other Expenses	\$	97,956.00

Youth Services		JC-20-ODYS-PTM
JC330100 – Youth Services Subsidy-FDCC		
Personal Services	\$	793,108.62
Youth Services		JC-20-ODYS-REJU
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	85,000.00
Youth Services		JC-20-ODYS-REST
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	60,000.00
Youth Services		JC-20-ODYS-SHD
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	50,000.00
Youth Services		JC-20-ODYS-SWB
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	81,000.00

Juvenile Court is requesting an appropriation increase in the amount of \$1,269,710.31 to realign RECLAIM project budgets with revisions approved by the state of Ohio as part of the state fiscal year 2021 spending plan. The RECLAIM grant program provides funding for a vast array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. Each activity code listed above features a separate intervention implemented by Juvenile Court. This continuation grant is funded by the Ohio Department of Youth Services for the period of July 1, 2019, to June 30, 2021, and is paid as an advanced payment. There is no cash match required.

Resolution No. R2021-0079 dated 3/23/2021:

Original Item to be Rescinded – Section 1

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
I. Capital Projects		CFHVD000301
PW600100 – Capital Projects		
Personal Services	\$	3,370,000.00

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase 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 initially appropriated on the December 20, 2020 agenda (R2020-0298) to allow the project to go out to bid. A new assessment determined the roofing system at the Department of Public Works Harvard Maintenance Yard has reached the end of its functional life. The original 1994 roofing system will be replaced with a mechanically fastened EPDM roofing system and associated flashing. This project is on the 2020 CIP and the 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, and is anticipated to be complete in October 2021.

Corrected Item – Section 1

Fund Nos./Budget Accounts

Journal Nos.

I. Capital Projects		CFHVD0000301
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 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 initially appropriated on the December 20, 2020 agenda (R2020-0298) to allow the project to go out to bid. A new assessment determined the roofing system at the Department of Public Works Harvard Maintenance Yard has reached the end of its functional life. The original 1994 roofing system will be replaced with a mechanically fastened EPDM roofing system and associated flashing. This project is on the 2020 CIP and the 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, and is anticipated to be complete in October 2021.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC042
April 13, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: April 2, 2021

Re: Fiscal Agenda – 4/13/2021

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 **April 13, 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 grant appropriation.
- Request to provide appropriation transfer as requested.
- 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
Prosecutor's Office	\$490,000.00	A, B	General Fund	Appropriation Increase
Sheriff	\$15,607.00	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Office of Reentry	\$264,460.57	D	Grant Appropriation	Appropriation Increase
Sheriff	\$75,300.00	E	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Juvenile Court	(\$945.55)	F	Grant Appropriation	Appropriation Increase

Homeless Services	(\$539.23)	G	Grant Appropriation	Appropriation Decrease
Health and Human Services	\$50,000.00	H	Grant Appropriation	Appropriation Increase
Office of Budget & Management	\$1.50	I	Grant Appropriation	Appropriation Increase
Juvenile Court	\$78,737.81	J	General Fund	Appropriation Increase
Juvenile Court	\$31,590.31	K	General Fund	Appropriation Increase
Common Pleas	\$750,000.00	L	Grant Appropriation	Appropriation Increase
Prosecutor's Office	\$5,000.00	M	Grant Appropriation	Appropriation Increase
ADAMHS	\$2,709,527.95	N	Grant Appropriation	Appropriation Increase
Children and Family Services	\$920,000.00	O	PA Fund/HHS Levy Fund Impact	Appropriation Increase
Children and Family Services	(\$920,000.00)	P	PA Fund/HHS Levy Fund Impact	Appropriation Decrease
Children and Family Services	\$5,000.00	R	PA Fund/HHS Levy Fund Impact	Appropriation Increase

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

Department	Amount Transferred	Item	Funding Source	Purpose
Planning Commission	\$4,758.00	A	General Fund	Appropriation Transfer

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
Office of Reentry	\$264,460.57	A	Grant Funded	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0091

Sponsored by: County Executive Budish/Department of Development	A Resolution amending Resolution No. R2021-0075, dated 3/23/2021, which authorized awards totaling \$11,000,000 of U.S. Treasury Emergency Rental Assistance funds to nonprofit organizations to provide emergency rental assistance to income-eligible tenants unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021, by deleting certain qualifications for said awards; authorizing the County Executive to execute the agreements 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 COVID-19 pandemic has caused severe economic disruption including loss of income for many lower income households, resulting in the inability to pay their monthly rent and the subsequent threat of homelessness and housing instability; and

WHEREAS, the inability of lower income residents to pay their monthly rent also causes economic disruption for the owners of rental property; and

WHEREAS, Cuyahoga County is working in collaboration with nonprofit partners and municipalities to direct federal funds to a uniform countywide system for emergency rental assistance in order to prevent evictions and maintain housing for eligible county residents; and

WHEREAS, based on a Request for Qualifications issued by the Department of Development, the County Executive has recommended awards to and agreements with CHN Housing Partners and the Legal Aid Society, as detailed below, with the primary goal of providing countywide emergency rental assistance to income-eligible tenants unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021; 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 Section 1 of Resolution R2021-0075, passed March 23, 2021, is hereby amended to read as follows (new text is bold and underlined; deleted text is stricken):

SECTION 1. That the Cuyahoga County Council hereby awards the following amounts of U.S. Treasury Emergency Rental Assistance funds to provide emergency rental assistance to income-eligible tenants, in Cuyahoga County municipalities outside the City of Cleveland, unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021:

- a) Ten Million Dollars (\$10,000,000) to CHN Housing Partners for rental assistance, with not more than 10% of the amount awarded used for eligible operating costs and housing stability services under written guidance issued by the U.S. Treasury; and
- b) One Million Dollars (\$1,000,00) to the Legal Aid Society of Cleveland **for legal representation of eligible tenants, charged to the 10% of Cuyahoga County's allocation of U.S. Treasury Emergency Rental Assistance funds that may be used for housing stability services;** ~~subject to confirmation by the Law Department that the cost of providing legal representation is an eligible "other expense" under written guidance issued by the U.S. Treasury.~~

SECTION 2. That any provision of Resolution R2021-0075 not amended hereby shall remain in full force and effect.

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

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

Department of Development – Amendment to R2021-0075

A. Scope of Work Summary

Department of Development requesting an amendment to Resolution R2021-0075 which made an award of \$1,000,000 to the Legal Aid Society of Cleveland for legal representation of low income renters in Cuyahoga County municipalities outside the City of Cleveland, in eviction cases, from April 1, 2021 – December 31, 2021.

The amendment to the legislation does not change the services to be provided. It only changes a technical requirement for how the cost of the services is qualified as an eligible use of available federal Emergency Rental Assistance funds.

The original legislation required the Law Department to determine that the cost of legal representation could be counted as a housing expense of the tenants, because the United States Treasury regulatory guidance available at the time required that finding.

After Council passed the original legislation, the United States Treasury changed its regulatory guidance so the cost of legal representation for tenants could be funded from a different part of the federal Emergency Rental Assistance funding known as “housing stability services.” The amendment will align Council’s legislation with the new United States Treasury guidance.

B. Procurement

The original award was made pursuant to a Request for Qualifications. This legislative amendment does not make any change to the award.

C. Contractor and Project Information

1. The contractor is The Legal Aid Society of Cleveland, 1223 West Sixth Street, Cleveland, Ohio 44113. The Executive Director is Colleen Cotter.
2. Services funded by the award are available countywide outside the City of Cleveland. (The City of Cleveland provides funding for the Legal Aid Society to serve its residents)

D. Project Status and Planning

This is a new project to the County, based on federal funds authorized by the second COVID-19 recovery bill passed in late December 2020.

E. Funding

1. The project is 100% funded by federal Emergency Rental Assistance funds.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0092

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,072,000.00 for disposal of wastewater sewer grit for the period 12/1/2020 – 12/31/2022; authorizing the County Executive to execute Agreement No. 1163 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer recommended an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,072,000.00 for disposal of wastewater sewer grit for the period 12/1/2020 – 12/31/2022; and

WHEREAS, the primary goal of the project is to dispose of Sewer Wastewater Grit at a certified disposal site; and

WHEREAS, the project is funded 100% by Sanitary Sewer Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,072,000.00 for disposal of wastewater sewer grit for the period 12/1/2020 – 12/31/2022.

SECTION 2. That the County Executive is authorized to execute Agreement No. 1163 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

Scope of Work Summary

The Department of Public Works is submitting an Inter-Governmental contract for the disposal of Wastewater Sewer Grit with the Northeast Ohio Regional Sewer District for the anticipated cost of \$1,072,000.00. This contract is to extend the time-period from December 1, 2020 through December 31, 2022.

The primary goals of the project is to dispose of Sewer Wastewater Grit at a certified disposal site.

Procurement

The procurement method for this project is an RFP Exemption to utilize a political subdivision for the disposal of Sewer Wastewater Grit. The total value of the Government Purchase is \$1,072,000.00. This Exemption will result in a Contract with the Northeast Ohio Regional Sewer District.

Contractor and Project Information

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

Northeast Ohio Regional Sewer District
3900 Euclid Avenue
Cleveland, Ohio 44115
Council District 7

The executive director for the contractor/vendor is Julius Ciaccia

The Wastewater Grit is collected throughout the county and disposed at the NEORSD Southerly Wastewater Treatment Plant.
6000 Canal Road
Cleveland, Ohio 44125

Funding

The project is funded 100% by the Sanitary Sewer Fund.

The specific project funding has been included in OBM – approved budget for the current year.

The schedule of payments is by invoice.

CONTRACT EVALUATION FORM

Contractor	NEORS				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:					
RQ#	# 5572				
Time Period of Original Contract	6/1/18-11/30/20				
Background Statement	This contract is required for the disposal of wastewater grit for the County's Sanitary Department.				
Service Description	The service provided is wastewater grit disposal.				
Performance Indicators	Acceptance of all disposal material and meeting EPA requirements.				
Actual Performance versus performance indicators (include statistics):	Contractor has accepted all disposal materials and has met all EPA requirements.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Met all requirements				
Department Contact	Thomas Pavich				
User Department	Department of Public Works – Sewer Maintenance				
Date	3/2/21				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0093

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making awards on RQ48674 to various providers in the total amount not-to-exceed \$600,000.00 for construction management and support services for the period 4/27/2021 – 4/26/2024; authorizing the County Executive to execute Contract Nos. 830 and 831 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended making awards on RQ48674 to various providers in the total amount not-to-exceed \$600,000.00 for construction management and support services for the period 4/27/2021 – 4/26/2024 as follows:

- a) Contract No. 830 with Quality Control Inspection, Inc. in the amount not-to-exceed \$300,000.00
- b) Contract No. 831 with Quality Control Services, LLC in the amount not-to-exceed \$300,000.00; and

WHEREAS, the primary goal of this project is to provide general construction management and support services to assist County personnel in administering roadway and bridge construction projects; and

WHEREAS, the project is funded 100% by County Road and Bridge Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ48674 to various providers in the total amount not-to-exceed \$600,000.00 for construction management and support services for the period 4/27/2021 – 4/26/2024 as follows:

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

Journal _____
_____, 20____

DPW; RFQ#48674, 2020, Quality Control Inspection, Inc. & Quality Control Services, LLC; Construction Management/Support Services, \$600,000 for two contracts

Scope of Work Summary

Department of Public Works requesting approval of two agreements from RFQ 48674. One contract with Quality Control Inspection, Inc, and one contract with Quality Control Services, LLC for the anticipated cost of \$300,000.00 each for a not-to-exceed total of \$600,000.00 combined.

These contracts will provide construction management/support services for various roadway and bridge construction projects. The anticipated start-completion dates are 4/13/2021- 4/12/2024.

The primary goals of these contracts is to provide general construction management and support services to assist County personnel in administering roadway and bridge construction projects. Potential services authorized will be on a task order basis, for projects with any and/or all of the following elements: bridges, roadway, traffic control, intersections, lighting, maintenance of traffic, right-of-way, utility relocation, drainage, concrete and asphalt pavement. The potential services may include activities from pre-construction through construction and post construction.

Procurement

The procurement method for this project was RFQ 48674. The total value of the RFQ 48674 is \$600,000.00.

RFQ 48674 was closed on September 9, 2020. There is a DBE participation/goal of 30% (15% SBE, 10% MBE & 5% WBE). One contract was an SBE set-aside contract. In accordance with the Cuyahoga County Code, only small businesses certified with Cuyahoga County will be eligible to be awarded a contract based on this requirement. Both consultants, Quality Control Inspection, Inc, and Quality Control Services, LLC, are County registered SBE's.

Contractor and Project Information

Quality Control Inspection, Inc.	Quality Control Services, LLC
9500 Midwest Avenue	3214 Saint Clair Avenue NE
Garfield Heights, Ohio 44125	Cleveland, Ohio 44114
Council District: N/A	Council District: N/A

The contact for each consultant is as follows:

Edmund Chrzanowski, Jr.	Raymond Bencivengo
Quality Control Inspection, Inc.	Quality Control Services, LLC

The location of various projects are throughout Cuyahoga County.

Project Status and Planning

These contracts are new to the County.

Funding

These contracts are funded 100% by the Roadway and Bridge funds. (PW270205-73300)

The schedule of payments is monthly.



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: RQ48674/2071	TYPE: (RFB/RFP/RFQ): RFQ	ESTIMATE: \$600,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: September 9, 2020	NUMBER OF RESPONSES (issued/submitted): 83/5
REQUESTING DEPARTMENT: Department of Public Works	COMMODITY DESCRIPTION: Construction Management/Support Services 2020	
DIVERSITY GOAL/SBE 15%	DIVERSITY GOAL/MBE 10%	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	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. DLZ 614 W. Superior Ave #1000 Cleveland OH 44113	n/a	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-1123 REG	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MAPA) DLZ Ohio, Inc. MBE 20% (MW) Quality Control Services, LLC SBE 10% (FW) Regency Construction Services, Inc. SBE/WBE 5% (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE 10% <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____ MH	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE <table border="1" data-bbox="685 655 967 1251"> <tr> <td data-bbox="685 655 812 886">Total %</td> <td data-bbox="685 886 812 1251">SBE: <u>20</u> % MBE: <u>20</u> % WBE: <u>5</u> %</td> </tr> <tr> <td data-bbox="812 655 967 886">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="812 886 967 1251"><input checked="" type="checkbox"/> Yes LL 9/22/20 <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="967 655 1065 886">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="967 886 1065 1251">No waiver requested. EN 9/21/2020 LL 9/22/20</td> </tr> </table>	Total %	SBE: <u>20</u> % MBE: <u>20</u> % WBE: <u>5</u> %	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 9/22/20 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 9/21/2020 LL 9/22/20	Dept. Tech. Review	Award: (Y/N)
Total %	SBE: <u>20</u> % MBE: <u>20</u> % WBE: <u>5</u> %											
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 9/22/20 <input type="checkbox"/> No											
SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 9/21/2020 LL 9/22/20											

Transaction ID:

<p>2.</p>	<p>Hill International 9100 South Hills Blvd #230 Broadview Hts OH 44147</p>	<p>n/a</p>	<p>Buyer Administrative Review: OPD Buyer Initials</p> <p>Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IG Number: 12-3366 REG</p> <p>NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>OPD Buyer Initials:</p>	<p>CCBB / CCBEIP Registered</p> <p>CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Diversity Program Review: SBE / MBE / WBE</p> <p>Subcontractor Name(s): (FW) Construction Support Solutions WBE 5% (MW) Quality Control Services, LLC SBE 15% (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE 10%</p> <p>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</p> <p>Total % SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/22/20 <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: No waiver requested EN 9/21/2020 LL 9/22/20</p>	<p>Dept. Tech. Review</p>	<p>Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Transaction ID:

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials 20-0176 REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____ MH	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)	
				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>10</u> % WBE: <u>5</u> %			
				SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/22/20 <input type="checkbox"/> No			
				SBE/MBE/WBE Comments and Initials: No waiver requested. EN 9/21/2020 LL 9/22/20			

Transaction ID:

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5. Resource International Inc 6350 Presidential Gateway Columbus OH 43231	n/a	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2368 REG	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FAPA) Resource International, Inc. SBE/WBE 20% (MW) Quality Control Services, LLC SBE 20% (MAPA) Barr Engineering, Inc. (NEA) SBE/MBE 10% 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: 20 % MBE: 10 % WBE: 20 % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/22/20 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No waiver requested. EN 9/21/2020 LL 9/22/20	[<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		OPD Buyer Initials: <u> </u> MH				



Proposal Evaluation Form

Project Name
 Construction Management/Support Services
Project Type
 Construction Management Services
Submission Date
 August 17, 2020
Selection Meeting Date
 September 22, 2020
Facilitator
 Ernest F. Zadel

Project Name
 Nichole English
Project Type
 Thomas Sotak
Submission Date
 Michael Tworzydlo
Selection Meeting Date
 Darwin Merdes
Facilitator
 Ryan Maver

RFQ 43995

EVALUATION CRITERIA	Max Points	DLZ Daniel Uhler, PE				Hill International Todd Cooper, PE				QCI Group Ed Chranowski, PE				QCS Ray Benciveno, PE				Rii Karl Berghauer, PE			
		Yes/No	Yes	10	12	12	12	12	10	11	11	12	12	10	11	11	11	11	11		
Section 1 - Minimum Qualifications																					
ODOT Pre-Qualifications	15	Yes	Yes	10	12	12	12	10	11	11	12	12	10	11	11	11	11	11	11		
DBE Goal Met		Yes	Yes																		
Mandatory Vendor Compliance Form		Yes	Yes																		
Section 2 - Firm's Experience	15			10	12	12	12	10	11	11	12	12	10	11	11	11	11	11	11		
Section 3 - Available Staff's Experience																					
Project Manager	25			19	22	18	18	23	18	18	23	23	18	18	18	18	18	18	18		
Support Staff	15			12	13	11	11	13	12	12	13	13	12	12	12	12	12	12	12		
Section 4 - Project Methodology	30			20	22	22	22	24	23	23	24	24	23	23	23	23	23	23	23		
Geographic Location	5			5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5		
Previous Work	10			10	3	10	10	6	8	8	6	6	8	8	8	8	8	8	8		
TOTAL	100			76	77	78	78	81	77	77	81	81	77	77	77	77	77	77	77		

Ranking

CONTRACT EVALUATION FORM

Contractor	QCI, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1700277				
RQ#	39873				
Time Period of Original Contract	1/2/2018-1/1/2021				
Background Statement	QCI was selected in 2017 by RFQ				
Service Description	QCI provided construction management services for our road, bridge and facilities projects from 2018-2020 during the life of their contract.				
Performance Indicators	Staff qualifications and ability to provide staff members when needed				
Actual Performance versus performance indicators (include statistics):	QCI provided qualified staff and expertise to fit our requirements at the time they were required				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Based on performance				
Department Contact	Mike Tworzydlo, Chief Construction Engineer				
User Department	Public Works – Construction				
Date	3/31/2021				

CONTRACT EVALUATION FORM

Contractor	Quality Control Services, LLC				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900191				
RQ#	43995				
Time Period of Original Contract	6/12/2019-6/11/2022				
Background Statement	Quality Control Services was selected in 2019 by RFQ				
Service Description	Quality Control Services provided construction management services for our road and bridge projects in the construction seasons of 2019 and 2020. Their contract value has been exhausted to date.				
Performance Indicators	Staff qualifications and ability to provide staff members when needed				
Actual Performance versus performance indicators (include statistics):	Quality Control Services provided qualified staff and expertise to fit our requirements at the time they were required				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	Based on performance				
Department Contact	Mike Tworzydlo, Chief Construction Engineer				
User Department	Public Works – Construction				
Date	3/31/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0094

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$5,000,000.00 to HH Cleveland Huntington LP for the benefit of the Centennial Project, located at 925 Euclid Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$5,000,000.00 to HH Cleveland Huntington LP for the benefit of the Centennial Project, located at 925 Euclid Avenue, Cleveland; and

WHEREAS, the primary goal of this project is to assist with the redevelopment and restoration of the currently vacant 21-story, 1.3 million square foot Union Trust Building (aka the Huntington Building), located at 925 Euclid Avenue, Cleveland, in Council District 7; and

WHEREAS, the project is anticipated to create 864 affordable housing units, 95,000 square feet of office space, 35,000 square feet of restaurant/retail space and 25,000 square feet of public event space; and

WHEREAS, the project is anticipated to create approximately 1,000 construction jobs during the redevelopment period and create and retain 50 permanent jobs in Cuyahoga County within 3 years of completion; and

WHEREAS, the total cost of the project is \$463,382,445, of which the County will loan \$5,000,000.00 for acquisition, bridge financing and rehabilitation costs with a term of 20-years at an interest rate of 2.5% per annum with quarterly payments of interest for 5 years and fully amortizing monthly payments for the remaining 15 years; and

WHEREAS, the loan and its obligations will be assignable to Centennial OH TC, LP, a new tax credit entity created by HH Cleveland Huntington LP for the tax credit project; and

WHEREAS, on March 10, 2021, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Economic Development Fund (aka Job Creation Fund); and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$5,000,000.00 to HH Cleveland Huntington LP for the benefit of the Centennial Project, located at 925 Euclid Avenue, Cleveland, and that the Economic Development Fund Place-based/Mixed-use Loan shall be assignable to a new tax credit entity created by HH Cleveland Huntington LP for the tax credit project.

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

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

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

Department of Development; 2021; HH Cleveland Huntington LP or Appropriate Entity; \$5,000,000; Place Based/Mixed Use Loan; Loan No. 312-01-01

Scope of Work Summary

Department of Development requesting approval of a Place Based/Mixed Use Loan with HH Cleveland Huntington LP (or a TBD appropriate entity) for the anticipated cost, not-to-exceed \$5,000,000. Millenia Housing Development (through its borrowing entity HH Cleveland Huntington LLP) is making a request for assistance on its Centennial project located at 925 Euclid Avenue. The company plans to convert the historic, vacant, Union Trust Building (aka: the Huntington Building) into a mixed-use building of affordable workforce housing, retail, & office space. Additionally, the building will incorporate exhibition, fitness and gathering spaces that will serve as amenities to its tenants and the public. The project is located in County Council District 7.

Economic Development Loan

Borrower/Awardee/Business Entity Name: HH Cleveland Huntington LP or appropriate entity to execute the project.

Project Name and location: The Centennial, 925 Euclid Avenue, Cleveland, Ohio 44115

Project Goals: Historic rehabilitation of a (1.3 Million Sq Ft) vacant, iconic and severely underutilized property at Euclid Avenue and East 9th Street. Creation of 50 full-time jobs.

Purpose – Loan proceeds to be used for refinancing the existing loan associated with the renovation and adaptive re-use of the property located at 925 Euclid Avenue, Cleveland, Ohio

Loan Type – Place Based/Mixed Use

Forgiveness Terms – None

Payments Required - Yes

Loan Position – Shared lien position with the City of Cleveland on the real estate, subordinate to primary lenders

Number of Jobs created - 50

Loan amount - \$5,000,000

Loan Terms – 5 years interest only then 15 years principal and interest fully amortized over 15 years

Total Project Cost - \$463,382,445

Date Recommended – March 10,2021

Funding Source: Economic Development Loan Fund

Department of Development

PROJECT EXECUTIVE SUMMARY

PROJECT NAME: The Centennial
CCCIC REVIEW DATE: March 10, 2021
DOD Program: Place Based/Mixed Use Loan Program

OVERVIEW

1. **Borrower:** Millenia Housing Development (through its borrowing entity HH Cleveland Huntington LP) is making a request for assistance on its Centennial project located at 925 Euclid Avenue.
2. **Project Location & Council District:**
925 Euclid Ave. Cleveland, Ohio

County Council District – 8
3. **Funding Partners in the Project:** Deutsche Bank, Nationwide Insurance Real Estate Equities, State of Ohio (TMUD), Cleveland-Cuyahoga County Port Authority, City of Cleveland and various tax credit investors.
4. **Project Summary:**

Millenia Housing Development (through its borrowing entity HH Cleveland Huntington LP) is making a request for assistance on its Centennial project located at 925 Euclid Avenue. The company plans to convert the historic, vacant, Union Trust Building (aka: the Huntington Building) into a mixed use building of affordable workforce housing, retail and office space. Additionally, the building will incorporate exhibition, fitness and gathering spaces that will serve as amenities to its tenants and the public.

COMPANY BACKGROUND/HISTORY:

Mr. Frank Sinito, the Chairman and CEO of the various Millennia Companies, has been involved in the development of Low-Income Housing projects since the late 1980's. The company has compiled a national portfolio of apartments that totals over 30,000-units in 28 states. Further, Mr. Sinito has ownership of Cleveland's largest office tower, several market rate apartment buildings in Cleveland, and several restaurants, office space and affordable housing apartment buildings in Cuyahoga County. A "Resume of Millenia Housing Development" is included as an attachment to this analysis which shows the company's experience and includes a vast list of the properties the company owns across the country.

THE PROJECT

This adaptive reuse, historic redevelopment project will create jobs and workforce housing and will commence within 6 months after the bridge loan period. The Centennial Project will convert and historically renovate the former Union Trust Building, also formerly known as the Huntington Building, into approximately:

- 864 affordable housing units
- 95,000 square feet of office space
- 20,000 square feet of restaurant / retail space
- 10,000 square of Century Club dining space
- 25,000 Cleveland Exposition Center Public Event Space
- Including Public Forum, Event, and Resident Amenity Space

The 868 affordable housing apartment units will be 1- and 2- bedroom units leased at rents capped at below market levels dictated by the Ohio Housing Finance Agency in order to maintain affordability for lower income households.

- 1-bedroom units will range in size from 607 to 798 square feet.
- 1-bedroom unit rents will range in cost from \$712 to \$1,140 per month (\$.78 per square foot to \$2 per square foot).
- 2-bedroom units will range in size from 870 to 1,300 square feet.
- 2-bedroom unit rents will range in cost from \$855 to \$1,368 per month. (\$.77 to \$1.34 per square foot).

Units will only be made available to qualified tenants whose household income is confirmed at 50%, 60% and 80% of the average Area Median Income (AMI).

Residential construction is scheduled to begin shortly after projected closing on the construction financing, third quarter of 2021, and will involve a full historic restoration of the building. Apartments are expected to start opening for occupancy in 2022. This project not only addresses the current and future housing and job-creation needs of the community; it has generated the necessary capital that is currently available in today's financing environment for a catalytic adaptive reuse project of this scale. The more than 1.3 million square foot structure, which has been predominantly vacant for nearly a decade, will be restored to its former glory and placed back into productive use thereby adding to the vibrancy and activity that the corner of East Ninth Street and Euclid Avenue.

COSTS

- 1. Total Project Costs:** \$463,382,445
- 2. County Loan Amount:** \$5,000,000
- 3. Qualifies for these Funding Sources:** Place Based/Mixed Use Loan Program

Sources and Uses:

SOURCES	
First Mortgage	\$ 70,940,000
Limited Partner Equity	\$ 167,725,154
Federal Historic Tax Credits	\$ 60,600,048
State Historic Tax Credits	\$ 21,250,000
TMUD Funds	\$ 36,800,000
City of Cleveland HUD 108	\$ 15,000,000
Cuyahoga County	\$ 5,000,000
Construction Period Revenue	\$ 13,718,291
FTS capital	\$ 35,500,000
Deferred Developer Fee	\$ 36,848,952
Total Sources	\$ 463,382,445

USES	
Total Acquisition	\$ 65,000,000
Total Construction	\$ 222,742,720
Total Architectural and Engineering	\$ 9,488,400
Total Legal	\$ 2,415,000
Total Closing Cost	\$ 10,442,515
Total Financing Fees	\$ 36,908,171
Total Tax Credit Agency Fees	\$ 2,845,193
Total Owner Cost	\$ 62,040,446
Total Developer Fee	\$ 51,500,000
Total Project Cost	\$ 463,382,445

TERMS

1. **Interest Rate:** 2.50%
2. **Term/Repayment:** The term of the loan shall be twenty (20) years. Borrower shall make quarterly payments of interest only for the first 5 years. Borrower shall then make monthly principal and interest payments for the remaining fifteen (15) years based on a fully amortizing schedule.
3. **Security/Collateral/Guarantor(s):** County to have a mortgage on the real estate that is subordinate to the project’s primary lenders and is pari-passu with the City of Cleveland HUD 108 loan. A personal guarantee will be provided by Frank Sinito.

It is important to note that the City and County loans will be immediately used to retire existing debt which will allow the project to commence. The County loan will be lent to HH Cleveland Huntington LP, along with the City funds and first bank mortgage to be drawn as a bridge loan that would allow the property to pay off the current lender (whose debt is coming due) and replace that debt with the Deutsche Bank/County/City debt (collectively the “bridge debt”). This will allow the ownership to carry this vacant property for the next six to eight months while the

complex capital stack associated with the adaptive reuse/historic rehabilitation project is completed.

At the “tax credit/construction loan” closing, the borrower of the bridge debt, HH Cleveland Huntington LP, will sell the property to an entity that would be acquiring the property as part of the LIHTC, HTC and TMUD tax credit closing (the “tax credit entity”). The City and County debt would be assigned and assumed by the tax credit entity who would then own the building, generate the tax credit equity and construction loans necessary to historically rehabilitate and cause the adaptive reuse of the building.

Furthermore, the capital stack for this project is still being assembled by the Developer. The immediate need for the developer at this point is to prevent a second foreclosure event on the property. The delay caused by a second foreclosure will eliminate the Ohio Historic Tax Credits approved for the property which have been extended by Ohio for the final time. The developer is targeting June 1, 2021 for the bridge financing event shown below.

Source Analysis		Use Analysis	
First Mfg Loan (Deutsche Bank)	\$ 13,305,833	Payoff of Gamma Loan	\$ 29,975,000
City Loan	15,000,000	Interest Reserve Deutsche (8 Months)	443,528
County Loan	5,000,000	Interest Reserve City (8 Months)	200,000
Sponsor Equity	14,920,843	Interest Reserve County (8 Months)	83,333
	-	Carrying Cost Reserve (8 Months)	175,000
	-	Real Estate Tax Reserve (8 Months)	513,814
	-	Insurance Reserve (8 Months)	316,667
	-	Financing Fees/Closing Costs	999,175
	-	Baker Legal	300,000
	-	Lender Legal (x3)	100,000
	-	Title Fees	45,000
	-	Operating Reserve	250,000
	-	Third party reports	65,000
	-	<i>2018-3/2021 Carry Costs/Sponsor Invstmt</i>	
	-	Security	443,179
	-	Cleaning	89,021
	-	Elevator	227,711
	-	HVAC	62,435
	-	Repairs, Maint, Supplies	84,086
	-	Administrative	150,629
	-	Other Prof Fees	9,029
	-	RE Taxes	2,682,223
	-	Insurance	836,170
	-	Utilities	1,448,553
	-	Misc Expense	7,840
	-	Interest Expense	8,719,285
	-		
Total Sources	\$ 48,226,676	Total Uses	\$ 48,226,676

PARTNERS IN THE PROJECT/TERMS:

The City of Cleveland is providing a \$15,000,000 HUD 108 loan, 10 years interest only, then amortized over a 10-year term at ~1%. The company is also seeking non-school TIF with an approximate value of \$1,300,000 annually and total financeable present value of just over \$15,000,000.

Other Financing: The developer will be providing a term sheet for the primary lender and other various tax credit investors as they finalize terms. This includes the OHIO Transformational Mixed-Use Development (TMUD) tax credit when it becomes available.

Jobs to be Created:

The Developer has committed to creating 50 full-time jobs. However, the projections of all the jobs are much greater. Below is a list of the numbers and types of jobs that the Developer is projecting to be created through the project.

JOB TYPE	NUMBER	SALARY
Property Management/Maintenance	15	~\$44,000
Hospitality/Restaurant	75	~\$35,000
Retail	40	~\$37,000
Office Staff /Exhibition Space Attendants	50	~\$61,000

RATIONALE FOR PARTICIPATION

- **Jobs Created:** Over 100 permanent jobs are contemplated under the current environment and another 250+ are projected when the office and retail markets bounce back. Also, over 1,000 construction-period jobs will be filled for a period of approximately five years.
- **Economic Impact:** The restoration of this historic building, 1.3 million square feet, back into productive use at the prominent corner of Euclid and 9th Street will create many substantial economic impacts to Cleveland. The Project is anticipated to generate an investment of over \$250,000,000 in construction and other costs over a multi-year construction period.
- **Community Impact:** Along with the social impact of providing 864 affordable housing units in the center of the city, with rents capped at levels to ensure affordability, Cleveland’s downtown workforce population will increase to support the local retail and dining establishments.

RECOMMENDATION

The Department of Development staff believes providing financial assistance to this project is a worthwhile risk that will leverage additional investment, create/retain jobs and has a profound economic impact for our community. The Department of Development, therefore, recommends approval of the Cuyahoga County Economic Development Loan.

CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT

PRELIMINARY TERMS AND CONDITIONS

BORROWER:	HH Cleveland Huntington LP or appropriate entity to execute the project
SOURCE OF LOAN:	ECONOMIC DEVELOPMENT FUND
LOAN AMOUNT:	Up to Five Million Dollars (\$5,000,000)
USE OF PROCEEDS:	Loan proceeds to be used for refinancing the existing loan associated with the renovation and adaptive re-use of the property located at 925 Euclid Avenue, Cleveland, Ohio (the "Project").
INTEREST RATE:	Rate of interest will be fixed at two- and one-half percent (2.50%) per annum.
LOAN TERM / REPAYMENT:	Upon disbursement of Loan funds, Borrower shall make quarterly payments of interest for the first five (5) years. Borrower will then make monthly principal and interest payments for fifteen (15) years based on a fully amortizing schedule. The total term of the loan is twenty (20) years.
PROJECT EQUITY:	A minimum of ten percent (10%) of the total Project costs to be injected in cash by the Borrower.
PREPAYMENT:	The loan may be prepaid at any time, in whole or part, without premium or penalty, if there are no existing events of default and payment includes all accrued interest.
GUARANTOR(S):	A personal guaranty will be provided by Frank Sinito.
CONDITIONS:	The Loan is predicated upon the Borrower creating at least fifty (50) new-to-Cuyahoga County, full-time equivalent jobs. The jobs must be created within three (3) years of project completion.
COLLATERAL:	County to have a mortgage on the real estate that is subordinate to the project's primary lenders and is pari-passu with the City of Cleveland HUD 108 loan.
INSURANCE:	Borrower shall maintain the following insurance, with the County as additional insured: commercial general liability insurance, umbrella/ excess liability insurance, business automobile liability insurance, worker's compensation insurance, and property insurance where required by the Loan Agreement.

EXPENSES AND FEES:	Borrower to pay all fees, costs and expenses incurred by the County, including legal fees. Additionally, Borrower will be required to pay an application fee of \$500, and a loan fee of 1% of the loan amount.
WORKFORCE AGREEMENT:	The Borrower will be required to execute a Workforce Development Agreement with OhioMeansJobs for any jobs created as a result of the Project. The Workforce Development Agreement works to match unemployed skilled workers with available positions.
SKILL UP MEETING(S):	The Borrower will be required to have a meeting with representatives of the Department of Development's Skill-Up Program in order to assess opportunities to provide new skills to workforce and improve earning potential of employees.
SMALL BUSINESS ENTERPRISE:	Borrowers receiving economic development assistance valued at \$250,000 or more for projects resulting in improvements to real property are hereby encouraged to hire and provide contract opportunities to qualified Small Business Enterprises (SBE) that have been certified pursuant to Cuyahoga County's SBE program, particularly residents of Cuyahoga County whose income equals or falls below the federal poverty guidelines pursuant to Council Ordinance 2011-0014 and the SBE policy adopted October 29, 2009.
REGULAR REPORTING:	Borrower shall submit, if requested: (i) annual tax returns and financial statements, (ii) evidence of current and continuing general liability insurance, (iii) evidence of current real estate tax payments, (iv) annual current rent roll (if applicable), (v) annual job creation reports, and (vi) any other documentation as required under the loan documents.
JOB CERTIFICATION CONTACT INFORMATION FORM:	Borrower shall execute a Job Certification Information Form identifying the company's primary contact persons for Providing the County's information requirements pertaining to job creation and financial information matters.
COUNTY TAXES:	Borrower must be current on all of its Cuyahoga County tax liabilities and/or have an approved payment plan schedule before presentation of the Loan request to the Cuyahoga County Community Improvement Corporation (CCCIC) loan review committee.
OTHER REGULATIONS:	Borrower to comply with all federal, state and local regulations to the extent that they are applicable to the Project.
MISCELLANEOUS	Such other terms and conditions as the County deems necessary and appropriate.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0095

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Loan to JumpStart NEXT Fund II, L.P. in the amount not-to-exceed \$5,000,000.00 to be utilized exclusively for investments and loans for technologically-based start-up companies located within Cuyahoga County; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Loan in the amount not-to-exceed \$5,000,000.00 to JumpStart NEXT Fund II, L.P., to be guaranteed by JumpStart Inc., with a one-time balloon repayment of principal and accrued interest at the rate of 2.0% per annum after a 7-year term; and

WHEREAS, JumpStart NEXT Fund II, L.P. is an early-stage investment fund that will make investments and loans to high potential technologically-based start-up companies; and

WHEREAS, the proposed County loan is to be utilized exclusively for investments and loans for companies located within Cuyahoga County, which will improve the County's global competitiveness, foster economic growth, and broaden the diversity of the County's tech-based ecosystem; and

WHEREAS, an essential objective for the County in making the loan is to provide funding to minority-owned businesses, and JumpStart NEXT Fund II, L.P. is committed to emphasizing diversity in the portfolio companies' leadership teams and workforces with a direct intent to provide funding to minority-owned companies; and

WHEREAS, the proposed funding source for the loan is the Economic Development Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Loan to JumpStart NEXT Fund II, L.P. in the amount not-to-exceed \$5,000,000.00 to be utilized exclusively for investments and loans for technologically-based start-up companies located within Cuyahoga County.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20____

Department of Development; 2021; JumpStart INC.; \$5,000,000 Economic Development Loan.

Scope of Work Summary

Department of Development is requesting approval of an Economic Development loan with JumpStart Inc. to fund the Jump Start Next II Fund program which will be providing capital and financial counseling for technology Start-ups. for the anticipated cost not-to-exceed \$5,000,000.

Borrower: JumpStart Inc.
Project Name: Next II Fund

Project Goals: Continue investment capital assistance assist with this next stage of making investments and loans to high potential technology-based start-up companies located in Cuyahoga County, with an essential objective being to provide these funds to minority -owned businesses.

Purpose: Continue JumpStart's mission to unlock the full potential of diverse and ambitious entrepreneurs to economically transform entire communities. This work is accomplished through investment in companies that are in the late demonstration stage to early Market Entry phases of commercialization and to help position them for Series A Capital.

Loan Type: Economic Development
Loan amount: Not To Exceed \$5 million
Loan Terms: Seven (7) Years; 2.0%
Total Project Amount: \$48 million
Funding Source: General Fund

Jump Start NEXT II Fund Loan Summary

Entrepreneurship, job growth and opportunity are core strategic initiatives for Cuyahoga County government which is committed to improving the County's global competitiveness through partnerships and strategic investments that foster economic growth and create vibrant and welcoming ecosystems for technologically based start-ups and their technology transfer & commercialization efforts.

Through a decade-long collaborative partnership with JumpStart, Inc. the County has provided funding to JumpStart in its various efforts to assist with loans and equity investments to businesses in this arena, and this partnership has provided support to broaden the diversity of the tech-based ecosystem through the state-funded Entrepreneurial Services Provider Network, in addition to providing capital to help spur investment in the most promising early-stage companies within Cuyahoga County.

With the recent release of Pre-Seed/Seed Plus Fund Capitalization RFPs by Ohio Third Frontier ("OTF"), JumpStart once again has the opportunity to leverage state dollars to capitalize existing investment funds and create new, local funding opportunities by submitting three (3) proposals to OTF requesting a combined total of \$19M that, if awarded, will make available \$48M for three (3) early-stage investment funds managed by JumpStart. One such fund is JumpStart's NEXT II Fund.

JumpStart's NEXT II Fund builds on the momentum of JumpStart's NEXT I Fund. This fund will continue JumpStart's work investing in companies in the late demonstrating stage to early Market Entry phases of commercialization to help position them for true Series A capital. The NEXT II Fund investing strategy is to provide such continuum of capital to high potential startup companies moving through the Demonstrating Phase and into the Market Entry phase of commercialization.

Out of the \$19M that JumpStart has requested from OTF, \$10M of it will be earmarked for the NEXT II Fund. Funding from OTF requires a match of 3:1 for the NEXT II Fund, which necessitates that JumpStart fund an additional \$20M with non-OTF dollars for a total fund amount of \$30M.

JumpStart requested a \$5M loan from the County to support said non-OTF funding of the NEXT II Fund. The County funds would be utilized as a component of the above-described \$20M non-OTF match.

The essential terms of the \$5 million loan agreement shall be as follows:

1. The County will provide a loan to JumpStart in an amount not to exceed \$5 million with interest accruing at an annual rate of 2.0% and a loan term of 7 years (the "County Loan"). There will be no principal or interest payments until the end of the loan term, at which time a balloon payment of principal and all accrued interest will become due and payable to the County by JumpStart. JumpStart's obligation will be evidenced by a Cognovit Promissory Note executed and delivered by JumpStart to the County.

2. The County Loan will be used solely to fund JumpStart's NEXT II Fund and will be utilized exclusively for investments and loans for companies located within Cuyahoga County. The County Loan is conditioned on the approval of JumpStart's proposal by OTF for \$10M for the NEXT II Fund.
3. All terms of the County Loan will be detailed in a Loan Agreement (the "Loan Agreement") modeled after two of the Parties' prior loan agreements: Innovation Match for Pre-Seed Capital Fund Loan Agreement for \$2.5 million and the Early Stage Loan Fund Loan Agreement for \$2 million (collectively, the "Prior Agreements"). The following are among the terms to be included in the Loan Agreement from the Prior Agreements:
 - a. The County Loan is to be secured by, and JumpStart pledges to provide, security similar to that used to secure the Prior Agreements through control agreements, pledged collateral, and grants of security interest on:
 - i. All Money and all Deposits
 - ii. Securities Accounts, excluding beneficial interest securities held at Cleveland Foundation or a similar entity
 - iii. Evergreen Fund and NEXT Fund Loans
 - iv. Equipment, Goods, Inventory and Fixtures
 - v. Receivables
 - vi. Letters of Credit and Letter-of-Credit Rights
 - vii. Investment Property
 - viii. Intellectual Property Collateral
 - ix. Any additional or other collateral that the County deems acceptable and necessary to fully secure its commitment.
 - b. Other agreement conditions and requirements:
 - i. Liquidity Events – Mandatory Prepayment for any pro-rata returns received specifically related to investments from this \$5M loan. Any liquidity events related to investment funds other than NEXT II Fund will not trigger a mandatory prepayment.
 - ii. Intellectual Property, Licenses, and Patents Ownership
 - iii. Success Fees
4. If the County incurs legal fees associated with the drafting of the Loan Agreement and related Loan Documents, JumpStart will pay any such fees on behalf of the County up to an amount of \$5,000.00. If JumpStart deviates from the substantive terms agreed to in this MOU, then the \$5,000.00 cap will not apply and JumpStart will pay all reasonable fees incurred by the County.

County Council of Cuyahoga County, Ohio

Resolution No. 2021-0096

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing the issuance and sale of health care facilities revenue bonds, Series 2021 (Eliza Jennings Senior Care Network Project), in an aggregate principal amount not-to-exceed \$13,000,000.00 for the purposes of paying costs related to acquisition, construction, improvement, furnishing and equipping of certain health care facilities, including capitalized interest during the construction period, and paying certain costs of issuance; providing for the assignment of revenues for the payment of those bonds; and authorizing the execution and delivery of a Base Lease, a Lease, a Bond Indenture, Supplemental Bond Indentures, Bond Purchase Agreements, an Assignment of Rights under Lease, an Assignment of Basic Rent and other instruments and documents in connection with the issuance of those bonds; authorizing the execution and delivery of amendments to certain documents relating to prior bonds issued by the Issuer for the benefit of the Borrower, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County of Cuyahoga, Ohio (the "Issuer"), a county and political subdivision in and of the State of Ohio (the "State"), is authorized and empowered by virtue of the laws of the State, including without limitation, Chapter 140 of the Ohio Revised Code (the "Act"), among other things: (i) to acquire, construct, improve, furnish and equip Hospital Facilities (as defined below), and to acquire by lease real estate within the boundaries of the Issuer and interests therein, including without limitation, improvements situated thereon comprising Hospital Facilities; (ii) to reimburse the Borrower (defined herein) for, and to pay, the "costs of hospital facilities," as defined in the Act, within the boundaries of the Issuer; (iii) to enter into a lease agreement to provide revenues to pay the principal of and interest and any premium on those revenue bonds; (iv) to secure those revenue bonds by a trust indenture and a separate supplemental trust indenture for each series of those revenue bonds, by the pledge and assignment of its rights under a lease agreement, by a pledge and lien on the hospital receipts and by an absolute and irrevocable assignment of certain funds to be held by the trustee under such trust indentures and (v) to enact this Resolution, to enter into the Bond Indenture, the Supplemental Bond Indentures, the Base Lease, the Lease, the Assignment of Rights Under Lease, the Assignment of Basic Rent and the Bond Purchase Agreements, all as hereinafter defined, and to execute and deliver certain other documents

and instruments upon the terms and conditions provided herein and therein; and

WHEREAS, this Council, pursuant to the foregoing authority and at the request of the Borrower, has heretofore determined and hereby determines to issue revenue bonds for the purpose of acquiring, constructing, improving, furnishing and equipping real and personal property used for Hospital Facilities, all for the purposes of better providing for the health and welfare of the people of the State and the Issuer by enhancing the availability, efficiency and economy of Hospital Facilities, and the services rendered thereby and of providing efficient operation of Hospital Facilities, by leasing them to the Borrower and facilitating the financing of Hospital Facilities, to be available to or for the service of the general public without discrimination by reason of race, creed, religion, color, national origin or age;

WHEREAS, a public hearing was held on April 20, 2021 pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, for the purpose of informing interested parties of the proposed issuance of the Series 2021 Bonds (as hereinafter defined) and to afford those parties an opportunity to express their views on the subject both orally and in writing;

WHEREAS, it is necessary that this Resolution become immediately effective in order to sell the Series 2021 Bonds to the Original Purchasers (as hereinafter defined) at favorable interest rates.

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

Section 1. Definitions. In addition to the words and terms defined elsewhere in this Resolution, or by reference to the Lease, the Bond Indenture or the Supplemental Bond Indentures, unless the context or use indicates clearly another meaning or intent:

"Act" means Chapter 140 of the Ohio Revised Code, as enacted or amended from time to time.

"Assignment of Rights Under Lease" means the Assignment of Rights Under Lease dated as of the Dated Date, between the Issuer and the Master Trustee, as the same may be amended or supplemented.

"Assignment of Basic Rent" means the Assignment of Basic Rent dated as of the Dated Date, from the Issuer to the Bond Trustee, as the same may be amended and supplemented.

"Authorized Borrower Representative" means the person designated from time to time by the Borrower as its representative.

"Bank Rate" means the respective Bank Rates as defined in Supplemental Bond Indentures Nos. 1 and 2.

"Base Lease" means, the Base Lease, dated as the Dated Date, between Eliza Jennings Senior Care Network, as lessor, and the Issuer, as lessee, as amended or supplemented from time to time in accordance with its terms.

"Basic Rent" means the amounts necessary to make the deposits required in the Bond Indenture to be made to the Special Funds and any other amounts required under the Lease to be paid as Basic Rent on or prior to the date set forth in the Lease.

"Beneficial Owner" means, with respect to the Bonds, a Person owning a Beneficial Ownership Interest therein, as evidenced to the satisfaction of the Bond Trustee.

"Beneficial Ownership Interest" means the beneficial right to receive payments and notices with respect to the Bonds which are held by the Depository under a book entry system.

"Bond Fund" means the Bond Fund created in Section 5.01 of the Bond Indenture.

"Bond Indenture" means the Trust Indenture dated as of the Dated Date between the Issuer and the Bond Trustee, as the same may be amended and supplemented from time to time, including, but not limited to, by Supplemental Bond Indentures Nos. 1 and 2.

"Bond Purchase Agreements" means the HPCC Bond Purchase Agreement and the Northwest Bond Purchase Agreement.

"Bond Service Charges" means, for any applicable time period or date, the principal (including any Mandatory Sinking Fund Requirements), interest, and redemption premium, if any, required to be paid by the Issuer on the Bonds pursuant to the Bond Indenture. In determining Bond Service Charges accruing for any period or due and payable on any date, Mandatory Sinking Fund Requirements accruing for that period or due on that date shall be included and principal maturities for which, and to the extent, Mandatory Sinking Fund Requirements were imposed in a prior period or for a prior date shall be excluded.

"Bond Trustee" means U.S. Bank National Association, and any successor Bond Trustee, as determined or designated under or pursuant to the Bond Indenture.

"Bonds" means the Series 2021 Bonds.

"Book entry form" or "book entry system" means, with respect to the Bonds, a form or system, as applicable, under which (i) the Beneficial Ownership Interests may be transferred only through a book entry and (ii) physical Bond certificates in fully registered form are registered only in the name of a Depository or its nominee as Holder, with the physical Bond certificates "immobilized" in the custody of the Depository. The book entry system, maintained by and the responsibility of the Depository and not maintained by or the responsibility of the Issuer or the Bond Trustee, is the record that identifies, and records the transfer of the interests of, the owners of book entry interests in the Bonds.

"Borrower" means Eliza Jennings Senior Care Network, an Ohio nonprofit corporation, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual and which has authority to own or operate Hospital Facilities, or which provides services to one or more other hospital agencies and which is qualified to do business in the State, and its lawful successors and assigns, including any surviving, resulting or transferee corporations as provided in the Lease, as a lessee thereunder.

"Borrower Documents" means the Base Lease, the Lease, the Bond Purchase Agreements, the Master Indenture and the Master Indenture Security Documents.

"Business Day" means (A) any day other than (1) a Saturday, Sunday or other day on which banks in the city in which the Corporate Trust Office of the Bond Trustee, any Paying Agent, the Registrar, the Tender Agent or either of the Original Purchasers is located or in New York, New York are authorized to be closed for commercial banking purposes or (2) a day on which the New York Stock Exchange is closed, or (B) as such term may be defined in the Bond Indenture or Lease, but for which no days shall be included that are not consistent with the terms of (A) above.

"Certificate of Award" means the Series 2021 Certificate of Award, defined in Section 3 hereof and authorized pursuant to Section 4 hereof.

"Clerk" means the Clerk of the County Council of the Issuer.

"Code" means the Internal Revenue Code of 1986, the applicable regulations (whether proposed, temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing.

"Dated Date" means the first day of the calendar month in which the Series 2021 Bonds are issued.

"Depository" means any securities depository that is a clearing agency under federal law operating and maintaining, with its participants or otherwise, a book entry system to record ownership of book entry interests in Bonds, and to effect transfers of book entry interests in Bonds in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

"Executive" means the County Executive.

"Fiscal Officer" means the County Fiscal Officer or his duly appointed deputy.

"Holder" means the person in whose name a Bond is registered on the Register for which provision is made in the Bond Indenture.

"Hospital Facilities" means the buildings, structures and other improvements, additions thereto and extensions thereof, furnishings, equipment and real estate and interests therein, all or any part of the costs of which are at any time authorized by the Act to be financed by the issuance of Bonds or other obligations of the Issuer thereunder, together with all appurtenant facilities and properties in which the Issuer has acquired an interest or hereafter shall acquire an interest.

"Hospital Receipts" means Hospital Receipts as defined in the Bond Indenture.

"HPCC" means Huntington Public Capital Corporation, a Nevada corporation, the original purchaser of the Series 2021A Bonds.

"HPCC Bond Purchase Agreement" means the Bond Purchase Agreement for the Series 2021A Bonds between the Issuer and HPCC, and approved by the Borrower.

"Issuer" means the County of Cuyahoga, Ohio, a county and political subdivision in and of the State.

"Issuer Documents" means this Bond Legislation, the Lease, the Base Lease, the Bond Indenture, Supplemental Bond Indentures Nos. 1 and 2, the Letter of Representations, the Assignment of Rights Under Lease, the Assignment of Basic Rents, the Bond Purchase Agreements and the Certificate of Award; provided that when reference is made herein to the execution and delivery of the Issuer Documents, with respect to this Resolution, that reference means instead its adoption.

"Lease" means the Lease dated as of the Dated Date, between the Issuer, as lessor, and Eliza Jennings Senior Care Network, as lessee, as the same may be amended or supplemented from time to time in accordance with the terms thereof.

"Leased Premises" means the Leased Real Property and the Project, collectively constituting Hospital Facilities.

"Leased Real Property" means the real property described in the Lease, together with any substitutions therefor or additions thereto, less any removals therefrom from time to time as provided for and permitted by the Lease.

"Legislative Authority" means the County Council of the Issuer.

"Letter of Representations" means a blanket letter of representations from the Issuer to the Depository.

"Master Indenture" means the Master Open-End Indenture of Mortgage and Security Agreement between the members of the Obligated Group and the Master Trustee, dated as of October 1, 2017, as amended and supplemented from time to time, including by Supplemental Master Indenture Nos. 3 and 4.

"Master Indenture Security Documents" means any mortgage on, security interest in, or pledge, hypothecation, assignment or other transfer of any real, personal or real and personal property, tangible or intangible, given from time to time to the Master Trustee by the Borrower or other members of the Obligated Group as security for the obligations under the Master Indenture.

"Master Trustee" means U.S. Bank National Association, and any successor Master Trustee, as determined or designated under or pursuant to the Master Indenture.

"Maximum Rate" means, with respect to the Series 2021 Bonds, fifteen percent (15.0%) per annum.

"Northwest" means Northwest Bank, a national banking association.

"Northwest Bond Purchase Agreement" means the Bond Purchase Agreement for the Series 2021B Bonds between the Issuer and Northwest, and approved by the

Borrower.

"Obligated Group" means the Obligated Group as defined in the Master Indenture.

"Original Purchaser" means, as to the Series 2021A Bonds, HPCC, and as to the Series 2021B Bonds, Northwest.

"Project" means the Series 2021 Project.

"Project Fund" means the Project Fund created in Section 5.01 of the Bond Indenture.

"Purchase Price" means the purchase price of the Bonds specified in the Certificate of Award, which shall be no less than the par amount thereof, plus accrued interest from the dated date of the Bonds to the date of delivery and payment for the Bonds by the applicable Original Purchaser.

"Remarketing Agent" means, as to the Bonds, any Person meeting the qualifications of and designated from time to time to act as Remarketing Agent under the Bond Indenture.

"Series 2021A Bonds" means the Issuer's Health Care Facilities Revenue Bonds, Series 2021A (Eliza Jennings Senior Care Network Project).

"Series 2021B Bonds" means the Issuer's Health Care Facilities Revenue Bonds, Series 2021B (Eliza Jennings Senior Care Network Project).

"Series 2021 Project" means the acquisition, construction and equipping of an assisted living facility, replacement of certain parking spaces that are currently located on the site of the new assisted living facility, and replacement of an access road to accommodate the new assisted living facility, all located in Olmsted Township, Ohio, and all constituting "Hospital Facilities," and payment of certain related capitalized interest costs, all of which may be financed with the proceeds of the Series 2021 Bonds.

"Special Funds" means collectively the Bond Fund and the Project Fund, and shall not include any other fund of the Issuer.

"Supplemental Bond Indenture No. 1" means Supplemental Trust Indenture No. 1, dated as of the Dated Date, by and between the Issuer and the Bond Trustee and relating to the issuance of the Series 2021A Bonds, and any amendment or supplement thereto.

"Supplemental Bond Indenture No. 2" means Supplemental Trust Indenture No. 2, dated as of the Dated Date, by and between the Issuer and the Bond Trustee and relating to the issuance of the Series 2021B Bonds, and any amendment or supplement thereto.

"Supplemental Bond Indentures" means, collectively, Supplemental Bond Indenture No. 1 and Supplemental Bond Indenture No. 2.

"Supplemental Master Indenture No. 3" means Supplemental Master Indenture No. 3, dated as of Dated Date, by and between the Obligated Group and the Master Trustee, relating to the Series 2021A Bonds.

"Supplemental Master Indenture No. 4" means Supplemental Master Indenture No. 4, dated as of Dated Date, by and between the Obligated Group and the Master Trustee, relating to the Series 2021B Bonds.

"State" means the State of Ohio.

"Tender Agent" means the Person designated in the applicable Resolution, Certificate of Award or Supplemental Indenture, and any successor Tender Agent as determined or designated under or pursuant to the Indenture.

Words and terms used herein with initial capital letters and not herein defined have the meaning given to them in the Bond Indenture.

The captions and headings in this Resolution are solely for convenience of reference and do not define, limit or describe the scope or intent of any provisions or Sections of this Resolution.

Section 2. Findings and Determinations; Authorization of the Bonds. This Council finds and determines based upon representations of the Borrower and the advice of Bond Counsel, that: (a) there is a substantial need within the Issuer to better provide for the health and welfare of the people of the State and the Issuer by enhancing the availability, efficiency and economy of Hospital Facilities and the services rendered thereby, and to facilitate the financing of those Hospital Facilities, to provide health care and other services to the residents of the Issuer available for the service of the general public without discrimination by reason of race, creed, color or national origin, religion or age and at the lowest practicable cost; (b) the Base Lease and the Lease and the Issuer's execution and delivery, will promote the public purpose stated in Section 140.02 of the Ohio Revised Code and restated in the preceding clause (a), and the Issuer will be duly benefited thereby, (c) the Project consists of Hospital Facilities and (d) it is necessary to, and the Issuer shall, issue, sell and deliver, as provided and authorized herein and in the Bond Indenture, pursuant to the authority of the Act, Series 2021 Bonds in an aggregate principal amount not to exceed \$13,000,000, for the purpose of providing funds to (i) pay certain costs related to the Series 2021 Project, including capitalized interest during the construction period for the Series 2021 Project, and (ii) to pay certain expenses incurred in connection with the issuance of the Bonds.

Section 3. Terms and Provisions of the Bonds.

(a) Generally. The Series 2021A Bonds shall be designated "County of Cuyahoga, Ohio Health Care Facilities Revenue Bonds, Series 2021A (Eliza Jennings Senior Care Network Project)" and the Series 2021B Bonds shall be designated "County of Cuyahoga, Ohio Health Care Facilities Revenue Bonds, Series 2021B (Eliza Jennings Senior Care Network Project)".

(b) Form of Bonds. The Series 2021 Bonds (i) shall be issuable in one or more series only in fully registered form and substantially as set forth in Exhibit A attached to each applicable Supplemental Bond Indenture, (ii) shall be exchangeable only for Series 2021 Bonds of the same series of authorized denominations, as provided in the Bond Indenture; (iii) shall be numbered in a manner determined by the Bond

Trustee which will distinguish each Series 2021 Bond of a series from each other Series 2021 Bond; (iv) shall be in the denominations for which provision is made and which are permitted by the Bond Indenture; (v) shall be dated as specified in the Certificate of Award, provided that such date or dates shall be no later than June 1, 2021; (vi) if requested by the applicable Original Purchaser, shall be initially issued only to a Depository for holding in a book entry system; (vii) shall mature on such dates and in such principal amounts as may be fixed by the Fiscal Officer in the Certificate of Award, provided that the final maturity shall not be later than June 1, 2067; (viii) shall be subject to optional redemption, extraordinary optional redemption and mandatory redemption as provided in the Bond Indenture; and (ix) shall bear interest, payable from the most recent date to which interest has been paid or provided for or, if no interest has been paid or provided for, from the date of the Series 2021 Bonds.

Principal of and premium, if any, and interest on the Bonds shall be payable as provided in the Bond Indenture. The Bonds shall be registered in the name of the Holder or, if requested by the Holder, in the name of the Depository or its nominee, as Holder, and immobilized in the custody of the Depository, and the Bonds shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository as referred to in subsection (e) of this Section 3, without further action by the Borrower.

(c) Execution. The Bonds shall be signed by the Executive and/or the Fiscal Officer or their designees in their official capacities (provided that either or both of those signatures may be facsimiles). In case any officer, whose signature or facsimile thereof shall appear on the Bonds, shall leave office prior to the issuance of the Bonds, such signature or facsimile thereof shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until after that time.

(d) Interest Rates. The initial interest rates on each series of the Series 2021 Bonds shall be the Bank Rate determined as provided in the related Supplemental Bond Indenture, each of which interest rates shall not exceed the Maximum Rate established for the Bonds. While the Series 2021 Bonds of a series bear interest at the Bank Rate, interest shall be payable on the day of each month set forth in the related Supplemental Bond Indenture.

Pursuant to each Supplemental Bond Indenture, the Authorized Borrower Representative, on behalf of the Issuer, has the option to convert the interest rate mode on each series of the Series 2021 Bonds to other interest rate modes, including (each as defined in the applicable Supplemental Bond Indenture) another Bank Rate, the Weekly Rate, One Month Rate, Three Month Rate, the Flexible Interest Rate or the Fixed Interest Rate. Interest on the Series 2021 Bonds of each series in an interest rate mode is payable on the interest payment dates specified in the applicable Supplemental Bond Indenture for that interest rate mode.

(e) Book-entry System. If the Bonds are issued to a Depository and the Depository determines not to continue or if the Borrower determine it is not in its best interest or the best interest of the Beneficial Owners for the Depository to continue to act as a Depository for the Bonds for use in a book entry system, the Borrower, after written notice to the Issuer, may attempt to have established a securities depository/book entry system relationship with another Depository under this

Resolution. If the Borrower does not or is unable to do so, the Issuer and the Bond Trustee, after the Bond Trustee has made provision for notification of the Beneficial Owners by appropriate notice to the then Depository, shall permit withdrawal of the Bonds from the Depository, and authenticate and deliver Bond certificates, in fully registered form and in the authorized denomination to the assignees of the Depository or its nominee or the Beneficial Owner, all at the cost and expense (including costs of printing or otherwise preparing, and delivering, replacement Bonds) of the Borrower.

Section 4. Sale of the Bonds; Certificate of Award; Official Statement. The Series 2021 Bonds of each series shall be sold and awarded to the Original Purchasers, in accordance with the terms of this Resolution, the Bond Indenture, the Supplemental Bond Indentures and the Bond Purchase Agreements, at the Purchase Prices, as defined in the Certificate of Award, provided that the Purchase Prices shall not be less than the principal amount of the Series 2021 Bonds, together with accrued interest on the Bonds from their date to the date of their delivery and payment therefor.

It is determined hereby, based upon the advice of Bond Counsel and representations of the Borrower that the Purchase Price and the manner of sale and the terms of the Bonds as provided in this Resolution, the Bond Purchase Agreements, and the Bond Indenture, are consistent with all legal requirements and will carry out the public purposes of the Act.

The award shall be further evidenced by one or more Certificates of Award which shall determine and state (i) the Purchase Prices of Bonds to be issued, (ii) the principal maturities of each series of the Series 2021 Bonds, (iii) the mandatory sinking fund requirements of each series of the Series 2021 Bonds, if any, and (iv) any other provisions of a series of the Series 2021 Bonds deemed necessary or appropriate by the officer or officers of the Issuer executing and delivering the Certificate of Award, and the Issuer's legal counsel, and not contrary to this Resolution or adverse to the Issuer. The Certificate of Award shall be executed by the Executive or the Fiscal Officer, alone or in conjunction with the other, and execution and delivery of the Certificate of Award by any such officer or officers shall be deemed as conclusive that all matters set forth in the Certificate of Award are not contrary to this Resolution or adverse to the Issuer.

The Executive, the Fiscal Officer or the Clerk or their designees are authorized, alone or together, to make the necessary arrangements with the Original Purchasers to establish the date, location, procedures and conditions for the delivery of the Bonds to the Original Purchasers and to take all steps necessary to effect due execution, authentication and delivery of the Series 2021 Bonds to the Original Purchasers under the terms of this Resolution, the applicable Bond Purchase Agreement and the Certificate of Award.

Section 5. Allocation of Proceeds of Bonds. The proceeds of sale of the Bonds (including, without limitation, premium, if any, and interest accrued thereon) shall be allocated and deposited in accordance with the Bond Indenture.

All funds, accounts and subaccounts contemplated in the Bond Indenture to be created are authorized hereby to be created and shall be used without further legislative action for the purposes specified in the Bond Indenture.

Section 6. Security for the Bonds. To the extent and except as otherwise provided under the Bond Indenture or a Supplemental Bond Indenture, (i) the Bond Service Charges on the Bonds shall be equally and ratably payable solely from the Hospital Receipts, the Special Funds and from any amounts payable pursuant to the Lease, and (ii) the payment of Bond Service Charges on the Bonds shall be secured by the absolute and irrevocable assignment of the Hospital Receipts and the Special Funds and secured by the Bond Indenture, including the assignment of the Basic Rent under the Lease. All Basic Rent shall be paid by the Borrower directly to the Bond Trustee or its designee(s) for the account of the Issuer.

Anything in the Resolution, the Bonds or the Bond Indenture to the contrary notwithstanding, the Series 2021 Bonds do not and shall not represent or constitute a general obligation, debt or bonded indebtedness of the Issuer, or a pledge of the faith and credit or moneys of the Issuer, and the Holders of the Series 2021 Bonds shall not be given and shall not have any right to have excises or taxes levied by the Issuer for the payment of Bond Service Charges thereon. The Series 2021 Bonds shall contain a statement to that effect and to the effect that the Bonds are payable, solely from the Hospital Receipts and from any other moneys paid by the Borrower or obtained by the Bond Trustee upon the exercise of rights and remedies under the Issuer Documents.

Section 7. Covenants and Agreements of Issuer. In addition to the other covenants of the Issuer herein and in the Issuer Documents, the Issuer further covenants and agrees as follows:

(a) Authority and Actions. The Issuer is, and upon delivery of the Series 2021 Bonds will be, duly authorized by the laws of the State, particularly and without limitation the Act, to issue the Bonds, to execute and deliver the Issuer Documents, the Bond Purchase Agreements and other instruments and documents to which it is a party, to provide the security for payment of the Bond Service Charges on the Bonds in the manner and to the extent set forth herein and in the Bond Indenture, all as authorized by this Council. All actions on the part of the Issuer for the issuance of the Bonds and the execution and delivery of the Issuer Documents, the Bond Purchase Agreements and such other instruments and documents have been or will be duly and effectively taken. The Series 2021 Bonds will be valid and enforceable special limited obligations of the Issuer according to the terms thereof. Each duty of the Issuer and of its officers and employees undertaken pursuant to the Bonds, the Issuer Documents and the Bond Purchase Agreements is a duty specifically enjoined by law pursuant to Section 140.06(J), Ohio Revised Code, upon the Issuer and each of those officers and employees having authority thereunder or by provision of law to perform the duty, resulting from an office, trust or station, within the meaning of Section 2731.01, Ohio Revised Code, providing for enforcement by writ of mandamus.

(b) Transcript. The Clerk shall furnish to the Original Purchasers a true transcript of proceedings, certified by the Clerk, of all proceedings had with reference to the issuance of the Series 2021 Bonds, together with such information from the records as is necessary to determine the regularity and validity of the issuance of the Series 2021 Bonds.

(c) Further Assurances. The Issuer shall do all things and take all actions on its part necessary within its legal authority and control to comply with

obligations, duties and responsibilities on its part under the Issuer Documents. Nothing herein or in the Issuer Documents shall be construed as requiring the Issuer to operate the Leased Premises or to use or pledge any moneys from any source other than Hospital Receipts or the Special Funds as provided in the Bond Indenture.

(d) No Pecuniary Liability of the Issuer. No provision, covenant, or agreement contained in this Resolution, the Issuer Documents, the Bond Purchase Agreements, or other documents, and no obligation herein imposed upon the Issuer, or the breach thereof, shall constitute an indebtedness of the Issuer or the State of Ohio or any political subdivision thereof within the meaning of any Ohio constitutional provision or statutory limitation or shall constitute or give rise to a pecuniary liability of the Issuer or the State of Ohio or any political subdivision thereof or a charge against its general credit or taxing powers. In making the agreements, provisions and covenants set forth in this Resolution, the Issuer Documents, the Bond Purchase Agreements, or other documents, the Issuer has not obligated itself, except to the extent that the Issuer is authorized to act pursuant to Ohio law and except with respect to the Hospital Receipts. The Issuer and any of its officials, officers or employees shall have no monetary liability arising out of the obligations of the Issuer hereunder or in connection with any covenant, representation or warranty made by the Issuer herein or any of the Issuer Documents described in Section 8 of this Resolution, and neither the Issuer nor its officials, officers or employees shall be obligated to pay any amounts in connection with the transactions contemplated hereby other than from Hospital Receipts or other moneys received from the Borrower.

Section 8. Issuer Documents. To provide for the issuance and sale of the Bonds, and the consummation of the transactions contemplated herein, the Executive, the Fiscal Officer and any other appropriate officer of the Issuer is authorized to execute, acknowledge and deliver, for and in the name and on behalf of the Issuer, each Issuer Document and the Bond Purchase Agreements in substantially the respective forms thereof submitted to this Legislative Authority (except that with respect to this Resolution, that authority and direction refers to certification of the adoption of this Resolution) subject to such changes as are requested and/or approved by the Issuer.

The Issuer Documents and the Bond Purchase Agreements are approved with changes therein which are not inconsistent with this Resolution, which are not adverse to the Issuer, which are permitted by the Act, and which are approved by the officer or officers executing the respective Issuer Documents and the Bond Purchase Agreements and the Issuer's legal counsel. The approval of those changes by that officer or those officers, and the character of those changes as not being adverse to the Issuer, shall be evidenced conclusively by the execution and delivery of the respective Issuer Documents and the Bond Purchase Agreements by that officer or those officers.

Section 9. Other Documents. The Executive, the Fiscal Officer, the Clerk and any other appropriate officer of the Issuer, alone or in conjunction with any of the foregoing, are authorized to execute, deliver and, if applicable file, for and in the name and on behalf of the Issuer, any certifications, financing statements, assignments and other instruments and documents which are necessary and appropriate to perfect the assignments contemplated in the Bond Indenture and to consummate the transactions contemplated in the Issuer Documents, the Bond Purchase Agreements and the Series 2021 Bonds. Those certifications and other instruments and documents include, without

limitation, an appropriate certificate under Section 149(e) of the Code, a report on Form 8038 and any other certifications and forms necessary or advisable under the Code and a certification by the Clerk of the transcript of proceedings relating to the issuance of the Bonds.

Section 10. Lien of Pledge Hereunder. As provided in Section 140.06 of the Act, the Hospital Receipts are subject to the lien of the pledge hereunder and under the Bond Indenture without any physical delivery of the Hospital Receipts or further act, and the lien of that pledge is valid and binding against all parties having claims of any kind against the Issuer or the Borrower (irrespective of whether those parties have notice of such pledge), and creates a perfected security interest for all purposes of Chapter 1309, Ohio Revised Code, without the necessity for separation or delivery of the Hospital Receipts or for the filing or recording of the Bond Indenture or any other resolution or instrument by which that pledge is created or any certificate, statement or other document with respect to that pledge. The pledge of and lien on the Hospital Receipts under the Bond Indenture shall be effective and the money therefrom and thereof may be applied to the purposes for which pledged without necessity for any further act of appropriation.

Section 11. Release of Leased Premises. Consistent with the provisions of the Base Lease and the Lease, the Base Lease and the Lease may be amended, at any time and from time to time, to effect the release of and removal from the leasehold estates created thereby of any part of or interest in the Leased Premises and the transfer thereof to the applicable Borrower, provided, in the opinion of Bond Counsel, such release shall not cause the Series 2021 Bonds to become taxable.

No further legislative action of the Issuer shall be required to authorize or effect the release or removal of all or portions of the Leased Premises, or granting or modifying interests therein, as contemplated by the Base Lease and the Lease, and the Executive and the Fiscal Officer shall be and they hereby are authorized to execute and deliver, alone or in combination with any other such official, any and all documents or instruments necessary or appropriate, as determined by such official or officials, to effect such release or removal, or such granting or modifying of interests in the Leased Premises.

Section 12. Amendments to Series 2017 Bond Documents. The Issuer previously issued its Health Care and Independent Living Facilities Revenue Bonds, Series 2017 (Eliza Jennings Senior Care Network Project) in multiple series (collectively, the “Series 2017 Bonds”), and, in connection with the issuance of the Series 2021 Bonds, the Borrower and the holders of the Series 2017 Bonds (which Holders will also be the holders of the Series 2021 Bonds) intend to make certain corrections and conforming changes to the bond documents relating to the Series 2017 Bonds (collectively, the “2017 Bond Document Amendments”). The Executive, the Fiscal Officer, the Clerk and any other appropriate officer of the Issuer, alone or in conjunction with any of the foregoing, are authorized to execute and deliver, for and in the name and on behalf of the Issuer, any 2017 Bond Document Amendments which are not inconsistent with this Resolution and not adverse to the County as may be approved by the officers executing such documents on behalf of the County.

Section 13. Compliance with Open Meeting Requirements. 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 this Council, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

Section 14. Immediately Effective. It is necessary that this Resolution become immediately effective in order to provide for the sale of the Series 2021 Bonds at favorable interest rates. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution 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.

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:

Bond Counsel: Tucker Ellis LLP

Journal _____
_____, 20__

Department of Development 2021 Authorization to issue Conduit Bonds on behalf of Eliza Jennings Senior Care Network Project

Scope of Work Summary

A Resolution authorizing the issuance and sale of health care facilities revenue bonds, Series 2021 (Eliza Jennings Senior Care Network Project), in an aggregate principal amount not-to-exceed \$13,000,000.00 for the purposes of paying costs related to acquisition, construction, improvement, furnishing and equipping of certain health care facilities.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.
Refunded 2017 - R2017-0189

Describe the exact services being provided.

The "Project" will be a replacement, enlargement and improvement of Eliza Jennings' existing assisted living programming now situated in two locations of its main Renaissance Center building in Olmstead Township.

The Project will house 18 secure memory care units (upsizing from 9 currently) and 30 units of traditional assisted living (up from the current 23). When the new Project is constructed the current programming will be moved into the new building and the existing spaces will be renovated for clinical care, employee lounges, and/or portions removed.

The Project anticipates a new two-story building of approximately 41,000 sq. ft. built as an appendage to the Renaissance campus' main building. The current Project plan includes 2 two- bedroom units, 24 one-bedroom units and 22 studios. There will be a significant amount of common space and resident amenities. Both the secure memory care unit and traditional portion of the building will have their own dining areas.

The current 23 units of Assisted Living on The Renaissance campus are not sufficient for the current number of Independent Living residents (over 200). Those 23 units have essentially been 100% occupied for the past 5+ years, so the additional net 25 units will serve the campus well.

Funding

Revenue bonds are issued in the name of the County but are not obligations of the County and are not backed or secured by its taxing power or any other public revenue sources. The developer of the project is solely responsible for repayment, subject to any insurance or guarantee by a third party.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0097

Sponsored by: County Executive Budish/Department of Development	A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$1,445,040.45 for various projects or programs in connection with the 2021 Community Development Supplemental Grant Program for the period 4/1/2021 – 3/31/2022; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended awards to various municipalities and non-profit organizations, in the total amount of \$1,445,040.45 for various projects or programs in connection with the 2021 Community Development Supplemental Grant Program for the period 4/1/2021 – 3/31/2022; and

WHEREAS, the participants of the 2021 CDSG Program have been chosen from the twenty-three (22) communities and seven (8) non-profit organizations that submitted applications; and

WHEREAS, the Department of Development and a review committee reviewed and analyzed each of the applications based on scoring criteria which evaluates participants based on project description, proposed project feasibility and implementation plan; and

WHEREAS, based on the scoring criteria, the following is a list of the supplemental grant projects or programs recommend for awards:

- a) City of Bedford in the amount not-to-exceed \$50,000.00 for Historic District Upgrade-2 Charging Stations.
- b) City of Bedford Heights in the amount not-to-exceed \$ 49,907.00 for Master Plan- Phase 3A Bedford Heights Rebranding.
- c) City of Berea in the amount not-to-exceed \$50,000.00 for Public Facilities- Coe Lake Treehouse.
- d) City of Brook Park in the amount not-to-exceed \$50,000.00 for Public Facilities- Outdoor Fitness System.

- e) City of Brooklyn in the amount not-to-exceed \$50,000.00 for Citywide Exterior Home Repair and Bathroom Addition Program.
- f) City of Brooklyn Heights in the amount not-to-exceed \$50,000.00 for Parks-ADA Compliant Playground Equipment.
- g) Burton, Bell, Carr in the amount not-to-exceed \$50,000.00 for Construction of Ubuntu Gathering Place (Across from East End main).
- h) Cleveland Cultural Gardens in the amount not-to-exceed \$15,000.00 for One Word Day '21- Golf Cart Rental for Transportation Services.
- i) City of Euclid in the amount not-to-exceed \$50,000.00 for City of Euclid Sidewalk Repair/Replace Program.
- j) City of Fairview Park in the amount not-to-exceed \$50,000.00 for Parks-Bohlken Park Connectivity Project.
- k) First Suburbs in the amount not-to-exceed \$50,000.00 for First Suburbs Neighborhood Intel Tool Implementation.
- l) Future Heights in the amount not-to-exceed \$50,000.00 for Parks- Cedar/Lee Min-Park Placemaking Project.
- m) City of Garfield Heights in the amount not-to-exceed \$50,000.00 for Parks-Wargo Farm Trail Plan (Hathaway Road)
- n) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for Public Facilities-Community Garden Shelter and Restroom (Bond Street/Pettibone Road).
- o) Greater Collinwood in the amount not-to-exceed \$50,000.00 for Streetscape-Five Pointes Streetscape Phase 2 (E. 152nd/St. Clair Avenue).
- p) City of Lakewood in the amount not-to-exceed \$50,000.00 for Parks-Downtown Lakewood's Kaufman Park.
- q) City of Maple Heights in the amount not-to-exceed \$50,000.00 for Public Facilities-City Hall ADA Improvements; Elevator Purchase/Install.
- r) City of Middleburg Heights in the amount not-to-exceed \$48,000.00 for Glenridge Avenue Bridge Resurfacing Project (Nethersole Drive to Brookside Parkway).
- s) Oakwood Village in the amount not-to-exceed \$ 49,960.00 for Oakwood Commons Multi-purpose Trail Connectivity (Oakwood Commons to Broadway).
- t) Ohio City in the amount not-to-exceed \$36,667.14 for Parks-Irishtown Bend Overlook Park.
- u) Olmsted Township in the amount not-to-exceed \$50,000.00 for Parks and Playground-Brentwood Park and Playground Project (Usher Road; Former Water Plant).
- v) One South Euclid in the amount not-to-exceed \$50,000.00 for Citywide Exterior Home Repair Program.
- w) City of Parma in the amount not-to-exceed \$50,000.00 for Ukrainian Village and Polish Village Streetscape Improvements Phase III.
- x) City of Parma Heights in the amount not-to-exceed \$50,000.00 for Public Facilities-Parma Heights Veteran's Memorial Renovation (Greenbriar Commons near library).

- y) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for Parks and Playgrounds- Desean Park Playground.
- z) City of Seven Hills in the amount not-to-exceed \$50,000.00 for Purchase of New Community Service Bus.
- aa) City of Shaker Heights in the amount not-to-exceed \$50,000.00 for Public Facilities- City Hall Window Restoration.
- bb) University Circle Inc. in the amount not-to-exceed \$50,000.00 for Fine Arts Garden Extension; Euclid Avenue (Between Chester Avenue and Martin Luther King Jr. Boulevard).
- cc) City of Warrensville Heights in the amount not-to-exceed \$50,000.00 for Clarkwood Parkway Street and Road Repair.
- dd) Village of Woodmere in the amount not-to-exceed \$45,506.31 for Public Facilities-Village Hall Informational Sign.

WHEREAS, the awards are funded by Community Development Supplemental Grant Program funds and the municipalities and non-profit organizations are located in County Council District Nos. 1, 2, 4, 5, 6, 8, 9 and 11; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards to various municipalities and non-profit organizations, in the total amount of \$1,445,040.45, for various projects or programs in connections with the 2021 Community Development Supplemental Grant Program for the period 4/1/2021 – 3/31/2022 as follows:

- a) City of Bedford in the amount not-to-exceed \$50,000.00 for Historic District Upgrade-2 Charging Stations.
- b) City of Bedford Heights in the amount not-to-exceed \$ 49,907.00 for Master Plan- Phase 3A Bedford Heights Rebranding.
- c) City of Berea in the amount not-to-exceed \$50,000.00 for Public Facilities- Coe Lake Treehouse.
- d) City of Brook Park in the amount not-to-exceed \$50,000.00 for Public Facilities- Outdoor Fitness System.
- e) City of Brooklyn in the amount not-to-exceed \$50,000.00 for Citywide Exterior Home Repair and Bathroom Addition Program.
- f) City of Brooklyn Heights in the amount not-to-exceed \$50,000.00 for Parks- ADA Compliant Playground Equipment.
- g) Burton, Bell, Carr in the amount not-to-exceed \$50,000.00 for Construction of Ubuntu Gathering Place (Across from East End main).
- h) Cleveland Cultural Gardens in the amount not-to-exceed \$15,000.00 for One Word Day '21- Golf Cart Rental for Transportation Services.

- i) City of Euclid in the amount not-to-exceed \$50,000.00 for City of Euclid Sidewalk Repair/Replace Program.
- j) City of Fairview Park in the amount not-to-exceed \$50,000.00 for Parks-Bohlken Park Connectivity Project.
- k) First Suburbs in the amount not-to-exceed \$50,000.00 for First Suburbs Neighborhood Intel Tool Implementation.
- l) Future Heights in the amount not-to-exceed \$50,000.00 for Parks- Cedar/Lee Min-Park Placemaking Project.
- m) City of Garfield Heights in the amount not-to-exceed \$50,000.00 for Parks-Wargo Farm Trail Plan (Hathaway Road)
- n) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for Public Facilities-Community Garden Shelter and Restroom (Bond Street/Pettibone Road).
- o) Greater Collinwood in the amount not-to-exceed \$50,000.00 for Streetscape-Five Pointes Streetscape Phase 2 (E. 152nd/St. Clair Avenue).
- p) City of Lakewood in the amount not-to-exceed \$50,000.00 for Parks-Downtown Lakewood's Kaufman Park.
- q) City of Maple Heights in the amount not-to-exceed \$50,000.00 for Public Facilities-City Hall ADA Improvements; Elevator Purchase/Install.
- r) City of Middleburg Heights in the amount not-to-exceed \$48,000.00 for Glenridge Avenue Bridge Resurfacing Project (Nethersole Drive to Brookside Parkway).
- s) Oakwood Village in the amount not-to-exceed \$ 49,960.00 for Oakwood Commons Multi-purpose Trail Connectivity (Oakwood Commons to Broadway).
- t) Ohio City in the amount not-to-exceed \$36,667.14 for Parks-Irishtown Bend Overlook Park.
- u) Olmsted Township in the amount not-to-exceed \$50,000.00 for Parks and Playground-Brentwood Park and Playground Project (Usher Road; Former Water Plant).
- v) One South Euclid in the amount not-to-exceed \$50,000.00 for Citywide Exterior Home Repair Program.
- w) City of Parma in the amount not-to-exceed \$50,000.00 for Ukrainian Village and Polish Village Streetscape Improvements Phase III.
- x) City of Parma Heights in the amount not-to-exceed \$50,000.00 for Public Facilities-Parma Heights Veteran's Memorial Renovation (Greenbriar Commons near library).
- y) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for Parks and Playgrounds- Desean Park Playground.
- z) City of Seven Hills in the amount not-to-exceed \$50,000.00 for Purchase of New Community Service Bus.
- aa) City of Shaker Heights in the amount not-to-exceed \$50,000.00 for Public Facilities- City Hall Window Restoration.
- bb) University Circle Inc. in the amount not-to-exceed \$50,000.00 for Fine Arts Garden Extension; Euclid Avenue (Between Chester Avenue and Martin Luther King Jr. Boulevard).

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

Journal _____
_____, 20__



Date: February 25, 2021
To: Pernel Jones, County Council President
From: Sara Parks Jackson/ Prentis Jackson, Jr.
Re: 2021 CDSG recommendations
CC: Joseph Nanni, Theodore Carter, Paul Herdeg

The following information is submitted for your review and approval:

The 2021 CDSG competitive Grant process began October 1, 2019 with the release of the 2020 application and instructions.

An information session was held virtually on September 15, 2020 with potential applicants to provide a mini workshop on what makes a successful application and to go over the requirements of the 2021 CDSG application and the CDBG Muni Grant application, in detail.

30 CDSG applications were returned to the Department of Development by the due date of January 8, 2021 by 4:30pm. At the end of the day 23 communities and 7 non-profits submitted applications for consideration in a total amount of \$1,445,040.45.

This round, having received only 30 applications for funding, with the amount less than the \$1,5 million allocated by County Council for the awards, we did not convene a review team. Staff of the Department of Development reviewed every application to ensure that all met the the Community Development Supplemental Grant requirements of:

All applications must meet a community development need related to the health or welfare of the community. **Soft costs are not an eligible expense.** Soft cost includes, but is not limited to, architectural fees, accounting fees, consulting fees, legal fees, engineering fees, permitting costs. **Administrative fees/cost including Personnel is not an allowable expense.**

The staff of the Department of Development, Housing and Community Development division recommends approval of all 30 applications submitted as it has been determined that they meet the community development need as required.

The list of applicants with description and amounts requested is as follows:

CDSG Grant Name	Project/Program 2020	Amount Requested
Bedford	Historic District Upgrade- 2 Charging Stations	\$ 50,000.00
Bedford Heights	Master Plan - Phase 3A Bedford Heights Rebranding	\$ 49,907.00
Berea	Public Facilities - Coe Lake Treehouse	\$ 50,000.00
Brook Park	Public Facilities - Outdoor Fitness System	\$ 50,000.00
Brooklyn	Citywide Exterior Home Repair & Bathroom Addition	\$ 50,000.00

	Program		
Brooklyn Heights	Parks - ADA Compliant Playground Equipment	\$	50,000.00
Burton, Bell, Carr	Construction of Ubuntu Gathering Place (Across from East End main)	\$	50,000.00
Cleveland Cultural Gardens	One World Day '21 - Golf Cart Rental for Transportation Services (approved in 2020)	\$	15,000.00
Euclid	City of Euclid Sidewalk Repair/Replace Program	\$	50,000.00
Fairview Park	Parks - Bohlken Park Connectivity Project	\$	50,000.00
First Suburbs	First Suburbs Neighborhood Intel Tool Implementation	\$	50,000.00
Future Heights	Parks - Cedar/Lee Min-Park Placemaking Project	\$	50,000.00
Garfield Heights	Parks - Wargo Farm Trail Plan (Hathaway Rd)	\$	50,000.00
Glenwillow	Public Facilities - Community Garden Shelter and Restroom (Bond St/Pettibone Rd)	\$	50,000.00
Greater Collinwood	Streetscape - Five Pointes Streetscape Phase 2 (E.152nd/St Clair Ave)	\$	50,000.00
Lakewood	Parks - Downtown Lakewood's Kaufman Park	\$	50,000.00
Maple Heights	Public Facilities - City Hall ADA Improvements; Elevator Purchase/Install	\$	50,000.00
Middleburg Heights	Glenridge Ave Bridge Resurfacing Project (Nethersole Dr to Brookside Pkwy)	\$	48,000.00
Oakwood Village	Oakwood Commons Multi-purpose Trail Connectivity (Oakwood Commons to Broadway)	\$	49,960.00
Ohio City	Parks- Irishtown Bend Overlook Park	\$	36,667.14
Olmsted TWP	Parks and Playground - Brentwood Park and Playground Project (Usher Rd; Former Water Plant)	\$	50,000.00
One South Euclid	Citywide Exterior Home Repair Program	\$	50,000.00
Parma	Ukrainian Village and Polish Village Streetscape Improvements Phase III	\$	50,000.00
Parma Heights	Public Facilities - Parma Heights Veteran's Memorial Renovation (Greenbriar Commons near library)	\$	50,000.00
Richmond Heights	Parks and Playgrounds - Desan Park Playground	\$	50,000.00
Seven Hills	Purchase of New Community Service Bus	\$	50,000.00
Shaker Heights	Public Facilities - City Hall Window Restoration	\$	50,000.00
University Circle Inc	Fine Arts Garden Extension; Euclid Ave (Between Chester Ave and MLK Jr BLVD)	\$	50,000.00
Warrensville Heights	Clarkwood Pkwy Street and Road Repair	\$	50,000.00
Woodmere	Public Facilities - Village Hall Informational Sign	\$	45,506.31
30	30	\$	1,445,040.45

Should you have any questions or require any additional information please do not hesitate to let me know.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0098

Sponsored by: County Executive Budish/Department of Development	A Resolution making awards to various municipalities, in the total amount of \$1,788,781.39, for various municipal grant projects in connection with the 2020 Community Development Block Grant Municipal Grant Program for the period 5/1/2021 - 4/30/2022; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended awards to various municipalities, in the total amount of \$1,788,781.39, for various municipal grant projects in connection with the 2020 Community Development Block Grant Municipal Grant Program for the period 5/1/2021 - 4/30/2022; and,

WHEREAS, the participants of the 2020 CDBG Municipal Grant Program have been chosen from the fifty-one (51) communities that are members of the Cuyahoga Urban County; and,

WHEREAS, each of the 51 communities are eligible to apply to receive a grant in an amount not-to-exceed \$150,000.00; and,

WHEREAS, the Department of Development reviews and analyzes each of the applications based on scoring criteria which evaluates participants based on project description, proposed project feasibility, and implementation plan; and,

WHEREAS, based on the scoring criteria, the following is a list of the municipal grant projects recommended for awards:

- a) City of Berea in the amount not-to-exceed \$150,000.00 for the Woodmere and Lynn Improvement Project;
- b) City of Brooklyn in the amount not-to-exceed \$150,000.00 for the Brooklyn Ice Rink Roof Replacement Project;
- c) City of Fairview Park in the amount not-to-exceed \$150,000.00 for the Fairview Park/Metro Parks Connectivity Project;

- d) Village of Glenwillow in the amount not-to-exceed \$150,000.00 for the American with Disabilities Act (ADA) Upgrades to Municipal Facilities Project;
- e) City of Maple Heights in the amount not-to-exceed \$149,536.39 for the City Hall American with Disabilities Act (ADA) Improvements Project;
- f) City of Middleburg Heights in the amount not-to-exceed \$150,000.00 for the Glenridge Avenue Resurfacing Project;
- g) City of North Olmsted in the amount not-to-exceed \$150,000.00 for the Elm Road Construction Project;
- h) Olmsted Township in the amount not-to-exceed \$139,245.00 for the American with Disabilities Act (ADA) Accessibility Ramps Project;
- i) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the North Church Drive Reconstruction Project;
- j) City of Richmond Heights in the amount not-to-exceed \$150,000.00 for the American with Disabilities Act (ADA) Walkway and Trail Renovation Project;
- k) City of South Euclid in the amount not-to-exceed \$150,000.00 for the Harwood Road Improvement Target Area Resurfacing Project;
- l) City of Warrensville Heights in the amount not-to-exceed \$150,000.00 for the Clarkwood Parkway Street and Road Repairs Project; and,

WHEREAS, the awards are funded 100% from federal Community Development Block Grant Funds and are located in County Council District Nos. 1, 3, 4, 5, 6, 8, 9 and 11; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards to various municipalities, in the total amount of \$1,788,781.39 for various municipal grant projects in connection with the 2020 Community Development Block Grant Municipal Grant Program for the period 5/1/2021 - 4/30/2022:

- a) City of Berea in the amount not-to-exceed \$150,000.00 for the Woodmere and Lynn Improvement Project;
- b) City of Brooklyn in the amount not-to-exceed \$150,000.00 for the Brooklyn Ice Rink Roof Replacement Project;
- c) City of Fairview Park in the amount not-to-exceed \$150,000.00 for the Fairview Park/Metro Parks Connectivity Project;
- d) Village of Glenwillow in the amount not-to-exceed \$150,000.00 for the American with Disabilities Act (ADA) Upgrades to Municipal Facilities Project;

- e) City of Maple Heights in the amount not-to-exceed \$149,536.39 for the City Hall American with Disabilities Act (ADA) Improvements Project;
- f) City of Middleburg Heights in the amount not-to-exceed \$150,000.00 for the Glenridge Avenue Resurfacing Project;
- g) City of North Olmsted in the amount not-to-exceed \$150,000.00 for the Elm Road Construction Project;
- h) Olmsted Township in the amount not-to-exceed \$139,245.00 for the American with Disabilities Act (ADA) Accessibility Ramps Project;
- i) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the North Church Drive Reconstruction Project;
- j) City of Richmond Heights in the amount not-to-exceed \$150,000.00 for the American with Disabilities Act (ADA) Walkway and Trail Renovation Project;
- k) City of South Euclid in the amount not-to-exceed \$150,000.00 for the Harwood Road Improvement Target Area Resurfacing Project;
- l) City of Warrensville Heights in the amount not-to-exceed \$150,000.00 for the Clarkwood Parkway Street and Road Repairs Project; and

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health and safety in the County; and 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____



DATE: April 5, 2021
TO: Pernel Jones, County Council President
FROM: Sara Parks Jackson/Kate Feighan
SUBJECT: 2020 CDBG Competitive Muni Grant Recommendations
CC: Armond Budish, Bill Mason, Matt Carroll, Paul Herdeg

The 2020 Community Development Block Grant (CDBG) funded competitive Municipal Grant process began September 15, 2020 with the release of applications, due to the Department of Development by December 11, 2020. The following 22 communities submitted applications for consideration in a total amount of \$3,138,491.39:

Community	Amount	Community	Amount
Bedford Heights	149,710.00	Oakwood	150,000.00
Berea	150,000.00	Olmsted Township	139,245.00
Brooklyn	150,000.00	Parma Heights	150,000.00
Fairview Park	150,000.00	Richmond Heights	150,000.00
Garfield Heights	150,000.00	Rocky River	150,000.00
Glenwillow	150,000.00	Seven Hills	150,000.00
Lyndhurst	50,000.00	Shaker Heights	150,000.00
Maple Heights	149,536.39	South Euclid	150,000.00
Middleburg Hts.	150,000.00	Strongsville	100,000.00
Newburgh Heights	150,000.00	Walton Hills	150,000.00
North Olmsted	150,000.00	Warrensville Hts.	150,000.00

This was a competitive process as is required by the Cooperation Agreement which is signed by communities in Cuyahoga County that wish to participate in CDBG funded programming. The review committee consisted of representatives from the Department of Development, Public Works, Planning Commission, Regional Collaboration, and CSU College of Urban Affairs. The team reviewed all 22 of the applications submitted.

This year we have been authorized to award a maximum of **\$1,800,000**.

After reviewing each application thoroughly and meeting, the committee recommends the following communities receive 2020 municipal grant funding:

Community Name	Proposed Project	Recommended
Berea	Woodmere & Lynn Improvement	\$150,000.00
Brooklyn	Brooklyn Ice Rink Roof Replacement	\$150,000.00
Fairview Park	Fairview Park/Metro Parks Connectivity	\$150,000.00
Glenwillow	ADA Upgrades to Municipal Facilities	\$150,000.00
Middleburg Heights	Glenridge Ave Resurfacing Project	\$150,000.00
North Olmsted	Elm Road Reconstruction	\$150,000.00
Olmsted Township	ADA Accessibility Ramps	\$139,245.00
Parma Heights	North Church Drive Reconstruction	\$150,000.00
Richmond Heights	ADA Walkway & Trail Renovation	\$150,000.00
Maple Heights	City Hall ADA Improvements	\$149,536.39
South Euclid	Harwood Road ITA Resurfacing Project	\$150,000.00
Warrensville Heights	Clarkwood Parkay Street & Road Repair	\$150,000.00
12 Communities		\$1,788,781.39

Also, please find attached the list of all applications submitted and their respective scores.

2020 Municipal Grant Applications by Score

Community	Ask	Proposed Project	Score	District
RECOMMENDED				
Berea	\$150,000.00	Woodmere & Lynn Improvement	90	5
Fairview Park	\$150,000.00	Fairview Park/Metro Parks Connectivity	89	1
Middleburg Heights	\$150,000.00	Glenridge Ave Resurfacing Project	88	4
North Olmsted	\$150,000.00	Elm Road Reconstruction	82	1
Parma Heights	\$150,000.00	North Church Drive Reconstruction	80	4
Warrensville Heights	\$150,000.00	Clarkwood Parkway Street & Road Repair	80	9
Olmsted Township	\$139,245.00	ADA Accessibility Ramps	79	5
Glenwillow	\$150,000.00	ADA Upgrades to Municipal Facilities	77	6
Richmond Heights	\$150,000.00	ADA Walkway & Trail Renovation	77	11
Brooklyn	\$150,000.00	Brooklyn Ice Rink Roof Replacement	77	3
Maple Heights	\$149,536.39	City Hall ADA Improvements	76	8
South Euclid	\$150,000.00	Harwood Road ITA Resurfacing Project	76	11
TOTAL RECOMMENDED	\$1,788,781.39	12 Communities		
NOT RECOMMENDED				
Walton Hills	\$150,000.00	ITA Pavement Reconstruction Project	73	6
Rocky River	\$150,000.00	Shoreland/Wooster Neighborhood Park	70	1
Garfield Heights	\$150,000.00	Antenucci Sidewalk Phase 2	70	8
Bedford Heights	\$149,710.00	Pedestrian Safety Improvement	69	9
Oakwood	\$150,000.00	Broadway ADA Accessible Project	69	6
Newburgh Heights	\$150,000.00	Beta Avenue Reconstruction	67	8
Seven Hills	\$150,000.00	Proposed Concession/Restroom Building	64	6
Lyndhurst	\$50,000.00	Park Improvements Phase 2	61	11
Shaker Heights	\$150,000.00	Southern Moreland Traffic Calming	61	9
Strongsville	\$100,000.00	Tennis Court Renovations	54	5

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0099

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s re-appointment of Gary Hanson to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2021 – 3/31/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

WHEREAS, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

WHEREAS, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to 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, the County Executive has nominated Gary Hanson to be appointed to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2021 – 3/31/2024; 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. The Council of Cuyahoga County hereby confirms the County Executive's re-appointment of Gary Hanson to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2021 – 3/31/2024.

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 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____



April 5, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for re-appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Gary Hanson**, 3-year term, 4/1/2021 – 3/31/2024

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, has awarded over 1,200 grants, to more than 300 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

A copy of Mr. Hanson's bio is attached.

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 for this position.

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,

Armond Budish
County Executive

Gary Hanson Biography

February 2021

Gary Hanson retired in 2018 following 44-year career in the classical music industry in the U.S. and Canada.

In Cleveland as well as state-wide, Mr. Hanson has been recognized for his leadership and achievements. In 2016 he received the Governor's Award for the Arts in Ohio for Arts Administration. He was subsequently appointed to the Board of the Ohio Arts Council by Governor John Kasich. Gary Hanson was a member of the 2001 class of Leadership Cleveland, and he is a recipient of The Cleveland Orchestra's Distinguished Service Award to honor exemplary service.

In 2018, Mr. Hanson was appointed a Trustee of Cuyahoga Arts and Culture for a three-year term. Previously, he has served as board member of Ohio Citizens for the Arts, the Community Partnership for Arts and Culture (now Arts Cleveland), the Arts and Culture Action Committee, University Circle Incorporated, and Global Cleveland. Internationally, Mr. Hanson is an officer of the Glenn Gould Foundation, Inc, and member of the jury of the Herbert von Karajan Young Conductor Award of the Salzburg Festival.

Mr. Hanson joined the staff of The Cleveland Orchestra in 1988 and served in a number of positions over a 28-year tenure. His achievements include the renovation and restoration of Severance Hall and the redevelopment of Blossom Music Center. From 2004 until his retirement at the end of 2015, he served as the Orchestra's eighth Executive Director during which time the Orchestra expanded its activities internationally; developed new audiences and concert series; and established a neighborhood residency program that took the ensemble into Northeast Ohio communities

After retiring from The Cleveland Orchestra, Mr. Hanson led two major music organizations on an interim basis. In 2016, he was Interim President of the Cleveland Institute of Music for a period of six months; subsequently he served two years as Interim CEO of the Toronto Symphony Orchestra.

Gary Hanson was born in Toronto and studied music in Canada, completing his education in Germany. Returning to Canada in 1974, he worked as an administrator and performer in regional orchestras before moving to the United States to join the staff of the Atlanta Symphony Orchestra.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0100

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

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

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

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

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

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

- a) Jeff Bechtel for the term 1/2/2020 – 1/1/2023
- b) Michael Chambers for the term 10/16/2020 – 10/15/2023
- c) Susan Infeld for the term 1/2/2021 – 1/1/2024
- d) Michele Pomerantz for the term 2/1/2021 – 1/31/2024

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

Journal _____
_____, 20__



April 6, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Community Improvement Corporation (CCCIC)

Dear President Jones:

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individuals for re-appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Jeff Bechtel**, 3-year term, 01/02/2020 – 01/01/2023
- **Michael Chambers**, 3-year term, 10/16/2020 – 10/15/2023
- **Susan Infeld**, 3-year term, 01/02/2021 – 01/01/2024
- **Michele Pomerantz**, 3-year term, 02/01/2021 – 01/31/2024

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

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 have applied for this position.

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,

Armond Budish
Cuyahoga County Executive



Top Skills

Commercial Lending

Commercial Banking

Credit

Jeff Bechtel

President - Cleveland Region at First National Bank Regional Market
Executive - Ohio

Greater Cleveland

Experience

F.N.B. Corporation

President - Cleveland Region

September 2018 - Present (2 years 8 months)

55 Public Square, Suite 1460 Cleveland Ohio 44113

First Federal Lakewood

5 years 6 months

Executive Vice President & Chief Operating Officer

January 2018 - September 2018 (9 months)

Chief Lending Officer

April 2013 - January 2018 (4 years 10 months)

PNC

Senior Vice President

August 2005 - April 2013 (7 years 9 months)

Fifth Third Bank

SVP and Group Manager

November 1999 - July 2005 (5 years 9 months)

Education

Miami University

BSBA, Finance · (1984 - 1988)

Fairview High School

Diploma · (1981 - 1984)

Michael W. Chambers, CPA

Experienced, dedicated and trusted financial professional with a proven history of implementing fiscal accountability, streamlining expenditures, increasing productivity, and identifying new revenue sources within an organization.

EXPERIENCE

Interim Fiscal Officer Cuyahoga County	<i>October, 2019 – Present</i>
Operations and Finance Administer DPW-Cuyahoga County	<i>2016 – October, 2019</i>
Senior Business Services Manager/ Fiscal Officer DPW-Cuyahoga County	<i>2011 – 2016</i>
Fiscal Officer Cuyahoga County Engineer	<i>2001 – 2011</i>
Assistant City Controller City of Cleveland	<i>1999 – 2001</i>
Assistant Supervisor, Accounting/Cashiering Department Cuyahoga County Treasurer	<i>1990 – 1999</i>

LICENSE/EDUCATION

Certified Public Accountant State of Ohio	<i>2000</i>
Bachelor of Business Administration Cleveland State University	<i>1990</i>

ADDITIONAL SKILLS

- Successfully managed large-scale departments
 - Excellent communication skills
 - ERP implementation experience
 - Strategic Planner and Change Agent
 - Microsoft Office proficiency in Word, Excel, Outlook, and PowerPoint
 - Member of the Ohio Society of Certified Public Accountant
-

VOLUNTEER SERVICE

- Professional Standards and Responsibility – Ethics Compliance – (OSCPA)
 - Catholic Youth Organization Basketball Coach
-

Susan Infeld

SUMMARY OF QUALIFICATIONS

Multi-faceted experience in government and private sector; knowledge in all aspects of government operations; analytical; proven fiscal and problem-solving skills; significant project management and writing experience; extensive personnel management.

PROFESSIONAL EXPERIENCE

Manager, Special Initiatives, Cuyahoga County Planning Commission **June 2018- present**

- Develop initiatives to complement municipal master plans, including guidebooks for Community Reinvestment Areas, Special Improvement Districts, municipal ordinance guidebooks, etc.
- Oversee grants management, including the development of a municipal grants guide.
- Coordinate research and publications to complement the efforts of County departments and agencies.
- Perform legal research and analysis.

Mayor, City of University Heights, OH **January 2010 – December 2017**

- Managed all functions of the city government: the delivery of municipal services; enforcement of city ordinances; development of the city budget; all city communications; negotiation of collective bargaining agreements; personnel management; grants management.
- Chaired the Board of Zoning Appeals and the City Planning Commission.
- Produced annual operating surpluses of 17-20%, reduced outstanding city debt by 33%, obtained \$16M in grant awards.
- Established a new community park.
- Established a Senior Office, a Community Development Office, and an internship program with John Carroll University.
- Partnered with county agencies for new city services; including home repair advice and loans, and building department software.
- Collaborated with nearby cities to increase services for residents, including consolidation of 911 dispatch and specialized police services.
- Produced the annual Memorial Day parade, the summer concert series, and special events.

Patient Representative, St. Vincent Charity Medical Center, Cleveland, OH **2006-2010**

- Served as hospital ombudsman.
- Resolved patient/family issues and concerns; and resolved patient grievances.
- Served as the hospital's Client Rights Officer to the ADAHMS Board for the psychiatric patient population and patients receiving treatment for drug and alcohol addiction.
- Updated patient policies for complaints and grievances, and patient property.

Councilwoman, City of University Heights, OH, 1996-2007

- Chaired the City Council Finance Committee and the City Council Civic Information Committee.
- Led public hearings on the city budget and tax issues.
- Facilitated focus groups of citizens assessing livability issues in University Heights.
- Established the first city website and three subsequent websites.
- Served as the city liaison to public school and senior citizen community groups.
- Wrote legislation to update city policy, create new laws, and for budget compliance.

Chairman, University Heights Citizen's Committee for a New Purvis Park and Pool 1993-1995

- Led a committee of 100+ residents in a grassroots campaign to pass a bond issue to pay for construction of a new pool and playground at the city's only park.
- Led the citizen's committee through the process of designing the pool and park features.
- Served as the city-appointed liaison to the construction committee overseeing the construction of the new facilities.

Planning Analyst and Technical Writer, Federal Reserve Bank of Chicago 1984-1986

- Developed computer acquisition proposals for mainframes and peripheral equipment.
- Authored the Bank's Long-Range Automation Plan and the Department's Annual Report.
- Project Leader for the Bank's Disaster Recovery and Contingency Processing Plan for critical application systems.

Technical Writer, Federal Reserve Bank of Chicago 1983-1984

- Wrote User, System, and Operations manuals for computer operating systems used in-house, and by member banks.

Statistical Analyst, Federal Reserve Bank of Chicago 1981-1983

- Worked with reporting banks, savings & loan associations, and credit unions to collect data for required Federal Reserve System reports.
- Served as liaison between the Research Department's statistical unit and automation unit to facilitate data collection and report design.
- Produced raw data statistical reports for public information requests.

CIVIC AND COMMUNITY

NOACA Governing Board, Assistant Treasurer
Cuyahoga County Planning Commission, Board of Trustees
Ohio Municipal League, Board of Trustees
First Suburbs Consortium of Northeast Ohio, Charter Member and Executive Committee
Leadership Cleveland, Class of 2017
Applewood Centers, Board of Trustees
Heights Community Congress, Board of Trustees
Beaumont School, Board of Trustees
Meals on Wheels, Beachwood-Shaker Heights-University Heights, Board of Trustees
American Red Cross, Cleveland, Eastside Advisory Council
Gesu Catholic Church, Parish Council
Gesu Catholic Church, Finance Council

AWARDS

University Heights Public Servant of the Year, 2007
University Heights Citizen of the Year, 1994

EDUCATION

B.A. Finance, University of Illinois at Urbana-Champaign, 1980

REFERENCES

Available upon request

Michele Pomerantz



Profile

- High-achieving executive with a variety of leadership experience, relationship and influential expertise.
- Skilled communicator who transforms visionary plans into workable solutions using execution and communication abilities that create a connectedness within large organizations.
- Extensive policy development proficiency on a variety of topics including Medicaid, finance, education, facilities and transportation.

Work Experience

Cuyahoga County, Cleveland, Ohio

Director of Regional Collaboration

- Supports regional collaboration amongst the County and 59 municipalities within the region
- Manages Advocacy for County priorities at local and state level
- Coordinates all board and commission appointments
- Liaises with elected officials to support County Executive's priorities
- Collaborates with County Directors and officials to provide cost savings to municipalities and stakeholder groups
- Creates communications that support greater understanding of county opportunities for local governments
-

Cleveland Metropolitan School District-Cleveland, Ohio

Policy and Labor Liaison, January 2013-present

- Analyzed, developed, and influenced state wide policies on education, finance, facilities and transportation
- Presented at the Forum on Sino-U.S. Education Leadership at Southwestern University in Chongqing
- Served as a delegate representing Ohio at the Education Fellowship Policy Program in China
- Presented at Harvard University at the Strategic Data Project Convening on the topic of federal education reform policy
- Designed and managed a communication policy piece to inform and influence stakeholders specific to CMSD positions
- Created and strengthened relationships with a variety of stakeholders within and around the city to support the District
- Acted as liaison for the CEO at district, local, and national conferences and meetings
- Presented reports and presentations to residents, parents, and leaders on federal and local issues
- Acted as government liaison to all state and national legislators including Cleveland City Council
- Prepared briefings and background materials for CEO to ensure strategic follow-up
- Organized and directed staff across departments to provide support for the CEO
- Co-leader of the Issue 4 campaign and Issue 108 campaign for CMSD resulting in the passage of a \$200 million bond levy to build up to 22 new schools and continue operations for 100 plus schools for the next 4 years

American Federation of Teachers-Washington, D.C.

Deputy Manager Office of the President, April 2012-January 2013

- Created and organized briefing and background materials for travel and speaking engagements
- Liaised with coalition organizations, affiliates, political organizations, and other stakeholders and people on behalf of the President of the American Federation of Teachers (AFT)
- Facilitated relations between AFT President, AFT state federations and locals, the AFL-CIO and other labor organizations

Michele Pomerantz
Page 2

- Coordinated trips, staff, and events for the president and maintained political, strategic, and affiliate follow-up
- Organized and directed staff across departments to support the President's initiatives cutting through bureaucracy

Cleveland Teachers Union-Cleveland, OH
Director of Political Action and Trustee, 2005-2012

- Developed and implemented presidential, gubernatorial, and collective bargaining campaigns
- Reorganized a strategy to educate, message, and motivate members around negotiations and political issues
- Built strategic alliances with political, community, and coalition stakeholders
- Mobilized 50% of membership to volunteer on campaigns and managed 2,500 volunteers
- Increased Committee of Political Action funds by 119% and increased the amount of members contributing by 32%
- Utilized enhanced communication tools including social media to educate both members and the community at large

Cleveland Municipal School District - Cleveland, Ohio
Teacher, 1990 – 2012

- Planned, implemented, monitored, and assessed a progressive program to increase student attendance that resulted in 18% class wide improvement
- Earned positive verbal/written feedback from parents and administrators and students regarding classroom Instruction and community engagement
- Presented monthly industry conferences to audiences of 100+ educators and district leaders on reading acquisition
- Provided workshops for parents, community leaders, and other educators around managing behavior
- Modified the general education curriculum for special-needs students based upon research-based instructional techniques and technologies
- Consistently provided leadership and constructive feedback to colleagues and parents to resolve conflicting educational priorities and issues

Education

Cleveland State University, 1997
Cleveland, Ohio
Master's Degree in Curriculum and Instruction

Cleveland State University, 1990
Cleveland, Ohio
Bachelors of Science in Elementary Education

Cleveland State University, 2016
Education Policy and Leadership Program

Michele Pomerantz
Page 2

Awards and Other Affiliations

Ohio Federation of Teachers, Outstanding Service Award, 2012
Cuyahoga County, Transition Team Director of Operations. 2015
Boys and Girls Clubs of America, Board Member since 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0101

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Alaina McCruel to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2021 – 4/30/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; and

WHEREAS, members appointed to fill a vacancy in the Cuyahoga County board of Developmental Disabilities shall service a term of four years; 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 Alaina McCruel (replacing Tania Younkin) to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2021 – 4/30/2025; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Alaina McCruel (replacing Tania Younkin) to serve on

the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2021 – 4/30/2025.

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__



April 6, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Board of Developmental Disabilities

Dear President Jones:

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominee for appointment to the Cuyahoga County Board of Developmental Disabilities:

- **Alaina McCruel**, 4-year term, 5/1/2021 – 4/30/2025 (replacing Tania Younkin)

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The Board helps to establish policies to assist children and adults with developmental disabilities so they can live, learn, work and play in our community. Also, the Board and the policies it enacts, play a pivotal role in providing needed resources and assistance for families who have family members receiving services from this body.

The nominee has experience in issues involving disabilities and serve in numerous volunteer roles assisting disabled individuals and involved families.

Ms. McCruel's resume has been attached for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are four additional candidates on file for this position.

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,

Armond Budish
County Executive

ALAINA MCCRUEL, BSN, RN

SKILLS

- Pediatric Operating Room Circulator & Scrub Nurse
- Medical/Surgical Floor Nurse
- EPIC Systems

WHO AM I?

Ambitious nurse with 7 years of home care, operating room and floor experience with newborn, pediatric, adult, and geriatric populations.

EXPERIENCE

RN | Legacy Health Visiting Services | November 2019 – Present

Homecare, trach care, g-tube, assisting ADL, total care

OR RN | Rainbow Babies & Children's Hospital | August 2015-April 2019

Circulate & Scrub pediatric dental, general, urology, orthopedic, ENT, and neuro surgery.

RN | HillCrest Hospital | August 2014-August 2015

Floor nurse on Med-Surg/Oncology/Hospice unit.

EDUCATION

Bachelor of Science in Nursing | May 2014 | Notre Dame College



CERTIFICATIONS

Basic Life Support (BLS) –American Red Cross

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0102

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Fernando Mack to serve on the Cuyahoga County Public Defender Commission for the term 5/1/2021 – 4/30/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Public Defender Commission was created pursuant to the provisions of ORC Section 120.13; and

WHEREAS, the powers and duties of the Cuyahoga County Public Defender Commission are established pursuant to ORC Section 120.14, which include: recommending an annual operating budget of the office of the County Public Defender, establishing operational standards of the office of the County Public Defender, and determining the qualifications and size of the supporting staff of the office in an effort to provide essential legal representation to indigent persons in the County; and

WHEREAS, pursuant to ORC Section 120.13, the Cuyahoga County Public Defender Commission shall have five members with a term of office of four years; and

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

WHEREAS, County Executive Armond Budish has nominated Fernando Mack (replacing James R. Wooley) to serve on the Cuyahoga County Public Defender Commission for the term 5/1/2021 – 4/30/2025; 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:

FERNANDO MACK

EDUCATION

University of Akron School of Law, J.D. (1993)

Akron, Ohio / Vice President, Black Law Student Association

The College of Wooster, B.A. (1988)

Wooster, Ohio / Vice President of Harambee

WORK EXPERIENCE

Criminal Defense Attorney

Cleveland, Ohio (2001-present)

- As a solo practitioner, conduct numerous jury trials, negotiate plea agreements with prosecutors, research, draft, and argue pretrial and in limine motions such as: Motions to Dismiss Evidence, and many other evidentiary motions.
- Handle felony criminal cases from inception to disposition including cases involving complex litigation issues such as, multiple defendants, ballistics, scientific evidence, and confidential informants.
- Oversee jury trials in cases such as Capital Murder, Aggravated Robbery, Aggravated Burglary, Rape, Drug Trafficking, and Kidnapping.
- Involved in numerous high profile criminal cases.

Magistrate

East Cleveland Municipal Court, East Cleveland, Ohio (2006-2012)

- As a Magistrate, often presided over small claims and misdemeanor criminal trials. Managed the dockets for traffic court, city income tax, landlord/tenant first and second causes, researched legal issues, drafted, and prepared memoranda for the Judge.

The City Prosecutor

City of East Cleveland, East Cleveland, Ohio (2002-2006)

- Filed criminal cases, prepared pleadings, wrote briefs and conducted legal research. Approved issuance of criminal complaints and warrants for arrest in criminal cases. Processed misdemeanor incidents and felony cases and present them during preliminary hearings.

Assistant Prosecuting Attorney

Cuyahoga County, Ohio (1994-2001)

- Served in the Child Support and Juvenile Court divisions before 1996 assignment to the general felony trial division. Successfully litigated many jury trials, including Aggravated Murder, Aggravated Robbery, Felonious Assault, Rape, Drug Trafficking, etc. Offered a position to prosecute in the Major Trial Division, a unit responsible for handling only the most serious of criminal cases.

Law Clerk

Judge Elinore Marsh Stormer, Akron Municipal Court, Akron, Ohio (1991-1992)

- Researched and prepared memoranda on a broad range of legal issues including both civil and criminal cases.

Law Clerk

Edward L. Gilbert Co., LPA, Akron, Ohio (1991-1992)

- Worked for small firm which specialized in employment litigation, including but not limited to civil rights and constitutional violations.

BAR ADMISSIONS & PROFESSIONAL MEMBERSHIPS

- U.S. Court of Appeals for the Sixth Circuit
- U.S. District Court, Northern District of Ohio
- Member, Ohio State Bar Association
- Member, Cleveland Metropolitan Bar Association

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0103

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Roberta Duarte to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and

WHEREAS, the Greater Cleveland Regional Transit Authority (“GCRTA”) Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management’s efforts to implement policy and run the day-to-day operations of the transit system; and

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and

WHEREAS, the members of the GCRTA Board of Trustees 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, the County Executive has nominated Roberta Duarte (replacing Justin Bibb) to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 5/1/2021 – 4/30/2024; 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 Roberta Duarte (replacing Justin Bibb) to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 5/1/2021 – 4/30/2024.

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:
Committee(s) Assigned:

Journal _____
_____, 20__



April 6, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Greater Cleveland Regional Transit Authority Board of Trustees (RTA)

Dear President Jones:

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the RTA, I am pleased to nominate the following individual for appointment to the RTA Board of Trustees:

- **Roberta Duarte**, 3-year term, 05/01/2021 – 04/30/2024 (replacing Justin Bibb)

One of three County appointments must be a resident of the City of Cleveland. Appointees Terrence P. Joyce and Karen Moss fulfill this requirement. Trustees serve three-year terms until they resign or are replaced. Board members are compensated \$4,800 annually.

There are no known conflicts of interest for which an advisory opinion has been requested. There is one additional candidate on file for this position.

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

Sincerely,

Armond Budish
County Executive



Roberta Duarte, is a native of Paraguay and a graduate of Mount Holyoke College, where she focused on Global and Public Health Sciences, with a concentration in Social Behavioral Sciences. Roberta is known for her broad range, technical research, and her depth of understanding in advising her clients, with respect to culturally and linguistically appropriate services and challenges.

Roberta has worked locally and abroad, primarily resolving strategic issues related to outreach and resource access. In 2016, Roberta moved back to Cleveland to be part of the inaugural cohort of the Cleveland Foundation Public Service Fellowship. Roberta served as a Community and Public Health Fellow at The MetroHealth System, where Roberta worked closely with senior leadership and a cross-functional implementation team on a variety of population health initiatives within Cuyahoga County. Roberta also previously worked for Esperanza, Inc., an organization focused on supporting the Latinx community on Cleveland's near west side.

Roberta is currently a Project Manager at JumpStart Inc., and has connected with a wide range of multigenerational community leaders, community organizations and entrepreneurs throughout JumpStart's (OH and NY) markets. Roberta has heightened JumpStart's understanding of diverse clients to better serve neighborhoods/entrepreneurs, becoming an inclusive community resource and partner organization.

In order to achieve a long-term economic development and entrepreneurship impact, Roberta has developed an equitable service pipeline that provides intentional services that meet the social, cultural, and linguistic needs. Roberta has also played an integral role in supporting the Chief of Inclusion and Outreach, guiding Latinx change management process and best practices that has led to positive changes internally and through the various JS markets.

In 2019, Roberta founded AREKO Consulting, responsible for leading culturally competent initiatives with a global and public health approach, working on projects like 25Connects / 25Conecta for The Greater Cleveland Regional Transit Authority. Roberta has participated in various leadership and career development programs such as the Venture Capital University national cohort presented by Startup@BerkeleyLaw, and was recently selected for the Cleveland Leadership Center's Bridge Builder Class of 2021.

Roberta serves as The Young Latino Network Vice President, Hathaway Brown Alumnae Council member, LatinUs Theater Company board member and a Canalway Partners board member. She is also a Hispanic Start Ambassador—Cleveland Hub—led by the We Are All Human Foundation, and a Crain's 40under40 recipient.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0104

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Peggy Zone Fisher Cleveland-Cuyahoga County Port Authority Board of Directors to serve on the for the term of 4/20/2021 – 4/20/2025 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of Board of Directors were created pursuant to the provision so ORC Chapter 4582.03; and

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

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

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

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

WHEREAS, the County Executive has nominated Peggy Zone Fisher to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 4/20/2021 – 4/20/2025; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Peggy Zone Fisher to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 4/20/2021 – 4/20/2025.

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__

Peggy Zone Fisher



Peggy Zone Fisher has been a Cleveland business and community leader for over forty years. In March 2006, Peggy began a new chapter in her career by becoming the President and CEO of The Diversity Center of Northeast Ohio. The Diversity Center is a human relations organization, founded in 1927 as The National Conference for Christians and Jews, and is dedicated to eliminating bias, bigotry, and racism in America. Each year DCNEO programs serve yearly over 10,000 northeast Ohio students and educators from over 150 schools and organizations in eleven counties.

Peggy's business and community leadership was recognized nationally when President Bill Clinton appointed her as one of eleven National Commissioners of the White House Conference on Small Business. As a U.S. Small Business Commissioner, Peggy traveled the country convening forums with business leaders about small business issues.

Before beginning her post at The Diversity Center, Peggy served as the President and Owner of Zone Travel, Inc., one of Greater Cleveland's largest woman-owned businesses, from 1974 to 2005. Peggy chaired the Ohio Governor's Advisory Council for Travel and Tourism and led Ohio Governor Richard Celeste's China Trade Mission. She chaired the American Society of Travel Agents' Central Regional Conference in Cleveland, and served as a member of the National Travel Agents Advisory Board of Alamo Rental Car. She has advised Cleveland Mayors George Voinovich, Michael R. White, and Jane Campbell on travel and tourism issues.

Peggy has served on more than a dozen community boards such as AIDS Taskforce of Greater Cleveland, Community West Foundation, Neighborhood Progress, Inc., and Adoption by Gentle Care, just to name a few. She currently serves on the Board of Directors of the Cleveland Clinic Hospitals-Western Region. She is a Member of the Diversity Advisory Council for the MetroHealth Medical Center, and a Member of the Membership Impact Committee for the Greater Cleveland Partnership. Peggy is a frequent guest on Northeast Ohio television and radio news programs, and has been profiled in many publications addressing business and diversity issues. She continues to share her expertise with the community through her numerous speaking engagements.

Peggy has been recognized with numerous honors and awards. The Women Business Owners Association honored her as one of the "Top 20 Women Business Owners in Northeast Ohio." She received the YWCA *Woman of Achievement Award* as a Business and Industry Entrepreneur, the *Captain Cleveland Award* from the Convention and Visitors Bureau of Greater Cleveland, and was the first recipient of the *Today's Woman of Achievement Award* from the Altrusa Club of Cleveland. In 2009, she received the *Community Service Award* from the Cleveland Clinic Hospitals, Western Region, and the Community West Foundation. She has also been honored by the Call & Post (Most Influential Award), Cleveland EMS (Certificate of Honor on behalf of her mother, Mary Zone and the Zone family) in honor of their 40th anniversary, the Southern Poverty Law Center (Certificate of Appreciation) in recognition of the important fight against hate and intolerance in America, and most recently (2018), the *Eleanor R. Gerson Leadership in Social Justice Award* from the Greater Cleveland Community Shares. Peggy, along with her husband Lee Fisher, was honored with the "Outstanding Leadership Award" from the Friends of the Cleveland School of the Arts. Peggy, and the work of The Diversity Center, were recognized (2011) with the Illumination Award at the Transgender Day of Remembrance, Celebrating Diversity Award 2014 at the India Festival USA, Progressive Woman Award from Smart Business Magazine (Five Women who Excel), and the Flourish Executive of the Year Award at the Flourish Conference for Women in Leadership (2015).

Peggy is a graduate of The Ohio State University. [REDACTED]

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0082

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township; total estimated project cost \$1,500,000.00; 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 resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township; and

WHEREAS, the anticipated start-completion dates are 8/1/2021 – 6/1/2022; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the primary goal is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the project is located in Council District 5; and

WHEREAS, the estimated project cost is \$1,500,000.00; and

WHEREAS, this project will be funded 100% from the County Road and Bridge 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 declares that public convenience and welfare requires resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 23, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0088

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2021 - 7/14/2024 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

WHEREAS, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

WHEREAS, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

WHEREAS, to continue the important work of the Citizens’ Advisory Council on Equity, and to maintain the progress and continuity of the membership of this body, the County Executive has nominated the following individuals to continue their service on the Citizens’ Advisory Council on Equity, for three-year terms 7/15/21 – 7/14/2024:

- a. Rabbi Joshua Caruso;
- b. Stephen Caviness;
- c. Marsha Mockabee;
- d. Cordell Stokes; and,
- e. Sheila Wright.

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to continue to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2021 – 7/14/2024:

- a. Rabbi Joshua Caruso;
- b. Stephen Caviness;
- c. Marsha Mockabee;
- d. Cordell Stokes; and,
- e. Sheila Wright.

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: March 23, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

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	\$	3,244,505.00
Capital Outlays	\$	66,000.00

The Office of Budget and Management requests an appropriation increase in the amount of \$3,484,505.00 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 \$3,484,505.00 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. R2021-0036

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	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.
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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.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0083

<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 making an award on RQ4543 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,976,777.57 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive to execute Contract No. 980 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 RQ4543 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,976,777.57 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; and

WHEREAS, the anticipated start-completion dates are 4/8/2021 - 3/31/2022; and

WHEREAS, the project is funded as follows: (a) 80% from Federal Funds; (b) 20% from Road and Bridge; 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 RQ4543 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,976,777.57 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland.

SECTION 2. That the County Executive is authorized to execute a 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 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: March 23, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: March 23, 2021

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0084

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution authorizing an award on RQ5135 to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$523,386.00 for the purchase of (3) replacement Dump Trucks; authorizing the County Executive to execute Purchase Order No. 21000522 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 RQ5135, Purchase Order No. 21000522 to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$523,386.00 for the purchase of (3) replacement Dump Trucks; and

WHEREAS, the primary goal of this project is to obtain (3) Tandem Dump Trucks one for the Road & Bridge Division and two for the Sanitary Sewer Division and

WHEREAS, funding approved through 34% Road and Bridge Fund and 66% Sanitary Operating 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 award on RQ5135, Purchase Order No. 21000522 to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$523,386.00 for the purchase of (3) replacement Dump Trucks.

SECTION 2. That the County Executive is authorized to execute Purchase Order No. 21000522 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 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: March 23, 2021

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0085

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution making an award on RQ3753 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/28/2023; authorizing the County Executive to execute Contract No. 1031 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an award on RQ3753 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/28/2023; and

WHEREAS, the primary goal of this project is to provide transportation services for Medicaid eligible, ambulatory clients to and from facilities within Cuyahoga County for various non-emergency medical treatments; and

WHEREAS, the project is funded 100% by Federal/Medicaid funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ3753 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/28/2023.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0086

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution authorizing an award on RQ3912 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$3,958,232.00 for operations and case management services for a 365-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2021 – 9/3/2022; authorizing the County Executive to execute Contract No. 824 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ3912 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$3,958,232.00 for operations and case management services for a 365-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2021 – 9/3/2022; and

WHEREAS, the primary goals for this project are to (1) provide shelter to homeless clients, (2) reduce the length of stay at the shelter by providing clients with appropriate services in the community and (3) implement a continuum of care goal of assisting clients to attain permanent housing as quickly as possible; and

WHEREAS, this project is funded by (a) 56% Health and Human Services Levy Fund, (b) 44% Emergency Shelter Grant/CARES Act 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 RQ3912 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$3,958,232.00 for operations and case management services for a 365-bed Men’s

Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2021 – 9/3/2022.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 23, 2021
Committee(s) Assigned: Health, Human Services & Aging

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0087

Sponsored by: County Executive Budish on behalf of Cuyahoga County Prosecutor's Office	A Resolution authorizing an amendment to Contract No. 665 with Pointe Blank Solutions LTD for software and maintenance on the Justice Matters and Docu-Pointe Case and Document Management Systems for the period 2/29/2016 – 2/28/2021 to extend the time period to 2/28/2026 and for additional funds in the amount not-to-exceed \$3,120,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Prosecutor's Office has recommended an amendment to Contract No. 665 with Pointe Blank Solutions LTD for software and maintenance on the Justice Matters and Docu-Pointe Case and Document Management Systems for the period 2/29/2016 – 2/28/2021 to extend the time period to 2/28/2026 and for additional funds in the amount not-to-exceed \$3,120,000.00; and

WHEREAS, the primary goal of this project is to continue to receive ongoing maintenance, monitoring, support, consultation, training, developments and implementation of a customized case management system/software; and

WHEREAS, this project is 100% funded by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily 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. 665 with Pointe Blank Solutions LTD for software and maintenance on the Justice Matters and Docu-Pointe Case and Document Management Systems for the period 2/29/2016 – 2/28/2021 to extend the time period to 2/28/2026 and for additional funds in the amount not-to-exceed \$3,120,000.00.

First Reading/Referred to Committee: March 23, 2021

Committee(s) Assigned: Finance & Budgeting

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0068

<p>Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment with various providers for Comprehensive Case Management and Employment Program-Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period of 7/1/2019 – 6/30/2021 for additional funds in the amount not-to-exceed \$1,537,888.00; authorizing the County Executive to execute the amendments 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 Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment with various providers for Comprehensive Case Management and Employment Program-Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period of 7/1/2019 – 6/30/2021 for additional funds in the amount not-to-exceed \$1,537,888.00 as follows:

- a. Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$1,035,922.00.
- b. Agreement No. 649 with Cuyahoga Community College for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$501,966.00.

WHEREAS, the primary goals to continue to provide a comprehensive case management and employment program for youth; and

WHEREAS, the project is funded with 76% WIOA funds and 24% TANF 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 with various providers for Comprehensive Case Management and Employment Program-Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period of 7/1/2019 – 6/30/2021 for additional funds in the amount not-to-exceed \$1,537,888.00 as follows:

- a. Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$1,035,922.00.
- b. Agreement No. 649 with Cuyahoga Community College for the Out-of-School Youth Program for additional funds in the amount not-to-exceed \$501,966.00.

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.

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0004

<p>Sponsored by: County Executive Budish/Department of Human Resources</p> <p>Co-sponsored by: Councilmembers Gallagher, Jones, Brown, Stephens, Conwell, Simon, Baker Sweeney and Tuma</p>	<p>An Uncodified Ordinance authorizing the County Executive to provide a one-time bonus to certain current bargaining and non-bargaining County employees; and declaring the necessity that this uncodified Ordinance become immediately effective.</p>
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WHEREAS, as a result of the COVID-19 pandemic, the County Executive declared a Fiscal Emergency as set forth in Executive Order 2020-0005; and

WHEREAS, as a result of the Fiscal Emergency, certain bargaining units agreed to participate in cost-savings/furlough programs and certain non-bargaining employees were required to participate in a furlough program; and

WHEREAS, as a result of prudent fiscal management and the County's unanticipated receipt of additional funding resources from the federal government, the County is now able to provide a bonus to those current employees who participated in cost-savings and furlough programs; and

WHEREAS, it is necessary that this uncodified 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. That, any provision of the County's Human Resources Personnel Policies and Procedures Manual ("Employee Handbook") or any codified or uncodified ordinance to the contrary notwithstanding, this Council hereby authorizes the County Executive or the Executive's designee to provide each current bargaining and non-bargaining employee who participated in a cost-savings/furlough program as described above a bonus of up to 80 hours multiplied by the employee's base hourly rate as of the date of this uncodified ordinance, which is in consideration of all furlough time/pay deducted during the period April 26, 2020 through April 30, 2021. Said bonus shall be paid to each eligible current employee on or before June 25, 2021.

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0005

Sponsored by: County Executive Budish/Department of Human Resources	An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to recognize Juneteenth as a paid County holiday, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, President Lincoln issued the Emancipation Proclamation declaring all enslaved people in the Confederate States to “be then, thenceforward, and forever free” on January 1, 1863; and

WHEREAS, federal troops arrived in Galveston, Texas on June 19, 1865 (nka, Juneteenth), two-and-a-half years after signing of the Emancipation Proclamation, to ensure that all enslaved people were freed; and

WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual to include Juneteenth as a County paid holiday; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council’s authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County’s Personnel Policies and Procedure Manual, which is amended herein and may be amended in the future by Council; and

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

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

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended section of the County’s Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) as set forth in Exhibit A attached hereto, effective for all County employees, and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. Upon adoption of this

Exhibit A

11.02 Paid Holidays

The County provides full-time and part-time benefits-eligible employees with paid time off on the following, recognized holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Employees who are in an unpaid status on the regular workday immediately preceding or following the holiday are not eligible for holiday pay.

Eligible employees who work on a County-recognized holiday and are in a paid status on the regular work day immediately preceding and following a holiday are entitled to holiday pay for their regularly scheduled work hours. If the employee's work schedule is other than Monday through Friday, and the holiday falls on the employee's day off, the employee is entitled to a floating day off, to be used within ninety (90) calendar days and with prior approval.

An employee in a non-exempt position who is required to work on a County holiday shall be entitled to regular pay in addition to holiday premium pay at one and one-half (1.5) times for each hour worked. Exempt employees who are required to work on a County holiday will receive regular pay in addition to holiday premium pay at their regular rates for each hour worked, or exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve holiday premium pay for an employee or group of employees in lieu of exchange time, subject to the conditions in Section 9.07 of this handbook.

Part-time benefits-eligible employees are entitled to holiday pay for their scheduled hours if the recognized holiday falls on their regularly scheduled workday.

Part-time benefit non-eligible employees and temporary employees are not entitled to holiday pay or premium holiday pay even if they work on a recognized holiday.

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0006

Sponsored by: County Executive Budish/Fiscal Officer	An Ordinance enacting Section 202.01 of the County Code to identify the responsibilities of the Department of Purchasing in accordance with Section 10.01 of the County Charter; requiring confirmation of the Director of the Department by Council; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article X, Section 10.01 of the Charter provides for a Department of Purchasing to be responsible for the purchase of goods and services required for all offices of the County, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided by the County; and

WHEREAS, in accordance with Article XIII, Section 13.04(1) of the Charter, prior to the Effective date of this legislation, the duties of a Department of Purchasing have been performed by the Office of Procurement and Diversity; and,

WHEREAS, the County now desires to more clearly define the responsibilities of the Department of Purchasing; and,

WHEREAS, in accordance with Charter Section 3.09(2), requiring confirmation of the Director of the Department of Purchasing in accordance with Charter Section 2.03(2); 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 202.01 of the County Code is hereby enacted to read as follows:

Section 202.01 Department of Purchasing

A. The Department of Purchasing, established in accordance with Section 10.01 of the Charter, shall be responsible for administration of and compliance with the provisions of Title V of the County Code, unless otherwise provided in this Code.

B. The Director of the Department of Purchasing shall be appointed by the County Executive, subject to confirmation by Council in accordance with Section 2.03(2) of the Charter.

SECTION 2. Any reference to the Office of Procurement and Diversity in the County Procurement Card Program Policies and Procedures, as referenced in Chapter 506 of the County Code and attached as Exhibit A to Ordinance No. 2014-0003, enacted February 11, 2014, shall mean the Department of Purchasing.

SECTION 3. 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:
Committee(s) Assigned:

Journal _____
_____, 20

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0007

Sponsored by: County Executive Budish/Fiscal Officer	An Ordinance enacting Section 202.21 of the County Code, establishing a Department of Equity and Inclusion to enhance equity both within County government and throughout the community of Cuyahoga County; amending Chapter 509 of the County Code to specify certain duties of the Department; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the preamble of the Charter of Cuyahoga County states that one of the benefits of a reformed County Government should be “an improved focus on equity for all our communities and citizens; and

WHEREAS, the County established the County Equity Commission (the “Equity Commission”) and the Citizens’ Advisory Council on Equity (the “Equity Council”) to review and report on equity efforts undertaken by the County and the delivery of County services, as well as the collection of relevant data; and,

WHEREAS, in January 2019 the County engaged Griffin and Strong, P.C. (“GSPC”) to conduct a disparity study of County contracting during the period 2014 through 2018 (the “2020 Study”); and,

WHEREAS, the 2020 Study showed that the County’s race- and gender-neutral efforts and limited race- and gender-conscious initiatives that arose from the 2014 Study had not sufficiently addressed the race and gender disparities; and,

WHEREAS, the 2020 Study provides additional, legally-necessary support to institute more robust race- and gender-conscious programs and offers eight specific, legally-defensible recommendations to reduce the disparity in County contracting with minority- and women-owned business enterprises (“MWBE”); 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. That new Section 202.21 of the County Code is hereby enacted to read as follows:

Section 202.21 Department of Equity and Inclusion

- A. The Department of Equity and Inclusion is hereby established under the supervision of the County Executive and the Fiscal Officer.**
- B. The Department of Equity and Inclusion shall be supervised and managed by the Director of Equity and Inclusion.**
- 1. The Director of Equity and Inclusion shall be appointed by the County Executive, subject to Council approval in accordance with Section 2.03(2) of the Charter.**
 - 2. The Fiscal Officer may employ such persons as may be reasonably necessary, within budget parameters established by the Executive and Council, to assist the Director of Equity and Inclusion in carrying out the duties and responsibilities of the Department of Equity and Inclusion. The Director of Equity and Inclusion shall not be an appointing authority for purposes of the Charter or Ohio general law.**
- C. The Department of Equity and Inclusion shall be responsible for enhancing equity in program and policy development within County government by coordinating with the County Equity Commission, the Citizens Advisory Council on Equity, and the various departments under the jurisdiction of the County Executive. The Department's duties shall include, without limitation, the following:**
- 1. increasing participation of minority- and women-owned business enterprises (MWBE) in County contracting and purchasing opportunities;**
 - 2. working with the Office of Innovation and Performance, develop metrics and reports regarding whether County agencies meet or exceed their MWBE contracting goals;**
 - 3. working with the Human Resources Department, develop and implement programs, training, and assessment to build a culture of equity with respect to race, gender and sexual orientation throughout County government, including in hiring and promotion;**
 - 4. serving as an ombudsman to accept and evaluate inquiries and complaints from the general public with regard to implementation of the County's equity initiatives and to coordinate and facilitate community input.**

D. The Director of Equity and Inclusion reserves the right and discretion to recommend rejecting any bid or proposal based on the evaluation of same for compliance with any MWBE program established in accordance with this Section or any equity or inclusion program otherwise provided for in the County Code.

SECTION 2. That Chapter 509 of the County Code is hereby amended to read as follows (deletions are stricken, additions are bold and underlined)

Chapter 509: Disparity and Economic Inclusion

Section 509.01 Disparity Study

The ~~County~~ **Department of Equity and Inclusion** shall conduct a Disparity Study and, ~~if required by law,~~ shall ~~validate~~ **update** the Disparity Study every five (5) years thereafter. All such studies shall be designed to meet the legal standards established by court rulings with respect to the constitutionality of programs designed to encourage greater participation of women and minorities in our economy.

A. The Department of Equity and Inclusion, in consultation with the County Equity Commission and the Citizen’s Advisory Council on Equity, shall evaluate the recommendations of the Disparity Study and provide advice to the Executive regarding the implementation of said recommendations, if any.

B. The Department of Equity and Inclusion, in consultation with the County Equity Commission and the Citizen’s Advisory Council on Equity, shall monitor the effectiveness of the implemented recommendations and shall report same to the Executive and Council no less than annually.

Section 509.02 ~~Monitoring Corrective Action~~ **Reserved**

~~The County Executive shall monitor the effectiveness of any corrective action implemented as a result of the Disparity Study and shall annually update the Disparity Study.~~

Section 509.03 ~~Approval of Contracts and Agreements~~ **Reserved**

~~All contracts and agreements performed in furtherance of the Disparity Study shall be reviewed and approved by the appropriate approval authority depending on the monetary threshold of each contract or agreement in accordance with Chapter 501 of the County Code.~~

SECTION 3. Any reference to the Office of Procurement and Diversity in the County Small Business Enterprise (SBE) Program Policies and Procedures Manual, as referenced in Section 503.01 of the County Code and attached as Exhibit A to

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

Journal _____
_____, 20

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0008

Sponsored by: County Executive Budish	An Ordinance amending Chapters 507 and Sections 110.3, 205.01, 206.09 207.03, 501.06, 501.10, 501.12, 501.21, 501.22, 502.07, 502.08, 502.09, 502.10, 502.12, 503.02, 503.03, 503.05, 503.06, 503.07, 503.08, 505.05, 510.02, 510.04, 510.06, 510.07, and 510.08 of the County Code to reflect the dissolution of the Office of Procurement and Diversity and its replacement by the Department of Purchasing and the Department of Equity and Inclusion; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article X, Section 10.01 of the Charter provides for a Department of Purchasing to be responsible for the purchase of goods and services required for all offices of the County, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided by the County; and

WHEREAS, in accordance with Article XIII, Section 13.04(1) of the Charter, prior to the Effective date of this legislation, the duties of a Department of Purchasing have been performed by the Office of Procurement and Diversity; and

WHEREAS, on [DATE] Cuyahoga County Council adopted O2021-0006 to clearly define the responsibilities of the Department of Purchasing; and

WHEREAS, on [DATE] Cuyahoga County Council adopted O2021-0007 to establish the Department of Equity and Inclusion to enhance diversity both within County government and throughout the community of Cuyahoga County; and

WHEREAS, The Department of Equity and Inclusion is now charged with some of the roles and responsibilities previously imposed upon the former Office of Procurement and Diversity by the County Code; and

WHEREAS this Ordinance eliminates codified references to the “Office of Procurement and Diversity” and the defined abbreviated term “OPD”, and replaces such references with references to either the Department of Purchasing or the Department of Equity and Inclusion consistent with their respective roles and responsibilities;

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. Chapter 507 and Sections 110.3, 205.01, 206.09, 207.03, 501.06, 501.10, 501.12, 501.21, 501.22, 502.07, 502.08, 502.09, 502.10, 502.12, 503.02, 503.03, 503.05, 503.06, 503.07, 503.08, 505.05, 510.02, 510.04, 510.06, 510.07, and 510.08 of the County Code are hereby amended as follows (deletions are stricken, additions are bold and underlined):

Section 110.03: Procedures and Requirements for Electronic Delivery and Signatures

A. Procedures for Electronic Delivery and Execution of Legislation. The Department of Information Technology shall be responsible for developing and, as may be necessary, amending the manner, format, and security procedures governing the electronic delivery and execution of resolutions and ordinances, which shall be subject to the approval of the Director of Law. Upon being approved by the Director of Law, the procedures and any amendments shall be posted on the County's web site, with copies delivered via electronic mail to the County Executive, Council President, and their respective chiefs of staff. The County Executive or Council President may object to the proposed procedures or amendments within seven calendar days of their electronic receipt of the procedures by submitting the objections to the Director of Law via electronic mail. If the Director of Law does not receive objections from either the County Executive or the Council President within the seven day period, the procedures or amendments shall go into effect on the eighth day of being posted online and submitted to the Executive and Council President.

B. Procedures for Electronic Execution of Contracts, Agreements, Instruments, and Other Documents. The Department of Information Technology and the ~~Office of Procurement and Diversity~~ **Department of Purchasing** shall be responsible for developing and, as may be necessary, amending the manner, format, and security procedures for the electronic delivery and execution of contracts, agreements, instruments, and other documents other than legislation. These procedures shall be subject to the approval of the Director of Law and may go into effect as directed by the Director of Law.

Section 205.01 Board of Control

- A. Board of Control Established
1. Establishment: There is, hereby, created the Cuyahoga County Board of Control, consisting of seven members identified as follows:
 - a. The Cuyahoga County Executive,

- b. The Fiscal Officer,
 - c. The Director of Public Works,
 - d. The Director of the ~~Office of Procurement and Diversity~~ **Department of Purchasing**, and
 - e. Three members of Cuyahoga County Council, appointed by the President of Council, immediately following each Organizational Meeting of Cuyahoga County Council, who shall serve until their successors are appointed.
2. Jurisdiction: The Board of Control shall have jurisdiction to review, approve, or deny all of the following:
- a. Any contract, contract amendment, change order, purchase, sale, lease, grant, loan, exemption, procedure, or any other action that requires approval by the Board of Control pursuant to Chapter 501 of Cuyahoga County Code or any other County Code provisions.
 - b. Any other contract, contract amendment, change order, purchase, sale, lease, grant, loan, exemption, procedure, or other action that does not otherwise require approval by the County Council or Board of Control, but the County Executive determines to submit to the Board of Control for its consideration, review, and approval or denial.
 - c. Any other contract, purchase, sale, lease, grant made by the County, loan made by the County, or any procedure within the process of completing any such contract, purchase, sale, lease, grant, or loan for which the County Council, by Resolution or Ordinance of Council, requires approval of the Board of Control.
- B. County Council Vacancies: Whenever any of the three positions on the Board of Control held by members of County Council becomes vacant, the President of County Council shall appoint another member of County Council to fill the position for the remainder of the term.
- C. Executive Branch Alternates: For each of the four executive branch members of the Board of Control, the County Executive shall appoint two alternates, one of whom shall attend meetings of the Board of Control whenever that member is unable to do so. Only employees of Cuyahoga County may be appointed as alternates on the Board of Control. Each alternate appointed shall, according to the County Executive's best judgment, have the greatest responsibility and most knowledge in the area(s) of primary responsibility of the person that the alternate replaces. Alternates shall serve at the pleasure of the County Executive, and the County Executive shall appoint a new alternate in the same way as the original designation whenever an alternate position becomes vacant. Appointments of alternates by the County Executive shall not be subject to confirmation by County Council.
- D. Council Alternates: At the same time that the President of Council appoints members to the Board of Control, the President of Council shall appoint at least three alternates who shall serve as a pool of alternates if any of the Council members are unavailable. Alternates shall be members or employees of

County Council and shall serve until their successors are designated. The President of Council shall in the same way appoint an alternate for the remainder of the term whenever an alternate position becomes vacant.

E. Alternate Have Full Rights: Any properly appointed alternate shall have all the rights and responsibilities of a member of the Board of Control when attending a meeting on behalf of a member.

F. Officers: The County Executive shall serve as Chairperson of the Board of Control, and the Fiscal Officer shall serve as Vice Chairperson. If both the Executive and the Fiscal Officer are absent from any meeting, the Board of Control shall choose one of its members to chair that meeting. For the purposes of this section, County Executive and Fiscal Office shall include their alternates.

G. No Additional Compensation, Collective Action, and Conflicts of Interest:

1. No compensation in addition to a person's regular compensation as an employee of Cuyahoga County shall be provided for service on the Board of Control.

2. The Board of Control is a board created by law, and its members act collectively, and in their official capacities, in the award of contracts and in taking any other action. It shall not be a conflict of interest for a Board member, including the County Executive or a director of a department or an office, to advocate before the Board, deliberate on, or vote for or against a contract or any other item involving his or her department or office. It also shall not be a conflict of interest for a Council Board member to advocate before the Board, deliberate on, or vote for or against a contract within his or her District or involving a purchase by the County Council.

H. Clerk of the Board of Control: The County Executive shall designate one staff person, who shall be the Clerk of the Board of Control, who shall publish agendas and meeting notices and record and publish minutes.

I. Weekly Meetings: The Board of Control shall meet weekly, at a regular time determined by the Board of Control.

J. Quorum: A quorum for the Board of Control shall consist of four (4) members attending personally or through their alternates.

K. Vote Required for Board of Control Actions: Except as provided in Section 501.04(A)(1)(g) of the County Code, a motion to approve or disapprove any item before the Board of Control shall require the affirmative vote of any four (4) or more members. Amendments to items before the Board of Control and parliamentary motions may be adopted by a majority of those present, provided that a quorum is present.

L. Rules of Procedure:

1. The Board of Control shall, consistent with the provisions of this Section 205.01, adopt its own rules of procedure.

2. Should any conflict arise between the rules of procedure of the Board of Control and the County Code, the requirements of County Code shall prevail.

3. The rules of the Board of Control may include procedures for the approval or preapproval of time sensitive, mission critical purchases not to exceed \$25,000.00 for any one time sensitive, mission critical purchase item.

4. Nothing in this Section shall be interpreted to prohibit the Board of Control from utilizing consent agendas.

M. Public Participation: All meetings of the Board of Control shall be open to the public and shall begin by providing time for public comment on matters that are on the agenda for that day. The Board of Control shall also provide time for public comment, either at that time or later in the meeting, on matters that may come before the Board of Control in the future. The Board of Control may also require presenters to register with the Board of Control before speaking and may set a time limit on presentations, which may be extended at the discretion of the Chairperson.

N. Agendas: The Clerk of the Board of Control shall publish the notice and agenda for each meeting on the county's website, post them at its office, and send them by electronic mail to each member of County Council no later than 6:00 p.m. on the second business day before the meeting. For each proposed contract to be considered, the agenda shall list the type of contract, a summary of the scope of work, the anticipated costs, the expected schedule of payments by fiscal year, the source(s) of funding, the anticipated start date, and the vendor's name. For agenda items other than contracts, the Board of Control shall specify in its rules what documentation shall be submitted with the request.

O. Special Meetings: The Board of Control may conduct a special meeting at a time other than its regularly scheduled time. In the event of an emergency, as determined by the County Executive in his or her discretion, or when the County Executive determines that it is advantageous to the County to have a special meeting, the Board of Control may conduct a meeting with less notice than that required by Section 205.01(N) of the County Code. For any special or emergency meeting, in addition to the notice requirements of Section 205.01(N), the Board of Control shall also send notice to all news media organizations that request to be notified of such meetings. A meeting may be conducted with less than 24 hours notice only to respond to an emergency concerning which immediate official action is required, and the notice and agenda shall state the nature of the emergency requiring such action.

P. Minutes: The Clerk of the Board of Control shall promptly prepare and publish the minutes of each meeting of the Board of Control on the county's website, which shall in no case occur later than one week after each meeting.

Q. Executive Session: Notwithstanding the requirement in Section 205.01(M) for open meetings, the Board of Control may go into Executive Session, only to discuss one or more of the topics permitted to be discussed in Executive Session pursuant to the Ohio Open Meetings Act or any other general law permitting such Executive Session. The published agenda for any meeting at which the Board of Control goes into Executive Session must include notice of the intent to go into

Executive Session and a general description of the subject matter to be discussed. Prior to going into Executive Session, the Board of Control must approve a motion to go into Executive Session. That motion must be approved by a majority of members present by roll call vote, with a quorum being present, and the motion shall state the topic(s) to be discussed in Executive Session and that no other topics may be discussed.

R. Journal: The Clerk of the Board of Control shall maintain a Journal of the Board of Control, which shall be posted on the county's website and maintained as a permanent file, which may be in an electronic format. The Journal shall include the notice, agenda, and minutes of all Board of Control meetings.

S. Public Meetings and Public Records: The Board of Control shall be subject to all state and county laws concerning public meetings and public records.

T. Deadline for Agenda Items: The Clerk of the Board of Control, in consultation with the Fiscal Officer, the Director of Public Works, and the Director of the ~~Office of Procurement and Diversity~~ **Department of Purchasing**, may set a deadline for the submission of items for the agenda by county departments for each meeting.

U. Consideration of Items Not on the Agenda: The Board of Control may, by 2/3 vote of members present, with a quorum being present, allow consideration of items not on the agenda or items submitted after the deadline for submission of items established by the Clerk of the Board of Control.

Section 206.09 County Equity Commission

A. **Composition:** To oversee the County's equity efforts, there shall be a Cuyahoga County Equity Commission consisting of the Directors of Development, Human Resources, Health and Human Services, **Equity and Inclusion** ~~Procurement & Diversity~~, and Public Safety and Justice Services, or their respective designees. The County shall use its internal resources to assist the Equity Commission with data collection and analysis.

Section 207.03 Diversity and Inclusion Advisory Committee

A. There is hereby established a Cuyahoga County Diversity and Inclusion Advisory Committee to provide advice and recommendations regarding Cuyahoga County's diversity and inclusion programs and initiatives. The committee shall submit its advice and recommendation to the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion**.

The committee shall consist of the following members:

1. One representative appointed by the County Executive;
2. One representative from County Council appointed by the President of Council;

3. One representative of the Greater Cleveland Partnership's Commission on Economic Inclusion jointly appointed by the County Executive and the President of Council;
 4. One representative of the Urban League of Greater Cleveland jointly appointed by the County Executive and the President of Council;
 5. One representative of the Hispanic Roundtable Community Programs jointly appointed by the County Executive and the President of Council;
 6. One representative of the Cleveland Building and Construction Trade Council jointly appointed by the County Executive and the President of Council;
 7. One representative of the Construction Employers Association jointly appointed by the County Executive and the President of Council; and
 8. Two other representatives jointly appointed by the County Executive and the President of Council
- B. Appointments to the Diversity and Inclusion Advisory Committee shall be for a term of two years. The Diversity and Inclusion Advisory Committee shall elect its own chairperson.

Section 501.06 Law Department Empowered to Authorize Minor Deviations from Approval Actions.

The Law Department may authorize minor deviations from the original approval actions of contracts, revenue generating agreements, purchases, sales, leases, grants, loans, change orders, amendments, or any other approved transactions, including, but not limited to, the identification of the vendor's name and starting and ending dates. If the Law Department approves such deviations, the ~~Office of Procurement and Diversity~~ **Department of Purchasing** shall process the contractual documents. The Law Department shall report all such approved deviations from the original approval actions on a monthly basis to the requisite approval authorities.

Section 501.10 Purchases to be Executed by ~~Office of Procurement and Diversity~~ **the Department of Purchasing**

All purchases of goods and services shall be done by the ~~Office of Procurement and Diversity~~ **Department of Purchasing**, under the direction of the County Executive. The various departments may use office vouchers and procurement cards for purchases not to exceed \$1,000.00. Office vouchers shall be used only for unexpected or uncommon purchases. Recurring purchases of goods and services from the same vendor, originally contemplated in the development of an agency's budget shall be paid through the use of an encumbrance voucher.

Section 501.12 Competitive Bidding Requirements and Exceptions

- A. Except as otherwise provided in Chapter 501 of the County Code, including, but not limited to, Sections 501.12, 501.14, and 501.01(D), all contracts, purchases, or leases shall be done in accordance with the competitive

bidding procedures provided for in Sections 307.86 through 307.921 of the Ohio Revised Code. If any conflict arises between the procedures, requirements, or any other terms of the Ohio Revised Code, Ohio Administrative Code, or any other law or regulation, and Chapter 501 of the County Code, the procedures, requirements, and terms of this Chapter shall prevail.

- B. Competitive bidding is not required when any of the following apply:
1. The estimated cost is less than \$50,000.00;
 2. The purchase is for professional services, such as architectural, legal, medical, veterinary, financial, insurance, information technology, engineering, consulting, surveying, appraisal, brokerage, or construction management services;
 3. The purchase is made in response to an emergency as provided for in Section 501.08 of the County Code or the purchase is approved by the County Council or the Board of Control, as applicable, to be made without competitive bidding in response to an emergency;
 4. The transaction is for the purchase, sale, lease (as lessor or lessee), conveyance, transfer, exchange, easement, right of way, license, or any other disposition or acquisition of real property or real-estate interests;
 5. The purchase is for used personal property, material, or supplies which are to be sold by the submission of written bids or at an auction open to the public;
 6. The purchase is for services, supplies, replacements or supplemental parts, for a product or equipment owned or leased by the county, and the only source of the services, supplies, replacements or parts is limited to a single supplier;
 7. The purchase is for services related to information technology, such as programming services, that are proprietary or limited to a single source;
 8. The transaction is with the federal government, a state or a political subdivision thereof, a county or contracting authority thereof, a board of education, a township, a municipal corporation or a contracting authority thereof, a court, or any other one or more political subdivisions or other governmental entities, including, but not limited to, a county hospital, a regional transportation authority, a board of developmental disabilities, an alcohol, drug addiction and mental health services board, a veterans service commission, a county land reutilization corporation (land bank), a sewer district, or a port authority;
 9. The purchase is made by a county department performing the duties provided for in Section 329.04 of the Ohio Revised Code and consists of family services duties or workforce development activities;
 10. The purchase is made by a public children services agency performing the duties provided for in Section 5153.16 of the Ohio Revised Code and consists of family services, programs, or ancillary services that provide case management, prevention, or treatment services for children at risk of being or alleged to be abused, neglected, or dependent children;

11. The purchase consists of criminal justice services, social services programs, family services, or workforce development activities from nonprofit corporations or associations under programs funded by the federal government or by state grants;
 12. The purchase is for an insurance policy, health care plan, or child care services for provision to county employees;
 13. The purchase is for goods and services provided by persons with severe disabilities and provided for in Sections 4115.31 through 4115.35 of the Ohio Revised Code;
 14. The Board of Control determines, upon its review of a request for an exemption from the requirements of competitive bidding, that the use of competitive sealed proposals would be advantageous to the county and the contracting authority complies with Section 307.862 of the Ohio Revised Code, as modified by Section 501.01(D) of this Chapter;
 15. The Board of Control determines, upon its review of a request for an exemption from the requirements of competitive bidding, that an alternative procurement process would be advantageous to the County. The request to the Board must specify the details of the proposed alternative procurement process, and the Board may approve the request as presented or may impose any other changes or additional requirements as it deems appropriate.
 16. The program, contract, or agreement is funded through a federal, state, or other grant or program and is awarded by the County to the recipient(s) pursuant to the criteria or requirements of the grant or program, such as contracts entered pursuant to the Community Development Block Grant Program, the Store Front Renovation Rebate Program, the McKinney Vento Homeless Assistance Renewal Grant, or other similar grants or programs. To be eligible for this exemption, the program's criteria and requirements for the selection of the recipients must first be approved by the Board of Control. This approval can be done singularly for the entire program without the need for individualized consideration.
 17. The purchase is for any other purpose that may be done without competitive bidding pursuant to the Ohio Revised Code;
 18. The purchase is made through a joint purchasing program authorized by the Ohio Revised Code, including, but not limited to, Ohio Revised Code Section 9.48; and,
 19. The purchase is made through a state contract authorized by the Ohio Revised Code, including, but not limited to, Ohio Revised Code Section 125.04 and Ohio Revised Code Section 5513.01.
- C. Any purchase of professional design services provided by architects, engineers, or surveyors shall be done as provided for in Sections 153.65 through 153.71 of the Ohio Revised Code. The contracting authority, however, may deviate from the requirements of Ohio Revised Code Section 153.691 if the

County Executive, with the approval of the Board of Control, determines that doing so would be advantageous to the County.

D. Except in the case of contracts and purchases made under Sections 501.12(B)(8), (15), and (16) of the County Code, unless a request for an exemption is granted by the Board of Control, as presented or with any other changes or additional requirements deemed appropriate by the Board, if the County seeks to make contracts or purchases of \$50,000.00 or more other than by competitive bidding, and the contracting authority is able to identify more than one source through which the purchase could be made, the contracting agency shall:

1. Develop requests for proposals or qualifications, specifying the products or services to be purchased and the criteria that will be considered prior to making the purchase;
2. Receive responses from prospective vendors/contracting parties meeting the criteria specified in the request for proposals or qualifications by giving notice in a manner substantially similar to the procedures established for giving notice under section 307.87 of the Ohio Revised Code as modified by Section 501.01(D) of the County Code; and
3. The contracting authority negotiates with the prospective vendors/contracting parties to obtain a contract which best satisfies the criteria specified in the request for proposals or qualifications.

E. If the County seeks to make contracts or purchases greater than \$1,000, but less than \$50,000, the County shall solicit bids for the contract/purchase for a period of no less than eight hours on the County's web site and through a vendor email notification system that is approved by the ~~Office of Procurement and Diversity~~ **Department of Purchasing** and the Law Department. The County shall make best efforts to ensure that the posting hours take place between 5:00 a.m. and 7:00 p.m. EST. If the online process does not result in at least three bids, the County shall exercise best efforts to obtain three bids through additional solicitation efforts.

F. If the County seeks to make contracts or purchases of \$50,000 or more, and it is unable to identify more than one source and a vendor provides the County with a verified statement, subject to the penalty of perjury, certifying its sole source status, the County shall then solicit the availability of vendors for the contract/purchase. The solicitation shall be for a period of no less than 48 hours on the County's web site and through a vendor email notification system that is approved by the ~~Office of Procurement and Diversity~~ **Department of Purchasing** and the Law Department. If the posting fails to identify any additional vendor, the County may then proceed to submit the proposed purchase/contract to the appropriate approval authority as a sole source. If, however, the posting results in the identification of more than one possible vendor, the County shall only proceed with the procurement through the requisite competitive process under Chapter 501 of the Cuyahoga County Code unless the County receives an appropriate

exemption in accordance with the requirements of the Code. The request for an exemption shall be made on a form established by the ~~Office of Procurement and Diversity~~ **Department of Purchasing**, and approved by the Law Department, and shall include a verified statement by the vendor, subject to the penalty of perjury, certifying the vendor's sole-source status. If the sole-source request is approved, the purchase or contract must still receive the requisite approval by the County Council or the Board of Control pursuant to Section 501.04 of the County Code.

Section 501.21 Inspector General's Authority

The Inspector General shall have the power to audit, investigate, inspect and review the operations, activities, and performance of the contracting and procurement processes of Cuyahoga County government in order to detect corruption and fraud and ensure compliance with the County Code and state and county ethics laws relating to contracting and procurement. Areas within the purview of such power shall include the following:

1. the establishment of bid specifications;
2. Bid submittals;
3. activities of contractors, including their departments, agents, and employees that specifically relate to performance on a contract with the county; and
4. relevant activities of public officials and employees of the county.

Provided that, in the reasonable judgment of the Inspector General's agency, doing so does not jeopardize any existing or anticipated investigation, the Inspector General's agency shall promptly report any wrongdoing to the County Executive, the County Council, Director of Public Works, the Director of **Purchasing** ~~Procurement and Diversity~~, the Director of Law, the Prosecuting Attorney, and other appropriate officials, as needed, to ensure that proper action is taken in response to its findings.

Section 501.22 Purchasing Policy and Procedure Manual

The County Executive shall promulgate regulations to be implemented by the ~~Office of Procurement and Diversity~~ **Department of Purchasing** governing purchasing and contracting policies and procedures. The regulations shall be adopted in accordance with Chapter 113 of the County Code.

Section 502.07 Cuyahoga County Based Business Form

- A. The ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** is directed to create a Cuyahoga County Based Business form, which shall be submitted by any entity desiring to participate in the Cuyahoga County Based Business Preference Program.
- B. Any entity desiring to participate in the Cuyahoga County Based Business Preference Program must submit, with and at the time of the bid, proposal or

qualifications, a completed, signed and notarized Cuyahoga County Based Business form.

Section 502.08 Verification of Information and Denial of Designation

The Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** is hereby authorized to investigate and verify any information submitted with the Cuyahoga County Based Business form and may reject the designation of a Cuyahoga County Based Business if he or she believes the information on the form is inaccurate or the entity is ineligible to be designated as a Cuyahoga County Based Business. The Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** may request additional information prior to approving or rejecting the designation of a Cuyahoga County Based Business.

Section 502.09 Appeal of Denial of Designation

If a designation of a Cuyahoga County Based Business is denied by the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion**, the entity may submit a written complaint or appeal to the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** who shall notify the SBE Grievance Hearing Board. The written complaint or appeal by the entity shall be made within five (5) days to the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** upon receipt of the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion**'s decision. The SBE Grievance Hearing Board shall make every effort to hold the hearing no more than twenty (20) days from the date of receipt of the written complaint or appeal from the entity.

Section 502.10 Effect of Denial of Designation

If a designation of a Cuyahoga County Based Business is denied by the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** and/or the SBE Grievance Hearing Board, the entity cannot reapply for designation as a Cuyahoga County Based Business for a period of one (1) year from the date of the notice of denial.

Section 502.12 Biennial Review

The ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** shall conduct a biennial review of the economic and budgetary impacts of the Cuyahoga County Based Business Program and shall submit the results to Council during the biennial budget process beginning in 2013.

Section 503.02

A. The Small Business Enterprise Program is hereby expanded to allow the ~~Cuyahoga County Office of Procurement and Diversity (“OPD”)~~ **Department of Equity and Inclusion** to set aspirational Minority Business Enterprise and /or

Women Business Enterprise subcontractor participation goals for every Request for Bid, Request for Proposal, and Request for Qualifications issue by the County based upon available information including, but not limited to, the disparity study.

B. "Minority Business Enterprise" or "MBE" means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners as determined by ~~OPD~~ **the Department of Equity and Inclusion**.

C. "Women Business Enterprise" or "WBE" means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners as determined by ~~OPD~~ **the Department of Equity and Inclusion**.

Section 503.03

A. In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

1. Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (MBE/WBE-1) on a form prescribed by ~~OPD~~ **the Department of Equity and Inclusion**. This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.

2. MBE/WBE Subcontractor Participation Plan: Each Participant must submit a duly executed, affirmed, and certified Subcontractor Participation Plan (MBE/WBE-2) on a form prescribed by ~~OPD~~ **the Department of Equity and Inclusion** for each MBE/WBE subcontractor proposed. Copies and/or facsimiles of MBE/WBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:

a. Certified MBE/WBEs who are bidding as prime contractors MUST complete and submit the top portion of Form MBE/WBE-2 to guarantee MBE/WBE credit.

b. MBE/WBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form MBE/WBE-2.

c. Prime vendors are PROHIBITED from using MBE/WBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common

partners, officers, or a shareholder relationship to meet the MBE/WBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a MBE/WBE vendor by a prime vendor that meets the above-mentioned criteria will NOT count towards the achievement of the established MBE/WBE Participation Goal.

B. Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to ~~OPD~~ **the Department of Equity and Inclusion**. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No MBE/WBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by ~~OPD~~ **the Department of Equity and Inclusion**.

C. Other Information and Data: ~~OPD~~ **The Department of Equity and Inclusion** may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

Aggressive “Good Faith Efforts” to include MBE/WBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

D. Written Notice to MBE/WBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, MBE/WBEs. MBE/WBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available MBE/WBEs may be obtained by contacting ~~OPD~~ **the Department of Equity and Inclusion** or reviewing the database on the **Department of Purchasing** website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

1. Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
2. A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;

3. Information as to the Participant's bonding requirements; and
 4. The deadline for price quotations.
- E. Evaluation of Good Faith Efforts: In evaluating good faith efforts, ~~OPD~~ **the Department of Equity and Inclusion** will determine whether the Participant has made reasonable good faith efforts to obtain MBE/WBE participation as part of its bid or proposal. ~~OPD~~ **the Department of Equity and Inclusion** may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts. One method of evaluation will be whether the MBE/WBE goal has been met. Prime Contractors and any Participant herein shall be required to affirm and certify that information is correct in their bid/proposal and that they will meet or exceed the MBE/WBE Subcontractor Plan submitted with their bid/proposal. Prime Contractors also shall be required to report statistical data for its employees and proposed subcontractors that include race, gender, business size, area of specialization, dollar value, description of services or products purchased and contact information. Such information shall be certified and affirmed by the Prime Contractor when it submits the bid/proposal.

~~OPD~~ **The Department of Equity and Inclusion** will consider a completed Good Faith Effort Certification (MBE/WBE-3) as evidence of a Participant's good faith in trying to obtain MBE/WBE participation in a bid or proposal.

F. Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

G. Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (MBE/WBE-3) ONLY if the MBE/WBE Participation Goal is not met. In the MBE/WBE-3 form, Participant must certify that it interviewed and seriously considered MBE/WBEs and provide supporting documentation of that fact. Additional documentation demonstrating a good faith effort must accompany this document. The completed document must contain an original signature, notarizations, and date of signature.

H. Award of Contract: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where inadequate "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, MBE/WBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors, whether a bid is MBE/WBE

compliant; provided, however, that such MBE/WBE compliance shall not be considered if the difference between the MBE/WBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,000. <u>01</u> – 1,000,000	10% up to max \$80,000 (10-8)	50,000. <u>01</u> – 80,000
1,000,000. <u>01</u> – 3,000,000	8% up to max \$210,000 (8-7)	80,000. <u>01</u> – 210,000
3,000,000. <u>01</u> - 5,000,000	7% up to max \$250,000	210,000. <u>01</u> – 250,000
> 5,000,000	\$250,000 maximum (≤5)	250,000.01 maximum

Section 503.05

- A. Exclusions. This policy shall not apply to the following:
 1. “Sole Source” procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 2. County purchases from political subdivisions/government entities;
 3. County purchases off state contracts, off federal contracts, and from joint purchasing programs.
 4. The acquisition of any interest in real property including lease holdings.
 5. Direct and indirect employee payments including payroll expenditures, pensions and unemployment compensation and other employee-related expenditures;
 6. Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the ~~Office of Procurement & Diversity~~ **Department of Purchasing** and approval by the Cuyahoga County Executive and Cuyahoga County Council.
- B. Application for Waiver. If the Contractor, consultant, supplier or vendor does not meet the project goal, the bidder or offer or may seek a partial or total waiver of the project goal. The application for waiver of all or part of the project goal shall include full documentary evidence of the Participant’s good faith efforts to meet the project goal and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the MBE/WBE Program to substantiate good faith efforts. Waivers may also be granted by ~~OPD~~ **the Department of Equity and Inclusion** for an acceptable explanation as to why the goals should be waived.
- C. Waiver for Detriment to Public Health, Safety or Financial Welfare. The MBE/WBE goal may be waived if the same causes a detriment to public health,

safety or the financial welfare of the County. The MBE/WBE may also be waived by ~~OPD~~ **the Department of Equity and Inclusion** in the event available MBE/WBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

Section 503.06

~~OPD~~ **The Department of Equity and Inclusion** may prepare and/or amend forms to carry out the actions described herein. The forms shall be similar or the same as those that other governments, like the State and City of Cleveland, already have in place in an effort to make it simple and easy and encourage greater participation.

Section 503.07

The Director of the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Purchasing** or designee reserves the right and discretion to reject any bid or proposal for any reason or all bids or proposals for no reason at all without incurring any liability.

Section 503.08 Small Business Set Asides

- A. “Set Asides for Small Business Enterprises” are defined as the reserving of some or all of a Request for Bid, Request for Proposal, Request for Qualifications or contract exclusively for participation by Small Business Enterprises as determined by the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion**.
- B. The Small Business Enterprise Program set forth in Cuyahoga County Code Section 503.01 is hereby expanded to allow Requests for Bids, Requests for Proposals, Requests for Qualifications, and contracts to contain Set Asides for Small Business Enterprises exclusively for participation by Small Business Enterprises.
- C. The ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion** may prepare and/or amend forms to carry out the actions described herein. The forms shall be similar to those that other governments, like the State and City of Cleveland, already have in place in an effort to make it simple and easy and encourage greater participation from SBEs.
- D. The Director of the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Purchasing** or designee reserves the right and discretion to reject any bid or proposal for any reason or all bids or proposals for no reason at all without incurring any liability.
- E. Within 90 days of the effective date of this provision, the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion** shall, in collaboration with the Department of Public Works, develop written parameters the County will use to identify contracts or services eligible to be set aside for small business enterprises and shall submit such written

parameters to Council. On or before April 1 of each year starting in 2017, the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion** shall issue a report to Council outlining the status of the Small Business Enterprises Program, including the overall impact the program has had on correcting the disparities identified in the 2015 Cuyahoga County Disparity Study.

Section 505.05 Debarment Web Site

The County shall give notice of debarment under Chapter 505 of the Cuyahoga County Code on the County's web site as follows:

- A. The Agency of Inspector General shall maintain a listing on its web site of all debarred contractors. The listing shall include the date of the issuance of the debarment and the expiration thereof.
- B. The ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Purchasing** shall provide a link on its web site to the Agency of Inspector General's list of debarred contractors.
- C. The Agency of Inspector General shall exercise good faith efforts to expeditiously remove contractors from the list of debarred contractors upon the expiration of the debarment period or reversal of the Agency's debarment of a contractor.

Chapter 507: Risk Management Procedures

The Law Department, through its Risk Management Division, in coordination with the ~~Office of Procurement and Diversity~~ **Department of Purchasing**, shall determine the appropriate risk management protections for county contracts, including but not limited to, all insurance and performance bond requirements. All such risk management protections shall be subject to the review and approval of the contract approval authority that has jurisdiction over the award of the contract. Unless otherwise provided in the Cuyahoga County Code, insurance and bonding requirements shall be determined as set forth in Chapter 508 of the Cuyahoga County Code.

Section 510.02

For the purposes of Chapter 510 of the Cuyahoga County Code:

"Minority Business Enterprise" means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners as determined by the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion**.

“Women Business Enterprise” means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners as determined by the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion**.

“Inclusive Business” means:

- A. An individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that demonstrated a commitment to utilizing Minority Business Enterprises and/or Women Business Enterprises as subcontractors on three projects within the past two years as determined by the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion**; or
- B. An individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that demonstrated that it hired and employed a diverse workforce based on payroll records within the past two years as determined by the ~~Cuyahoga County Office of Procurement and Diversity~~ **Department of Equity and Inclusion**.

Section 510.04

- A. The ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** is directed to create a Cuyahoga County Business Economic Inclusion Program form, which shall be submitted by any entity desiring to participate in the Cuyahoga County Business Economic Inclusion Program. Where appropriate and applicable, the form shall be the same or similar to those that other governments, like the State and City of Cleveland, already have in place in an effort to make it simple and easy and to encourage greater participation.
- B. An entity desiring to participate in the Cuyahoga County Business Economic Inclusion Program must submit, with and at the time of the bid, proposal or qualifications, a completed, signed and notarized Cuyahoga County Business Economic Inclusion Program form.

Section 510.05

The Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** or designee is hereby authorized to investigate and verify any information submitted with the Cuyahoga County Business Economic Inclusion Program form and may reject the designation of an Inclusive Business if ~~he or she~~ **the Director of the Department of Equity and Inclusion** believes the information on the form is inaccurate or the entity is ineligible to be designated as an Inclusive Business. The Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** or designee may request additional information prior to approving or rejecting the Inclusive Business designation.

Section 510.06

If an Inclusive Business designation is denied by the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion**, the entity may submit a written complaint or appeal to the Director of the ~~Office of Procurement and Diversity~~ **the Department of Equity and Inclusion** who shall notify the SBE Grievance Hearing Board. The written complaint or appeal by the entity shall be made within five (5) days to the Director of the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** upon receipt of the Director of the **Department of Equity and Inclusion** ~~Office of Procurement and Diversity's~~ decision. The SBE Grievance Hearing Board shall make every effort to hold the hearing no more than twenty (20) days from the date of receipt of the written complaint or appeal from the entity.

Section 510.07

If an Inclusive Business designation is denied by the ~~Office of Procurement and Diversity~~ **Department of Equity and Inclusion** and/or the SBE Grievance Hearing Board, the entity cannot reapply for designation as an Inclusive Business for a period of one (1) year from the date of the notice of denial.

~~Section 510.08~~

~~The Director of the Cuyahoga County Office of Procurement and Diversity or designee reserves the right and discretion to reject any bid or proposal for any reason or all bids or proposals for no reason at all without incurring any liability.~~

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:
Committee(s) Assigned:

Journal _____
_____, 20