



Revised  
5/24/2021

**AGENDA  
CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING  
TUESDAY, MAY 25, 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](mailto:arichardson01@cuyahogacounty.us) no later than 1:00 p.m. on Tuesday, May 25, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
  - a) May 11, 2021 Committee of the Whole Meeting [See Page 12]**
  - b) May 11, 2021 Regular Meeting [See Page 14]**
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**

**9. LEGISLATION INTRODUCED BY COUNCIL**

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

- 1) R2021-0131: A Resolution approving the appointment of Pernel Jones, Jr. to serve on the Cuyahoga County Land Reutilization Corporation Board of Directors for a term ending 12/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 28]

Sponsor: Council President Jones

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

- 1) R2021-0105: 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 31]

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

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

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

- 1) O2021-0010: An Ordinance providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective. [See Page 131]

Sponsors: Councilmembers Miller and Sweeney

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

- 1) O2021-0009: An Ordinance amending Section 303.03 of the Cuyahoga County Code to update the rules for the maintenance of the eligibility lists for potential employees; and declaring the necessity that this Ordinance become

immediately effective. [See Page 134]

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

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

## **10. LEGISLATION INTRODUCED BY EXECUTIVE**

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

- 1) R2021-0132: 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 Resolution No. R2021-0106 dated 04/27/2021; and declaring the necessity that this Resolution become immediately effective. [See Page 138]

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

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

- 1) R2021-0133: A Resolution confirming the County Executive's reappointment of Geri Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021 – 6/22/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 145]

Sponsor: County Executive Budish

- 2) R2021-0134: A Resolution confirming the County Executive's appointment of Glen Shumate to serve on the Cuyahoga County Citizens' Advisory Council on Equity for an unexpired term ending 7/14/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 149]

Sponsor: County Executive Budish

3) R2021-0135: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Monument Commission for the term 3/1/2021 – 2/29/2024; and declaring the necessity that this Resolution become immediately effective: [See Page 154]

- i) Jill Paulsen
- ii) Jaun Quirarte

Sponsor: County Executive Budish

4) R2021-0136: A Resolution authorizing an amendment to Contract No. 871 with Project Management Consultants, LLC for owner's representative services in connection with the Justice Center Complex Project for the period 1/9/2019 - 1/8/2022 to extend the time period to 12/31/2022, to modify the scope of services to include Conceptual Design Phase for the Corrections Center and consulting services to evaluate options for remaining functions at the Justice Center Complex, effective 6/8/2021, and for additional funds in the amount not-to-exceed \$1,270,000.00; 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 161]

Sponsor: County Executive Budish/Department of Public Works

5) R2021-0137 A Resolution making awards on RQ4442 to various providers in the total amount not-to-exceed \$1,800,000.00 for general engineering services for the period 5/19/2021 – 5/18/2024 authorizing the County Executive to execute Contract Nos. 1289 and 1301-1303 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 168]

- a) Contract No. 1289 with Chagrin Valley Engineering, Ltd. in the amount not-to-exceed \$450,000.00.
- b) Contract No. 1301 with HNTB Ohio, Inc. in the amount not-to-exceed \$450,000.00.
- c) Contract No. 1302 with Michael Baker International, Inc. in the amount not-to-exceed \$450,000.00.
- d) Contract No. 1303 with Palmer Engineering Company in the amount not-to-exceed \$450,000.00.

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

- 6) R2021-0138: A Resolution authorizing an amendment to Contract No. 1333 with CHN Housing Partners for 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 for additional funds in the amount not-to-exceed \$10,000,000.00; 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 220]

Sponsor: County Executive Budish/Department of Development

- 7) R2021-0139: A Resolution authorizing an amendment to Contract No. 756 with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2020 to extend the time period to 6/30/2022, for additional funds in the amount not-to-exceed \$947,099.82 and to modify the terms; 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 227]
- a) to increase the minimum number of beds to be utilized by the Court per day, effective 10/1/2020.
  - b) to increase the un-used unit rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
  - c) to increase the Medicaid per diem rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
  - d) to add a non-Medicaid per diem rate of \$562.61, effective 7/1/2020 and \$590.94, effective 7/1/2021
  - e) to add contract language regarding exceptions for the non-acceptance of Court-referred youths, effective 7/1/2020.

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

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

- 1) R2021-0111 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; and declaring the necessity that this Resolution become immediately effective. [See Page 236]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2021-0119: A Resolution authorizing an amendment to Contract No. 865 with Sadler-NeCamp Financial Services, Inc. dba PROWARE for general computer system support, software maintenance and support, licensing, training and related services for the period 2/1/2016 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$15,453,910.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective. [See Page 242]

Sponsor: County Executive Budish/Clerk of Courts on behalf of Cuyahoga County Court of Common Pleas/General Division, Cuyahoga County Court of Common Pleas Probate Division, Cuyahoga County Court of Common Pleas/Domestic Relations Division and Cuyahoga County Sheriff Department

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

- 3) R2021-0120: A Resolution authorizing an amendment to Agreement No. 1095 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services origination in the City of Cleveland for the period 10/20/2014 – 10/19/2019 to extend the time period to 5/31/2021 and for additional funds in the amount not-to-exceed \$967,500.00; 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 245]

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

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

- 4) R2021-0125: 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. [Pending Committee Recommendation] [See Page 248]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 5) R2021-0126 A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$438,279.00 to Ohio Water Development Authority to finance a portion of the Richmond Forbes Pump Station Improvement Project in the Village of Oakwood for the period 2/2/2021 – 12/31/2021; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 251]

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

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

- 6) R2021-0127: A Resolution making an award on RQ5065 to Vandra Brothers Construction, Inc. in the amount not-to-exceed \$1,033,227.10 for rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; authorizing the County Executive to execute Contract No. 1237 and

all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 254]

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

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

- 7) R2021-0128: A Resolution authorizing an amendment to Contract No. 877 with Priemer Investment Co., LLC for lease of 150 parking spaces located on the North side of Euclid Avenue near the Intersection of East 40<sup>th</sup> Street and Euclid in the City of Cleveland for use by the Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2006 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$507,600.00; 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 256]

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

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

- 8) R2021-0129: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$500,200.00 for an annual audit for Calendar Year 2020 for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Agreement No. 1261 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 259]

Sponsor: County Executive Budish/Fiscal Office

Committee Assignment and Chair: Finance & Budgeting – Miller

- 9) R2021-0130: A Resolution authorizing an amendment to Contract No. 580 with Youth Opportunities Unlimited for the Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2019 – 3/31/2021 to extend the time period to 3/31/2022 and for additional funds in the amount not-to-exceed \$4,340,534.00;



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 261]

Sponsor: County Executive Budish/Departments of Workforce Development and Health and Human Services/Cuyahoga Job and Family Services

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

**d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 1) R2021-0113: A Resolution declaring that public convenience and welfare requires resurfacing of Lake Avenue from West 117<sup>th</sup> Street to Detroit Avenue in the City of Cleveland; total estimated project cost \$3,450,000.00; 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 264]

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

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

- 2) R2021-0117: A Resolution making an award on RQ4957 to C&K Industrial Services, Inc. in the amount not-to-exceed \$1,906,212.50 for cleaning and televising of sewers in various communities for the period 6/1/2021 – 5/31/2023; authorizing the County Executive to execute Contract No. 1157 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 267]

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

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

**e) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING ADOPTION UNDER SUSPENSION OF THE RULES**

- 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 and to authorize County employees to serve as precinct election day officials on election day without loss of the employee’s regular compensation and additionally receiving the compensation paid to precinct election day officials, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective. [See Page 269]

Sponsors: County Executive Budish/Department of Human Resources and Councilmembers Jones, Brown, Conwell and Miller

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

**f) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR THIRD READING ADOPTION**

- 1) 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 276]

Sponsors: County Executive Budish/Fiscal Officer and Councilmembers Miller, Sweeney and Conwell

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

- 2) 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 declaring the necessity that this Ordinance become immediately effective. [See Page 279]

Sponsors: County Executive Budish/Fiscal Officer and Councilmembers Miller, Sweeney, Brown, Conwell and Jones

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

- 3) 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 284]

Sponsors: County Executive Budish/Fiscal Officer and Councilmember Miller

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

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, JUNE 8, 2021  
2:00 PM /REMOTE



## MINUTES

CUYAHOGA COUNTY COUNCIL REMOTE\* COMMITTEE OF THE WHOLE MEETING  
TUESDAY, MAY 11, 2021  
12:30 PM

1. CALL TO ORDER

**Council President Jones called the meeting to order at 12:30 p.m.**

2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Committee members Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell and Jones were in attendance and a quorum was determined. Committee members Brown, Stephens and Simon 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:
- Mike Foley, Department of Sustainability – Quick review of legislation
  - Paul Herdeg, Department of Development – Overview of Economic Development Opportunities

- Rudy Terry – Director of Smart Grid Operations, PIDC Philadelphia (Naval Yards)
- Rose Hanzlik – Nestle Corporation
- Scott Rinehart – PPG Corporation
- Joe Shafran – Paran Management (Aerozone Representative)
- Anthony Catanese – MD&A Turbines
- Stephen Love – Cleveland Foundation

**Mr. Michael Foley, Director of the Department of Sustainability; Mr. Paul Herdeg, Interim Chief Economic Development Officer; Ms. Rose Hanzlik, Certified Energy Manager with the Nestle Corporation; Mr. Rudy Terry, Director of Smart Grid Operations with the Philadelphia Industrial Development Corporation – The Navy Yard; Mr. Ali Ahmed, Founder and Principal of Green Strategies, LLC ; Mr. Anthony Catanese, Production Service Engineer with MD&A Turbines; Mr. Scott Rinehart, Plant Manager with PPG Corporation; Mr. Stephen Love, Program Manager of Environmental Initiatives with the Cleveland Foundation and Mr. Andrew Thomas, Executive in Residence for the Energy Policy Center at Cleveland State University, addressed the Committee regarding Ordinance No. O2021-0003. Discussion ensued.**

**Committee members asked questions of Mr. Foley, Mr. Herdeg, Ms. Hanzlik, Mr. Terry, Mr. Ahmed, Mr. Cantanese, Mr. Rinehart, Mr. Love and Mr. Thomas pertaining to the item, which they answered accordingly.**

**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 2:07 p.m., without objection.**



**MINUTES**  
CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING  
TUESDAY, MAY 11, 2021  
2:00 PM

1. CALL TO ORDER

**Council President Jones called the meeting to order at 2:12 p.m.**

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

**There was no moment of silent meditation.**

5. PUBLIC COMMENT

**Mr. Camilo Villa submitted public comment on behalf of Service Employees International Union Local 1 Janitors relating to a new vendor who will be providing services to Cuyahoga County Libraries.**

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

6. APPROVAL OF MINUTES

- a) April 27, 2021 Committee of the Whole Meeting
- b) April 27, 2021 Regular Meeting
- c) April 29, 2021 Regular Meeting

**A motion was made by Ms. Simon, seconded by Mr. Schron and approved by unanimous vote to approve the minutes from the April 27, 2021 Committee of the Whole, April 27, 2021 Regular and April 29, 2021 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 provided an update regarding Covid-19 vaccinations.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2021-0123.**

- 1) R2021-0123: A Resolution amending Resolution No. R2020-0062, dated 3/16/2020, which authorized a Community Development Fund grant to Northeast Ohio Alliance For Hope for the benefit of the East Cleveland Supported Development Model – Stage One: Community Development Partner Capacity-building, located in the City of East Cleveland, by extending the Resolution sunset; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council Vice-President Stephens

**Mr. Kahlil Seren, Policy Advisor, addressed the Council regarding Resolution No. R2021-0123. Discussion ensued.**

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

**On a motion by Ms. Stephens with a second by Mr. Miller, Resolution No. R2021-0123 was considered and adopted by unanimous vote.**

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

- 1) R2021-0105: 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

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

**Clerk Richardson read Resolution No. R2021-0105 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

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

- 1) O2021-0009: An Ordinance amending Section 303.03 of the Cuyahoga County Code to update the rules for the maintenance of the eligibility lists for potential employees; and declaring the necessity that this Resolution become immediately effective.

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

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

**Clerk Richardson read Ordinance No. O2021-0009 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

#### 10. LEGISLATION INTRODUCED BY EXECUTIVE

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2021-0124.**



- 1) R2021-0124: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0124 was considered and adopted by unanimous vote.**

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

- 1) R2021-0125: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2021-0125 to the Finance & Budgeting Committee.**

- 2) R2021-0126 A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$438,279.00 to Ohio Water Development Authority to finance a portion of the Richmond Forbes Pump Station Improvement Project in the Village of Oakwood for the period 2/2/2021 – 12/31/2021; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan 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. R2021-0126 to the Public Works, Procurement & Contracting Committee.**

- 3) R2021-0127: A Resolution making an award on RQ5065 to Vandra Brothers Construction, Inc. in the amount not-to-exceed \$1,033,227.10 for rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; authorizing the County Executive to execute Contract No. 1237 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. R2021-0127 to the Public Works, Procurement & Contracting Committee.**

- 4) R2021-0128: A Resolution authorizing an amendment to Contract No. 877 with Priemer Investment Co., LLC for lease of 150 parking spaces located on the North side of Euclid Avenue near the Intersection of East 40<sup>th</sup> Street and Euclid in the City of Cleveland for use by the Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2006 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$507,600.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

**Council President Jones referred Resolution No. R2021-0128 to the Public Works, Procurement & Contracting Committee.**

- 5) R2021-0129: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$500,200.00 for an annual audit for Calendar Year 2020 for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Agreement No. 1261 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Office

**Council President Jones referred Resolution No. R2021-0129 to the Finance & Budgeting Committee.**

- 6) R2021-0130: A Resolution authorizing an amendment to Contract No. 580 with Youth Opportunities Unlimited for the Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2019 – 3/31/2021 to extend the time period to 3/31/2022 and for additional funds in the amount not-to-exceed \$4,340,534.00; 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/Departments of Workforce Development and Health and Human Services/Cuyahoga Job and Family Services

**Council President Jones referred Resolution No. R2021-0130 to the Education, Environment & Sustainability Committee.**

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2021-0113: A Resolution declaring that public convenience and welfare requires resurfacing of Lake Avenue from West 117<sup>th</sup> Street to Detroit Avenue in the City of Cleveland; total estimated project cost \$3,450,000.00; 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.

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

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

**Clerk Richardson read Resolution No. R2021-0113 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

- 2) R2021-0117: A Resolution making an award on RQ4957 to C&K Industrial Services, Inc. in the amount not-to-exceed \$1,906,212.50

for cleaning and televising of sewers in various communities for the period 6/1/2021 – 5/31/2023; authorizing the County Executive to execute Contract No. 1157 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

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

**Clerk Richardson read Resolution No. R2021-0117 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and to place on final passage Resolution Nos. R2021-0112, R2021-0114, R2021-0115, R2021-0116 and R2021-0118.**

- 1) R2021-0112: A Resolution confirming the County Executive's re-appointment of John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for the term 3/1/2021 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmembers Miller, Sweeney, Gallagher, Conwell, Brown, and Jones

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0112 was considered and adopted by unanimous vote.**

- 2) R2021-0114: A Resolution making an award on RQ4874 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$3,055,480.60 for rehabilitation of Cedar Point Bridge No. 00.49 over the Rocky River located in the Cleveland Metropolitan Park District in the City of North Olmsted; authorizing the County Executive to execute Contract No. 1126 and all other documents

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

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

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

**On a motion by Mr. Tuma with a second by Ms. Brown, Resolution No. R2021-0114 was considered and adopted by unanimous vote.**

- 3) R2021-0115: A Resolution making an award on RQ4889 to The Vallejo Company in the amount not-to-exceed \$3,928,757.92 for the replacement of Green Road Bridge No. 07.47 adjacent to Euclid Creek and resurfacing of surrounding roadway in the City of South Euclid; authorizing the County Executive to execute Contract No. 1113 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Tuma with a second by Ms. Simon, Resolution No. R2021-0115 was considered and adopted by unanimous vote.**

- 4) R2021-0116: A Resolution making an award on RQ4636 to CATTs Construction, Inc. in the amount not-to-exceed \$4,008,200.34 for resurfacing of York Road from Pearl Road to Pleasant Valley Road in the Cities of Parma and Parma Heights; authorizing the County Executive to execute Contract No. 1140 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2021-0116 was considered and adopted by unanimous vote.**

- 5) R2021-0118: A Resolution making making an award on RQ5017 with W. B. Mason Company, Inc. in the total amount not-to-exceed \$870,000.00 for furnishing and delivery of reprographic paper to various County departments and agencies for the period 5/1/2021 – 4/30/2024; authorizing the County Executive to execute the Contract No. 1226 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

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

**On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2021-0118 was considered and adopted by unanimous vote.**

- e) DISCHARGE FROM COMMITTEE 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 12S and discharging Resolution Nos. R2021-0121 and R2021-0122 to the full Council agenda for consideration for final passage.**

- 6) R2021-0121: A Resolution making awards on RQ4542 to various providers for various programs and services in the total amount not-to-exceed \$1,651,000.00 for the Cuyahoga County Fatherhood Initiative for the period 4/1/2021 – 3/31/2023; 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:

Agreements:

- a) Agreement No. 1046 with Cuyahoga County District Board of Health in the amount not-to-exceed \$140,000.00 for the Prevent Premature Fatherhood Program.

- b) Agreement No. 1058 with The MetroHealth System in the amount not-to-exceed \$88,000.00 for the Boot Camp for New Dads Program.Contracts:
- c) Contract No. 1054 with Career Development and Placement Strategies, Inc. in the amount not-to-exceed \$200,000.00 for the Rising Above Program.
- d) Contract No. 1061 with The Centers for Families and Children in the amount not-to-exceed \$166,000.00 for the Families and Fathers Together Program.
- e) Contract No. 1055 with The Children’s Museum of Cleveland in the amount not-to-exceed \$64,000.00 for the Dad’s ~~Court~~ **Count** Program.
- f) Contract No. 1057 with Domestic Violence and Advocacy Center dba Journey Center for Safety and Healing in the amount not-to-exceed \$234,000.00 for the Supervised Visitation Program.
- g) Contract No. 1056 with JDC Advertising in the amount not-to-exceed \$140,000.00 for a Public Awareness Campaign.
- h) Contract No. 1059 with Murtis Taylor Human Services System in the amount not-to-exceed \$120,000.00 for the Strong Fathers Program.
- i) Contract No. 1060 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$200,000.00 for the Jobs for Dads Program.
- j) Contract No. 1062 with Towards Employment in the amount not-to-exceed \$195,000.00 for the Fatherhood Career Pathway Program.
- k) Contract No. 1063 with University Settlement, Incorporated in the amount not-to-exceed \$104,000.00 for the Healthy Fathering Program.

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

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

**Mr. Paul Porter, Director of the Division of Contract and Performance for the Department of Health and Human Services, addressed Council regarding Resolution No. R2021-0121. Discussion ensued.**

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

**A motion was then made by Ms. Simon seconded by Ms. Brown and approved by *unanimous* vote to amend Resolution No. R2021-0121 by deleting “*Court*” and inserting “*Count*” in item E.**

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0121 was considered and adopted by unanimous vote, as amended.**

- 7) R2021-0122: A Resolution making awards on RQ3429 to various providers in the total amount not-to-exceed \$4,827,734.61 for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2021 – 3/31/2022; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - a) Contract No. 1098 with Catholic Charities Corporation in the amount not-to-exceed \$645,749.77.
  - b) Contract No.1099 with City of Lakewood in the amount not-to-exceed \$450,694.00.
  - c) Contract No.1100 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$361,803.00
  - d) Contract No. 1101 with East End Neighborhood House in the amount not-to-exceed \$427,161.00
  - e) Contract No. 1102 with Harvard Community Services Center in the amount not-to-exceed \$461,704.00
  - f) Contract No. 1103 with Murtis Taylor Human Services System in the amount not-to-exceed \$964,877.00.
  - g) Contract No. 1104 with The Centers for Families and Children in the amount not-to-exceed \$394,105.00.



- h) Contract No. 1105 with University Settlement, Incorporated in the amount not-to-exceed \$681,925.84.
- i) Contract No. 1106 with West Side Community House in the amount not-to-exceed \$439,715.00.

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

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2021-0122 was considered and adopted by unanimous vote.**

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

- 1) 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.

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

Committee Assignment and Chair: Economic Development & Planning – Schron

**On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2021-0095 was considered and adopted by unanimous vote.**

g) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING

- 1) 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.

Sponsors: County Executive Budish/Fiscal Officer and Councilmembers Miller, Sweeney and Conwell

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

**Clerk Richardson read Ordinance No. O2021-0006 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

- 2) 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 declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Fiscal Officer and Councilmembers Miller, Sweeney, Brown, Conwell and Jones

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

**Clerk Richardson read Ordinance No. O2021-0007 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

- 3) 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.

Sponsors: County Executive Budish/Fiscal Officer and Councilmember Miller

**Clerk Richardson read Ordinance No. O2021-0008 into the record.**

**This item will move to the May 25, 2021 Council meeting agenda for consideration for third reading adoption.**

**11. MISCELLANEOUS COMMITTEE REPORTS**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on the following dates and times:**

**Monday, May 17th at 1:00 p.m.**

**Monday, May 24th at 1:00 p.m.**

**Thursday, May 27th at 10:00 a.m.**

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

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, May 19th at 3:00 p.m.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, May 18th at 1:00 p.m.**

**Ms. Stephens reported that the Community Reinvestment Advisory Subcommittee will meet on Wednesday, May 12<sup>th</sup> at 2:00 p.m.**

**12. MISCELLANEOUS BUSINESS**

**Mr. Jones announced that the grand opening of the Cuyhoga County Diversion Center was held on Wednesday, May 3, 2021.**

**Ms. Stephens asked Councilmembers to review the public comment that was submitted by the Service Employees International Union Local 1 Janitors.**

**13. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 2:53 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0131

Sponsored by: <b>Council President Jones</b>	<b>A Resolution</b> approving the appointment of Pernel Jones, Jr. to serve on the Cuyahoga County Land Reutilization Corporation Board of Directors for a term ending 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Ohio Revised Code Section 1724.03(B) provides that the board of directors of a county land reutilization corporation shall include at least two of the members of the board of county commissioners; and

WHEREAS, Ohio Revised Code Section 1.62 provides that “[i]f any section of the Revised Code requires county representation on a board, commission, or authority by more than one county officer, and the charter vests the powers, duties, or functions of each county officer representing the county on the board, commission, or authority in fewer officers or in only a single county officer, the county officers or officer shall succeed to the representation of only one of the county officers on the board, commission, or authority. If any vacancy in the representation of the county on the board, commission, or authority remains, the taxing authority of the county shall adopt a resolution to fill the vacancy;” and

WHEREAS, because the County Executive may serve to represent only one of the two members of the board of county commissioners required by the Ohio Revised Code to serve on the board of directors of a county land reutilization corporation, the remaining required member must be appointed by the taxing authority of the county; and

WHEREAS, Article III, Section 3.01 of the County Charter establishes that the County Council is the “taxing authority;” and

WHEREAS, Section 3.1(a) of the Code of Regulations of the Cuyahoga County Land Reutilization Corporation provides that the Board of Directors of the Corporation shall include “a member appointed by the County Council;” and

WHEREAS, Section 3.1.1(d) of the Code of Regulations of the Cuyahoga County Land Reutilization Corporation provides that the term of office of the member appointed by the County Council “shall run concomitantly with the term of office of that public official;” and

WHEREAS, Rule 9M: Council Appointments of the Permanent Rules of Cuyahoga County Council provides that “[t]he President shall make recommendations to Council on Council appointments;” and

WHEREAS, Council has determined that Pernel Jones, Jr. is qualified to serve on the Cuyahoga County Land Reutilization Corporation Board of Directors and that his service would be beneficial to the Corporation’s on-going success; 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 the Cuyahoga County Land Reutilization Corporation.

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

**SECTION 1.** That the Cuyahoga County Council hereby approves the appointment of Pernel Jones, Jr. to serve on the Cuyahoga County Land Reutilization Corporation Board of Directors for a term ending 12/31/2024.

**SECTION 2.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the Cuyahoga County Land Reutilization Corporation. Provided that this Resolution receives the affirmative vote of eight (8) 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 passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and 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

CC042  
May 25, 2021

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0105

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
---	---

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 April 7, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) 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: *Administrator, Administrative Hearing Program*  
Number: 19063

Pay Grade: 16A/Exempt  
\* PRC routine maintenance. Classification last revised in 2016.  
The experience requirements were updated so that this level required more experience than the subordinate level. The pay grade has increased from PG 15A to PG 16A.

- Exhibit B: Class Title: *Administrator, Animal Shelter*  
Class Number: 15043  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2016.  
Changes were made to minimum qualifications so that they are more related to the Animal Shelter. Changes were made to language and format. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Animal Adoptions Coordinator*  
Class Number: 10051  
Pay Grade: 5A/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2015.  
The position has increased human interaction and planning responsibility. The pay grade has increased from PG 4A to PG 5A.
- Exhibit D: Class Title: *Chief Dog Warden*  
Class Number: 15042  
Pay Grade: 10A/Exempt  
\* PRC routine maintenance. Classification last revised in 2017.  
The education requirement was updated because of the position's responsibility over court proceedings. The pay grade has increased from PG 9A to PG 10A.
- Exhibit E: Class Title: *Communications Analyst 2*  
Class Number: 16172  
Pay Grade: 9B/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2012.  
Changes were made to format and language. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Community Development Officer*  
Class Number: 21041  
Pay Grade: 14A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2015.  
Updates were made to essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.



- Exhibit G: Class Title: *Database Administrator*  
Class Number: 16071  
Pay Grade: 12B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2015. Updates were made to essential job functions, level of data analysis, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit H: Class Title: *Developer 1*  
Class Number: 16181  
Pay Grade: 12B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Changes were made to language and format. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Developer 2*  
Class Number: 16182  
Pay Grade: 13B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Changes were made to language and format. Technology requirement section added. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Developer 3*  
Class Number: 16183  
Pay Grade: 15B/Exempt  
\* PRC routine maintenance. Classification last revised in 2012. Position recognized as a lead worker for the developers in the series. Changes were made to language and format. A Technology Requirements section added. The pay grade has increased from PG 14B to 15B.
- Exhibit K: Class Title: *Enterprise Systems Specialist*  
Class Number: 16261  
Pay Grade: 13B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status
- Exhibit L: Class Title: *Manager, CECOMS*  
Class Number: 12104  
Pay Grade: 17A/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. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit M: Class Title: *Senior Database Administrator*  
Class Number: 16072  
Pay Grade: 15B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2015.  
Updates were made to essential job functions, level of data analysis, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit N: Class Title: *Supervisor, Animal Shelter (Supervisor, Animal Shelter Medical)*  
Class Number: 15041  
Pay Grade: 7A/Non- Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2016.  
Name was changed because individual is over the medical clinic of the animal shelter. Changes were made to format and language. No change to pay grade or FLSA status.
- Exhibit O: Class Title: *Veterinarian Technician*  
Class Number: 15031  
Pay Grade: 5A/Non- Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2021.  
Data utilization upgraded to mid-level and risks added to Environmental Hazards list. Changes made to format and language. No change to paygrade or FLSA status.
- Exhibit P: Class Title: *WAN Engineer 2*  
Class Number: 16282  
Pay Grade: 11B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014.  
Updates were made to essential job functions, additional requirements, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit Q: Class Title: *Wellness Coordinator*  
Class Number: 14081  
Pay Grade: 11A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2016.  
Related education and experience changed to better relate to work performed. Changes were made to format and language. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit R:     Class Title:   *Manager, Support Enforcement*  
                  Class Number: 13192  
                  Pay Grade:     15A/Exempt

\* The department notified the PRC that this classification has been vacant for some time and the job duties been redistributed to Social Program Administrator 3.

**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: April 27, 2021  
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: May 4, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**DATE:** April 12, 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 April 7, 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:

<b>PROPOSED REVISED CLASSIFICATIONS</b>			
<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMEND ED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Administrator, Administrative Hearing Program 19063	15A Exempt	16A Exempt	CJFS – Office of Child Support Services
Administrator, Animal Shelter 15043	15A Exempt	15A Exempt (No Change)	Public Works

**PROPOSED REVISED CLASSIFICATIONS (Cont.)**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMEND ED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Animal Adoptions Coordinator 10051	4A Non-Exempt	5A Non-Exempt	Public Works
Chief Dog Warden 15042	9A Exempt	10A Exempt	Public Works
Communications Analyst 2 16172	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology
Community Development Officer 21041	14A Exempt	14A Exempt (No Change)	Development
Database Administrator 16071	12B Exempt	12B Exempt (No Change)	Information Technology
Developer 1 16181	12B Exempt	12B Exempt (No Change)	Information Technology
Developer 2 16182	13B Exempt	13B Exempt (No Change)	Information Technology
Developer 3 16183	14B Exempt	15B Exempt	Information Technology
Enterprise Systems Specialist 16261	13B Exempt	13B Exempt (No Change)	Information Technology
Manager, CECOMS 12104	17A/Exempt	17A/Exempt (No Change)	Public Safety and Justice Services
Senior Database Administrator 16072	15B Exempt	15B Exempt (No Change)	Information Technology
Supervisor, Animal Shelter (Supervisor, Animal Shelter Medical) 15041	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Veterinarian Technician 15031	5A Non-Exempt	5A Non-Exempt (No Change)	Public Works
WAN Engineer 2 16282	11B Exempt	11B Exempt (No Change)	Information Technology
Wellness Coordinator 14081	11A Exempt	11A Exempt (No Change)	Human Resources

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Manager, Support Enforcement	13192	15A/Exempt	CJFS

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
19063	Administrator, Administrative Hearing Program	CJFS – Office of Child Support Services	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19063	Administrator, Administrative Hearing Program	CJFS – Office of Child Support Services	Exempt	16A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. The experience requirements were updated so that this level required more experience than the subordinate level. The pay grade has increased from PG 15A to PG 16A.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	CJFS - OCSS
---------------------------	-------------

<b>Fiscal Impact:</b>	PG 15A: \$69,388.80 – \$97,177.60 PG 16A: \$75,566.40 – \$105,788.80 Step Placement TBD by Human Resources
-----------------------	--

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---



<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	3/10/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Administrative Hearing Program	<b>Class Number:</b>	19063
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	CJFS - Office of Child Support Services		

### Classification Function

The purpose of this classification is to administer hearing program functions and to supervise several different units in the Office of Child Support Services (OCSS).

### Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing and performing technical activities in several units in the Office of Child Support Services. This class performs technical and functional oversight and is responsible for ensuring duties are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

50% +/- 10%

- Manages the components of Administrative Hearing Unit and other assigned functional units of the child support program; delegates assignments to staff; monitors completion of assignments; addresses client issues in person, via correspondence, or over the telephone; participates in telephone out-of-state phone hearings; vacates/corrects orders; addresses order number conflicts; works Administrative Hearing Unit locate drawer; problem solving case specific issues; monitors and prepare performance report to insure compliance with mandatory statutory time frames; determines allocation of staff based upon needs and demands.

25% +/- 10%

- Conducts meetings and trainings; oversees training of new staff; attends weekly managers' meeting, attends quarterly meetings; conducts monthly supervisory staff meetings; prepares and conducts presentations to the management team; attends Ohio CSEA Director's Association conference and legal seminars; participates in TALK and ARWIG video sessions.

15% +/- 10%

- Develops policies/procedures; works on special projects; establish performance objectives in conjunctions with the Federal Performance Indicators; develops and maintains reporting systems to monitor status, activity, and performance of the divisions; develops and implements customer service standards; evaluates new legislation to determine the impact on the agency; develops and revises policies and procedures based on changes to the Ohio Revised Code; participates in project specific agency workgroups; designs and monitor special projects designed to insure compliance with the Ohio Revised Code.

10% +/- 5%

- Supervises and directs the work of Supervisor, 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.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Juris Doctorate with six (6) years of law experience and one (1) year of supervisory 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 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 automated office machines including computer and copier.

#### **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**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including 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 manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, hearing officers, judges, referees, prosecutors, administrator, director, deputy director, co-managers, supervisors, support officers, program officers, legal service assistants, support specialists, information processors, clients, prosecutors, court personnel, agency staff and 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15043	Administrator, Animal Shelter	Public Works	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15043	Administrator, Animal Shelter	Public Works	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. Changes were made to minimum qualifications so that they are more related to the Animal Shelter. Changes were made to language and format. No change to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Nichole English, Administrator, Planning and Programming	1/26/2021	Email	Drafts sent for Review
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Animal Shelter	<b>Class Number:</b>	15043
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to manage the animal shelter to ensure that the public is served, the law is enforced, and animals are handled humanely and to supervise animal shelter supervisors.

### Distinguishing Characteristics

This is a senior management level classification with responsibility for planning, directing, and managing the County Animal Shelter and its public relations with key stakeholders. The employee works within a framework of policies, procedures, and local and State laws. 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.**

45% +/- 10%

- Plans, directs, and coordinates the functions of the County Animal Shelter; ensures that the public is served, the law is enforced, and animals are handled humanely; establishes goals and objectives to generate revenue necessary to maintain established service level; coordinates services to maintain facility and grounds; writes, reviews, and implements annual goals and objectives; develops and implements animal shelter policies and procedures; analyzes and reviews budgetary documents; facilitates and provides information for state audit controls; reviews and pays all billing invoices for the facility; supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code; prepares annual inventory and accounting reports and records; provides input on animal shelter user fees and dog licensing fee schedule; compiles all cash deposits.

35% +/- 10%

- Supervises and directs the work of animal shelter supervisors, employees, contractual veterinarians, 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.

20% +/- 10%

- Performs public relations duties and networks with various stakeholders; represents the County in court appearances and matters regarding the animal shelter; responds and writes grant responses; maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education, and promotion of the animal shelter.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in business administration, marketing, human resources, criminal justice, animal science, or related field and four (4) years of animal handling, animal welfare, or veterinary assistance experience and three (3) years of supervisory experience; or any equivalent combination of training and experience.

### **Additional Requirements for all levels**

- No additional license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer, animal control tools including a microchip scanner, as well as commercial washers, dryers, and scales.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database software (MS Access), donor management and fundraising software (Donor Perfect, Kindful), publishing software (MS Publisher), social platforms (Facebook account, wordpress website), spreadsheet software (MS Excel, Google Sheets), volunteer management software (Volgistics), word processing software (MS Word), and web-based animal data management system (PetPoint).

#### **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**



## Administrator, Animal Shelter

- Ability to add, subtracts, multiply, divide, calculate decimals, 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 employee time sheets, weekly dog report, billing invoices, contracts, department orders, public records requests, surgery summary report, daily activity report, quarterly expenditures, supervisor report, and budget reports.
- Ability to comprehend a variety of reference books and manuals including Shelter Operations Manual, union contract, contracts, Breed Rescue Manual, Volunteer Barkbook, Employee Handbook, standard operating procedures manual, and the Ohio Revised Code 955.
- Ability to prepare annual performance appraisals, dog license yearly sales report, supervisor deposit summary, shelter statistics, grant reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting, marketing, related medical, and animal control terminology.
- Ability to communicate with County employees, customers, volunteers, rescue groups, local animal shelters, animal control officers, local veterinary staff, local police departments, and County Council Members.

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the animal shelter.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, animal dander, wetness/humidity, animals, disease/bodily fluids, bright/dim lights, and noise extremes.

*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
10051	Animal Adoptions Coordinator	Public Works	Non-Exempt	4A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10051	Animal Adoptions Coordinator	Public Works	Non-Exempt	5A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. The position has increased human interaction and planning responsibility. The pay grade has increased from PG 4A to PG 5A.
-------------------	--

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	All Departments
---------------------------	-----------------

<b>Fiscal Impact:</b>	PG 4A: \$34,008.00 – \$47,652.80 PG 5A: \$37,128.00 – \$51,937.60 Step Placement TBD by Human Resources
-----------------------	---

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mindy Naticchioni, Administrator, Animal Shelter	1/26/2021 1/29/2021	Email Email	Drafts sent for Review Answered Questions
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Animal Adoptions Coordinator	<b>Class Number:</b>	10051
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Department:</b>	Public Works		

### Classification Function

The primary purpose of this classification is to oversee the flow of dogs throughout the County's animal shelter, coordinate the services provided to dogs entering the shelter, and to assist customers in the dog adoption and foster process.

### Distinguishing Characteristics

This is a journey level clerical classification that assists customers to adopt dogs and enhance the adoptability of dogs. This classification manages the dog population with positive outcomes through foster and transfer partnerships. This classification works under a framework of well-defined procedures. This classification requires limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

### Essential Job Functions

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

55% +/- 10%

- Assists with the flow of dogs into the Cuyahoga County Animal Shelter; determines which dogs come into the shelter, are transferred, go into foster care, or are adopted; assists with evaluation of animal behavior and with updating animal information; maintains animal adoption and outcome records in the adoptions database (PetPoint) and paper records; prepares operational reports; walks through the shelter to confirm accuracy of computer records; schedules medical services for animals (e.g. spay/neuter, dentals, specialty procedures); assists Chief Dog Warden oversee work performed by Deputy Dog Wardens.

25% +/- 10%

- Manages the overall foster and transfer programs including behavioral, medical, and foster to adopt; manages the general health, wellness, and organization of all dogs throughout the program including approval of incoming and outgoing transfers and foster placement; recruits and trains foster volunteers; provides on-call assistance for foster volunteers; creates, manages and maintains foster materials and records including foster manual, training, foster applications and contracts, social media page and recruitment materials; manages communication between foster volunteers with shelter departments, potential adoption candidates, transfer groups and volunteers.

20% +/- 10%

- Serves as a lead worker to assist in the oversight of client-facing operations at the animal shelter; coordinates the work of cross-trained deputy dog wardens working at the shelter; upholds mandated stray hold periods; oversees the adoption process including pre-and post-adoption support services with regard to behavior and training, meet-and-greets, and owner returns; surgery releases; reviews completed applications, invoices, and other documents and receipts; oversees preparation and storage of placement records (RTO, transfer, adoption, etc.); addresses escalated clients to resolve concerns and complaints; address the general public's inquiries regarding lost and found dogs, rabies

Effective Date: 02.11.2015  
Last Modified: 02.11.2015

## Animal Adoptions Coordinator

and dog license information, humane education opportunities, and provides educational information; reviews daily balance of collected funds and corrects errors; oversees cage sterilization and cleaning; oversees program teams and shelter events (e.g. adoption events, food programs, humane education); facilitates communications between shelter staff, foster families, and potential pet adoption families.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or GED with three (3) years of animal handling, animal supervision, animal husbandry, and/or animal welfare experience and one (1) year of work coordinating the work of employees or volunteers; or any equivalent combination of training and experience..
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- Must obtain and maintain Ohio Euthanasia Technician Certification within 6 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 including computer and multifunction printer.
- Ability to operate a variety of related tools and equipment including Microchip scanners and handheld 2-way radios.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to physically handle and control animals during transport including lifting and restraining up to 50 pounds and pushing or pulling up to 25 pounds.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Office Suite applications, and animal record database (PetPoint).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of volunteers, fosters, deputy dog wardens, and interns and to maintain standards.
- Ability to provide instruction and training to volunteers, fosters, deputy dog wardens, and interns.

#### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including dog records, transfer sheets, behavior and assessment evaluations, impound sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, union contracts, department policy and procedures, and Ohio Revised Code chapter 955, .
- Ability to prepare cage cards, internal memos on a dog's record, foster contracts, donation receipts, daily revenue 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 communicate with supervisors, volunteers, interns, off-site veterinarians, transfer partners, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at an animal shelter.
- Work may involve exposure to fractious and aggressive animals, rabid animals, noise extremes, strong odors, animal dander/dust, wetness, humidity, diseases, animal bodily fluids, and bright/dim lights.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15042	Chief Dog Warden	Public Works	Exempt	9A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15042	Chief Dog Warden	Public Works	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. The education requirement was updated because of the positions responsibility over court proceedings. The pay grade has increased from PG 9A to PG 10A.
-------------------	---

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	PG 9A: \$49,411.60 – \$69,160.00 PG 10A: \$52,540.80 – \$73,507.20 Step Placement TBD by Human Resources
-----------------------	--

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mindy Naticchioni, Administrator, Animal Shelter	1/26/2021 1/29/2021	Email Email	Drafts sent for Review Answered Questions
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Dog Warden	<b>Class Number:</b>	15042
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to enforce and supervise the enforcement of State of Ohio laws regulating ownership and control of animals within the County; to supervise staff at the County Animal Shelter to ensure that the public is served, the law is enforced, and animals are handled humanely; and to function as the “Chief County Dog Warden” per O.R.C. 955.12.

### Distinguishing Characteristics

This is a supervisory level classification with responsibility for the well-being and maintenance of the dog population in the County. This classification works under general supervision from the Administrator, Animal Shelter. This classification works within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires public contact in communicating ownership and control of animals, laws, and regulations.

### Essential Job Functions

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

40% +/- 10%

- Presides as Chief County Dog Warden for Cuyahoga County; enforces and oversees the enforcement of State of Ohio laws regulating nuisance, dangerous, and vicious dogs, ownership and control of animals within the County; supervises patrol of County in animal control, ,seizes and impounds stray animals; maintains operational compliance with the Ohio Revised Code; enforces statutes governing dog licensing; oversees the impounding of stray animals; enforces legal hold periods; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census; coordinates with local animal control officers to ensure compliance with the law; warns owners found in violation of the law and issues citations; investigates complaints from general public (e.g. animal bites, animals destroying property, animals disturbing the peace, suspected inhumane treatment of animals); provides testimony in court to assist in prosecuting violations of animal control laws; determines nuisance, dangerous, vicious designations of dogs based upon all case facts; oversees dog bite investigations, assigns caseloads to Deputy Dog Warden’s; ensures all documents from suspects and victims are obtained appropriately; reviews animal control related cases; Oversees dangerous and vicious dog declarations maintain yearly compliance. Routinely testifies in legal court proceedings.

20% +/- 10%

- Supervises and directs the work of Deputy Dog Wardens, Adoptions Coordinators, 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;

Effective Date: 05.24.2017  
Last Modified: 05.24.2017

## Chief Dog Warden

monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Oversees the Animal Shelter operations and the enforcement of animal control regulations; oversees treatment of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing for animal population; determines adoptability of impounded animals; schedules animals for euthanasia; performs euthanasia; oversees shelter cage sterilization and cleaning; tracks trends in animal welfare and ensures division is staying relevant with animal husbandry practices; introduces new programs as the shelter evolves.

5% +/- 2%

- Performs public relations and community awareness functions; plans future advertising, publicity, promotions, public speaking, humane education, and promotion of the Animal Shelter; prepares literature and articles for publication to promote the Animal Shelter; approves literature, articles, and public service announcements prepared by staff; develops educational programs; distributes literature pertaining to animal control statutes; prepares responses to customer and public inquiries and complaints regarding the Animal Shelter operations, humane education, statistics, adoptions, and health concerns regarding adopted animals; oversees the flow of animals in and out of the building through transfer, foster, or adoption.

10% +/- 5%

- Performs supporting administrative functions; reviews completed documents and receipts; balances receipts and collected funds to ensure accuracy and legal compliance; supervises preparation and maintenance of placement records; maintains records of license sales; maintains records of claims and complaints as prescribed by law; prepares operational reports; participates in professional group meetings, conferences, seminars, and trainings.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associates degree in Criminal Justice with five (5) years of animal handling, animal supervision, animal control, and animal welfare experience which includes one (1) year of personnel supervision; or any equivalent combination of training and experience.
- Valid driver license and proof of automobile insurance.

### **Additional Requirements for all levels**

- Must obtain and maintain Ohio Euthanasia Technician Certification within 6 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 physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, pulling, bending, and lifting or restraining up to 50 pounds.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.

Effective Date: 05.24.2017  
Last Modified: 05.24.2017

## Chief Dog Warden

- Ability to operate batons, OC spray, tasers, tranquilizer guns, Ketch-poles, animal leashes, snares, and grooming tools

### **Technology Requirements**

- Ability to operate a variety of software and databases including the animal record database (PetPoint), database software (MS Access), presentation software (MS PowerPoint), publishing software (MS Publisher), spreadsheet software (MS Excel), and 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.
- Ability to comprehend a variety of informational documents including court documents, court dockets, case files, subpoenas, settlement agreements, journal entries, dog bite reports, police reports, investigations reports, witness statements, grievances, incident reports, disciplinary reports, proposals, billing invoices, animal surgery and medical records, employee leave forms, animal impound inventory and records, , spay/neuter deposits, County dog record, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Animal Shelter Operations Manual, union contract, Breed Rescue Manual, the Employee Handbook, and the Ohio Revised Code.
- Ability to prepare criminal citations, violations, dangerous dog filings, Animal Shelter statistics, educational materials, publicity materials, correspondence, weekly dog report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Chief Dog Warden

- Ability to supervise and counsel employees, record and deliver information, explain and instruction policies and procedures.
- Ability to use and interpret basic veterinary, animal control, law enforcement terminology and language.
- Ability to communicate with police departments, judges, magistrates, attorneys, Cuyahoga County Board of Health, court personnel, animal control officers, hospitals, veterinarians, County employees, emergency clinic staff, court officials, adoption customers, volunteers, media contacts, and the general public, and non-profit directors

### **Environmental Adaptability**

- Work is typically performed in an animal shelter and in the field.
- Work may involve exposure to aggressive animals, rabid animals, dust, strong odors, noise extremes, bright/dim lights, wetness, humidity, diseases, violence, temperature/weather extremes, and animal bodily fluids.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16172	Communications Analyst 2	Information Technology	Non-Exempt	9B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16172	Communications Analyst 2	Information Technology	Non-Exempt	9B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Changes were made to format and language. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Daniel Gerstenslager, Manager, Voice/Video	1/28/2021	Email	Review Draft
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Communications Analyst 2	<b>Class Number:</b>	16172
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to configure, install, and maintain the County's telecommunications system which includes telepresence, videoconferencing, and Voice over Internet Protocol (VoIP) systems.

### Distinguishing Characteristics

This is a journey level technical classification with responsibility for ensuring the proper function and availability of County telecommunication services. Employees at this level work under general supervision. Employees are expected to work independently and exercise judgment and initiative. Positions at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Communications Analyst 3 where the later requires greater expertise, works with more independence, and has responsibility for the work 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%
- Manages the county's telecommunication system software and hardware; monitors server health for the VoIP system; installs and maintains VoIP servers; updates phone system software and call directories; maintains fax lines for Rightfax; install all VoIP hardware (e.g. phones, switches, running cables); works with telecommunication providers to change analog signal to Session Initiation Protocol for VoIP telephony; repairs telecommunication infrastructure in county buildings (e.g. wiring and jacks); creates reports for inter- and intra- department analysis regarding installs, training, and configurations; troubleshoots any issues with the County's VoIP system.

- 20% +/- 10%
- Manages the call center software for County social services; configures and performs backups on the call center software; installs and maintains the call center software; creates reports for departments regarding call center activity; performs system backups on call center servers; troubleshoots issues with call center software or telecommunication issues.

- 20% +/- 10%
- Manage telepresence software for the judicial courts according to the Ohio Department of Rehabilitation and Correction (ODRC) and Northcoast Behavior Healthcare (NBH); contacts the ODRC, and NBH to schedule telepresence hearings and conferences; prepares video carts with common pleas staff for telepresence in courts; troubleshoots any connectivity issues with telepresence; troubleshoots any issues with live Grand Jury video's with municipalities.

- 10% +/- 5%
- Configures and maintains WebEx and Jabber accounts for county employees; configures and maintains all county video-endpoints.

Effective Date: 09.11.2012  
Last Modified: 09.11.2012

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in computer/communications system infrastructure with three (3) years of experience in configuration, installation, maintenance, repair of communication systems infrastructure and administration of Cisco systems, or an equivalent combination of education, training and experience.

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate and install a variety of office machines and equipment including computers, peripheral equipment, multifunction printer, and telecommunication equipment.
- Ability to crawl, crouch, bend, twist, and push, pull, and lift up to 100lbs (with assistance).
- Ability to operate a variety of hand tools (e.g. power drills, wire cutters, pliers) for the installation and maintenance of telecommunication devices (e.g. telephones, ethernet switches, VoIP servers).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including call accounting and reporting software (Infortel); call control and session management platforms (CISCO Unified Environment), call security software (Securelogix), information technology service management software (Cherwell), spreadsheet software (MS Excel), telepresence software (Cisco Telepresence) videoconferencing software (WebX), and word processing software (MS Word).

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, data point chart, agency phone list, Direct Inward Dial (DID) porting lists, user requests, call flow reports, architectural drawings, and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including computer software and reference manuals, manuals, and technical information documents.



## Communications Analyst 2

- Ability to prepare phone usage/call flow reports, expense sheets, purchase orders, usage reports, work orders, user guides, scrap lists, emails, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic electrical terminology and language.
- Ability to communicate with County employees, supervisors, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to dust or electrical currents.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
21041	Community Development Officer	Development	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
21041	Community Development Officer	Development	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Updates were made to essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	None (0)
-----------------------------------	----------

<b>Dept.(s) Affected:</b>	Development
---------------------------	-------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Sara Parks Jackson – Administrator, Development	1/28/2021 2/22/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	3/10/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Community Development Officer	<b>Class Number:</b>	21041
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Development		

## Classification Function

The purpose of this classification is to assist with the development, coordination, implementation, and administration of community and economic development grant programs.

## Distinguishing Characteristics

This is a professional, supervisory level classification with responsibility for assisting with the management of the County’s community and economic development grant programs, completing loan analysis functions, and providing supervision to subordinate employees. This class works under general direction from the Housing and Community Development Administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to community development and compliance and regulation. The incumbent exercises discretion in resolving programmatic issues within applicable policies and procedure 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%
- Manages and coordinates the activities of the County’s community and economic development grant programs (including county, state, and federal incentives, grants, and loans); manages the County’s conduit bond financing activities; meets with Administrator, Director, Executive staff, council members, and/or council staff to review, coordinate, and develop program operations, direction, and policies; develops programs’ schedules, metrics, budgets, and expected outcomes; performs program analysis; researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement and enhancement; conducts and/or coordinates the research, design and development, and reporting for programs and projects; underwrites, analyzes, and recommends loans for approval; enters, reviews, approves, and/or obtains information and documentation from the procurement management system; analyzes funding requests, determines feasibility, and makes project/program recommendations; monitors existing projects and related portfolios and their compliance with applicable regulations.

- 10% +/- 5%
- Supervises and directs the work of Development Housing Specialists and other assigned personnel; 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.

10% +/- 5%

- Functions as a contact for information and assistance regarding economic development programs and projects; provides technical assistance and support to boards and commissions regarding community and economic development issues; makes presentations to the County Board of Control, County Council, or other groups and committees regarding items for approval, status of projects, or recommendations; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares agenda items and legislation for County Council and committees; prepares correspondence to communities, businesses, and other organizations regarding community and economic development issues; prepares and reviews reports, contracts, grant proposals/agreements, and loan documents; conducts forecasts of monetary and physical resources required and budget planning and makes budget recommendations; provides input on various reports for local, state, and federal program requirements; maintains working knowledge of relevant county, state, and federal regulations; conducts research on local, state, and federal legislation and regulations and determines interpretation and implementation; assists with monitoring the department's legislative activities; works in conjunction with the County Law Department and outside legal counsel on contracts, document preparation, and other duties as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's degree in business administration, public administration, urban planning, finance, or a related field with three (3) years of experience with community or economic development programs; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Publisher, Outlook, PDF Software (Adobe), economic development software (Portfol), property management software (OneRoof), enterprise resource planning software (Lawson/OnBase), and information management 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, calculate decimals and percentages and perform basic statistics.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including budgets, contracts, resolutions, funding applications, financial statements, financial projections, monitoring reports, appraisals, loan documents, payment requests, invoices, time sheets, agendas, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, US Department of Housing and Development (HUD) rules and regulations, IRS Private Activity Bonds rules and regulations, related Ohio Revised Code sections, and related Cuyahoga County Code sections.
- Ability to prepare budgets, contracts, financial loan analysis, annual loan summary, payment requests, compliance reports, legislation, program rules and policies, program reports, requests for proposals (RFPs), subsidy layering, award recommendations, HOME affordable Loan Request Review, invoices, performance evaluations, correspondence, project descriptions and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and accounting terminology and language.
- Ability to communicate with supervisor, upper management, subordinate employees, Law Department or external legal counsel, County Council, County Board of Control, County HOME Consortium Board, local city employees and officials, housing developers, 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
16071	Database Administrator	Information Technology	Exempt	12B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16071	Database Administrator	Information Technology	Exempt	12B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Updates were made to essential job functions, level of data analysis, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	None (0)
-----------------------------------	----------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
John Sheffler – Enterprise Data Architect Leader	2/17/2021	Email	Sent draft for review
Richard Schmittgen – Administrator, Web and Applications Development	2/17/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	3/10/2021	Email	Pay grade evaluation



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Database Administrator	<b>Class Number:</b>	16071
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to assist with design and configuration of new databases, monitoring and maintenance of current databases, and ensuring that database backups are occurring as scheduled.

### Distinguishing Characteristics

This is a technical journey level classification working under direction of the unit manager that is responsible for setting up and configuring new databases, monitoring databases, and ensuring backups are occurring as scheduled. Employees receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class is distinguished from the Senior Database Administrator in that the latter trains and assists this class in performance of database operations and activities 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.**

60% +/- 10%

- Monitors and troubleshoots database systems to ensure optimal performance, system availability, data integrity and consistency, and security of data; assists in creating and maintaining database strategies and solutions (i.e., backups, restores, database consistency checks, index reorganizations/rebuilds); automates database maintenance and monitoring tasks; configures and maintains database replication; assists in troubleshooting and resolving application and maintenance problems involving databases, server operating systems, networks, applications, websites, and programming code; implements applications upgrades, database patching, and database migrations; assists in disaster recovery preparation by backing up and restoring databases; installs and configures operating system and database related software including but not limited to reporting, performance monitoring, and data migration and integration servers and applications; provides application support work and enhancements; extracts, transforms, loads, and queries data from various sources; documents technical information including database configuration information (i.e., IP addresses, database statistics, maintenance plan schedules, etc.).

25% +/- 10%

- Assists with designing and configuring new databases; meets with stakeholders in-person to collect information on database requirements; determines feasibility of stakeholders' request(s) by analyzing logistics; assists with designing new databases (e.g., structure, performance, coding, stored procedures) from project inception to completion; collaborates with the infrastructure team to ensure database requirements are met; determines which server will be used to house the database by taking into consideration logistical requirements; designs the database using management system tools; ensures that schemas, tables, and columns are organized efficiently within all databases through visual inspection; tests databases to ensure expected results are returned within deadlines.

10% +/- 5%

Effective Date: 08.03.2015  
Last Modified: 08.03.2015

## Database Administrator

- Conducts backups of County databases; writes programming scripts to execute database backups; schedules full and incremental daily database backups using data backup enterprise software system; prepares database for backups by ensuring data is in correct location and no other jobs are scheduled during backup time; utilizes comparison tool to compare multiple databases to ensure consistency between backup files; reviews data backups, upon completion, through visual inspection to ensure there are no discrepancies; contacts vendors to open service tickets regarding software malfunctions as they occur.

5% +/- 2%

- Engages in professional development activities; attends professional group meetings, conferences, seminars, and trainings to learn new information on industry trends; stays abreast of new trends and innovations in the field of computer technology through independent research; applies new learned knowledge to existing database projects.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science, information technology or a related field with three (3) years of experience in a data processing environment including database management, database server administration, or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database monitoring software (SolarWinds), data comparison tools (RedGate), relational database management systems (MS SQL Server, Oracle SQL), structured query languages (MS SQL Server, Oracle PL/SQL), backup software (Veeam).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **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

Effective Date: 08.03.2015  
Last Modified: 08.03.2015

## Database Administrator

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 network backup status reports, data input/output, correspondence, and WAN status reports.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, operating system Administration reference, database documentation, backup Administration procedures; network, and operation manuals, and schematic drawings.
- Ability to prepare documentation, backup strategy, backup server lists, backup chart, flow charts, technical reports, diagrams, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer and computer programming terminology and language.
- Ability to communicate with supervisor, management, co-workers, users, vendors, 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
16181	Developer 1	Information Technology	Exempt	12B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16181	Developer 1	Information Technology	Exempt	12B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Changes were made to language and format. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Matthew Bender, Administrator, Web and Application Development	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
	2/10/2021	Email	Review Draft
	2/19/2021	Email	Reminder
	3/1/2021	Email	Final Reminder
Eric Paliwoda, Manager, Support Services	3/9/2021	Email	Questions about Edits
	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
Debbie Davtovich, Administrator, Web and Application Development	2/10/2021	Email	Review Draft
	2/19/2021	Email	Reminder
	3/1/2021	Email	Final Reminder
	3/9/2021	Email	Questions about Edits
	1/12/2021	Email	Questions about Position
Greg Sherman, Manager, Web and Application Development	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
John Sheffler, Administrator IT Applications	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
Alan Kilgore, Administrator, IT Infrastructure and Operations	1/27/2021	MS Teams	Discuss position
	2/10/2021	Email	Review Draft
	3/10/2021	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant			

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Developer 1	<b>Class Number:</b>	16181
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to develop, maintain, and implement web and desktop applications to address Internet, Intranet, and back office needs.

### Distinguishing Characteristics

This is a technical, entry level class in the Developer series. Employees in this class work under direct supervision but with increasing independence as work experience is gained. This classification exercises less independent discretion and judgment in matters related to work procedures and methods and requires less application development knowledge than the Developer 2.

### Essential Job Functions

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

60% +/- 10%

- Develops or updates software systems, applications, back-end structure, reports and databases; writes code using department approved programming languages and technologies; writes code for software integration between County application or third-party applications; conducts unit testing on code; optimizes application code for higher performance; works with higher level developers to create and design new relational databases; writes SQL database queries.

30% +/- 10%

- Publishes and maintains software systems; runs tests and debugs software; performs post-implementation assessment and maintenance; creates and maintains procedures for production and test environments and analyzes for problem resolution; communicates software test results with users; performs problem resolutions for programs; maintains data integrity in relational databases; prepares program documentation according to IT standards.

10% +/- 5%

- Keeps current on emerging web and application development technologies; seeks out, studies, and recommends new technologies for future system solutions; performs technology and software assessment; attends trainings and online classes, and reads blogs; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science/engineering or a related field with one (1) years of experience in application development and design, database development and design, or computer information systems; or an equivalent combination of education, training, and experience.
- Must have proficiency with at least two (2) programming languages used by the Department.

Developer 1

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), database management software (SQL Server Management Studio, Oracle SQL Developer), database query languages (T-SQL, PL/SQL), programming languages and extensions (C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel), version control system (Git), word processing software ( MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, source code, service desk tickets, databases and structures, entity relationship diagrams, technical documentation, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart, technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, documentation, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

Effective Date:09.11.2012  
Last Modified: 09.11.2012

## Developer 1

- Ability to use and interpret computer terminology and language.
- Ability to communicate with end-users, co-workers, vendors, technical staff, and department managers.

### **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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16182	Developer 2	Information Technology	Exempt	13B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16182	Developer 2	Information Technology	Exempt	13B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Changes were made to language and format. Technology requirement section added. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	Four (4)
-----------------------------------	----------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Matthew Bender, Administrator, Web and Application Development	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
	2/10/2021	Email	Review Draft
	2/19/2021	Email	Reminder
	3/1/2021	Email	Final Reminder
Eric Paliwoda, Manager, Support Services	3/9/2021	Email	Questions about Edits
	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
Debbie Davtovich, Administrator, Web and Application Development	2/10/2021	Email	Review Draft
	2/19/2021	Email	Reminder
	3/1/2021	Email	Final Reminder
	3/9/2021	Email	Questions about Edits
	1/12/2021	Email	Questions about Position
Greg Sherman, Manager, Web and Application Development	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
John Sheffler, Administrator IT Applications	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
Alan Kilgore, Administrator, IT Infrastructure and Operations	1/27/2021	MS Teams	Discuss position
	2/10/2021	Email	Review Draft
	3/10/2021	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant			

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Developer 2	<b>Class Number:</b>	16182
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of the classification is design, develop, and implement web and desktop applications and participate in the assessment of client needs to address Internet, Intranet, and back office solutions.

## Distinguishing Characteristics

This is a technical, journey level class in the Developer series. Employees at this level work under general supervision and are expected to work independently, exercising judgment and initiative. Positions at this level only receive training or assistance when unusual situations arise and are aware of the operating procedures and policies of the work unit. This classification differs from Developer 1 in that this position may interact more with the customer, and has responsibility for designing solutions; additionally this classification requires a greater understanding of database architecture, third-party application API, the ability to use a greater number of programming languages, and a deeper understanding of those programming languages.

## Essential Job Functions

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

40% +/- 10%

- Develops or updates software systems, applications, back-end structure, reports and databases; writes code using department approved programming languages and technologies; writes code for software integration between County application or third-party applications; conducts unit testing on code; optimizes application code for higher performance; works with higher level developers to create and design new relational databases; writes SQL database queries.

30% +/- 10%

- Publishes and maintains software systems; runs tests and debugs software; runs tests and debugs complex software or infrastructure issues; performs post-implementation assessment and maintenance; creates and maintains procedures for production and test environments and analyzes for problem program resolution; communicates software test results with users; performs problem resolutions for programs; maintains data integrity in relational databases; prepares program documentation according to IT standards.

20% +/- 10%

- Designs software systems for County departments; identifies user and public business needs as they pertain to systems and develops programs to address these needs; collects information from users; identifies alternative business solutions; defines input and output system requirements and prepares graphic and narrative representations of solutions; determines hardware/software requirements; performs cost-benefit, feasibility, and impact analyses; prepares program specifications.

Effective Date: 09.11.2012  
Last Modified: 09.11.2012

10% +/- 5%

- Keeps current on emerging web technologies; seeks out, studies, and recommends new technologies for future system solutions; performs technology and software assessment; attends trainings and online classes, and read blogs; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science/engineering or related field with three (3) years of experience in a data processing environment, application development and design, database development and design, computer information systems; or an equivalent combination of education, training, and experience.
- Must have proficiency of at least two (2) programming languages used by the Department.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), database management software (SQL Server Management Studio, Oracle SQL Developer), database query languages (T-SQL, PL/SQL), programming languages and extensions (C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel), version control system (Git), word processing software (MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **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.

## Developer 2

- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, source code, service desk tickets, databases, database structures, entity relationship diagrams, technical documentation, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart, technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, project documentation, status reports, source code, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with end-users, co-workers, vendors, technical staff, and department managers.

### **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
16183	Developer 3	Information Technology	Exempt	14B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16183	Developer 3	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Position recognized as a lead worker for the developers in the series. Changes were made to language and format. A Technology Requirements section added. The pay grade has increased from PG 14B to 15B.
-------------------	---

<b>No. of Employees Affected:</b>	Seven (7)
-----------------------------------	-----------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	PG 14B: \$72,009.60 – \$100,817.60 PG 15B: \$75,878.40– \$106,204.80 Step Placement TBD by Human Resources
-----------------------	--

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Matthew Bender, Administrator, Web and Application Development	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
	2/10/2021	Email	Review Draft
	2/19/2021	Email	Reminder
	3/1/2021	Email	Final Reminder
Eric Paliwoda, Manager, Support Services	3/9/2021	Email	Questions about Edits
	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
	1/27/2021	MS Teams	Discuss position
Debbie Davtovich, Administrator, Web and Application Development	2/10/2021	Email	Review Draft
	2/19/2021	Email	Reminder
	3/1/2021	Email	Final Reminder
	3/9/2021	Email	Questions about Edits
	1/12/2021	Email	Questions about Position
Greg Sherman, Manager, Web and Application Development	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
John Sheffler, Administrator IT Applications	1/27/2021	MS Teams	Discuss position
	1/12/2021	Email	Questions about Position
Alan Kilgore, Administrator, IT Infrastructure and Operations	1/27/2021	MS Teams	Discuss position
	2/10/2021	Email	Review Draft
	3/10/2021	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant			

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Developer 3	<b>Class Number:</b>	16183
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to design, develop and implement web and desktop applications and participate in the assessment of client needs to address Internet, Intranet, and back office solutions. This class is a lead worker that provides guidance and mentorship to lower level developers on application development and provides suggestions to management on improving development standards and procedures.

### Distinguishing Characteristics

This is a technical, advanced journey level classification in the Developer series. Employees at this level work under general supervision and receive only occasional training or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Developer 2 this classification is a lead worker with a greater understanding of application development, third party API, database architecture, data warehouse architecture, and programming languages.

### 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%

- Develops or updates software systems, applications, back-end structure, reports and databases; writes code using department approved programming languages and technologies; writes code for software integration between County application or third-party applications; conducts unit testing on code; optimizes application code for higher performance; creates and designs new relational databases; writes SQL database queries.

25% +/- 10%

- Publishes and maintains software systems; runs tests and debugs software; runs tests and debugs complex software or infrastructure issues; performs post-implementation assessment and maintenance; creates and maintains procedures for production and test environments and analyzes for problem program resolution; communicates software test results with users; performs problem resolutions for programs; maintains data integrity in relational databases; prepares program documentation according to IT department standards.

20% +/- 10%

- Designs software systems for County departments; identifies user and public business needs as they pertain to systems and develops programs to address these needs; collects information from users; identifies alternative business solutions; defines input and output system requirements and prepares graphic and narrative representations of solutions; determines hardware/software requirements; performs cost-benefit, feasibility, and impact analysis; prepares program specifications.

Effective Date:09.11.2012  
Last Modified: 09.11.2012



## Developer 3

10% +/- 5%

- Serves as a lead worker in the developer series; provides guidance to developer and application programmers in complex coding techniques; resolves complex problems involving databases, data warehouses, server operating systems, networks, applications, websites, or programming code; works with managers to determine best practices and standards operating procedures for software coding.

10% +/- 5%

- Keeps current on emerging web technologies; seeks out, studies, and recommends new technologies for future system solutions; performs technology and software assessment; attends trainings and online classes, and read blogs; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science/engineering or related field with six (6) years of experience in a data processing environment, application development and design, database development and design, computer information systems; or an equivalent combination of education, training, and experience.
- Must have knowledge of at least two (2) programming languages used by the Department.

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), database management software (SQL Server Management Studio, Oracle SQL Developer), database query languages (T-SQL, PL/SQL), programming languages and extensions (C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel), version control system (Git), word processing software (MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

#### **Supervisory Responsibilities**

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

Effective Date:09.11.2012  
Last Modified: 09.11.2012

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to upper-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 program specifications, project requirements, termination program execution, source code, service desk tickets, databases, database and data warehouse structure, entity relationship diagrams, technical documentation, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart; technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, documentation, status reports, source code, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with end-users, co-workers, vendors, technical staff, and department managers.

### **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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16261	Enterprise Systems Specialist	Information Technology	Exempt	13B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16261	Enterprise Systems Specialist	Information Technology	Exempt	13B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	Two (2)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Alan Kilgore – IT Administrator – Infrastructure and Operations	2/25/2021 2/26/2021	Email Email	Sent draft for review Clarification
Jim Battigaglia, Archer Consultant	3/10/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Enterprise Systems Specialist	<b>Class Number:</b>	16261
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to install, maintain, and troubleshoot the operating system software and attached hardware, develop procedures, and improve system performance.

### Distinguishing Characteristics

This is journey level classification, working under general supervision of a unit manager or division administrator. This class receives direction from management in the form of broad objectives and receives only occasional instruction or assistance as new or unusual situations arise. Employees are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and 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.**

60% +/- 10%

- Installs, maintains, troubleshoots, and provides optimal performance of operating system software and attached hardware on the County's mainframe systems and on guest hosts; ensures successful completion of all jobs running on the system (daily schedule, year-end schedule, etc.); upgrades operating systems; troubleshoots operational and programming issues; maintains software and improves software performance by performance tuning; manages disk space and performs virtual tape backups; allocates, moves, or resizes user datasets; performs Initial Program Load (IPL); manages security for systems; documents technical information regarding processes; develops operating and task procedures; assists with performance and capacity planning.

30% +/- 10%

- Provides technical support for system users; responds to users' requests for information or technical assistance; creates standard and ad-hoc reports requested by users; assists users in the analysis of problems; coordinates with other IT support teams to resolve issues, as necessary.

5% +/- 2%

- Performs installation and upgrade of independent vendor software; receives updates and license keys from third party software vendors and applies changes; liaisons with IBM and other software and hardware vendors to resolve issues, receive information, perform migration, etc.

5% +/- 2%

- Stays up to date on trends, methods, and technology in the industry; attends development meetings and conferences; assists other IT staff with projects, as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or a related field with five (5) years of experience in programming and installing mainframe hardware and software; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including IBM's mainframe operating system, word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), File Transfer Protocol (FTP) software, information management system software, database management software, virtual storage access method (VSAM), terminal emulation software, etc.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and 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 software product programs and procedures, job control language, system logs, job output, installation documents, manuals, virtual tape reports, job output listings, and software documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, established procedures for applications, software manuals, and accounting principles.
- Ability to prepare software upgrade planning documents, job control language, parameters, charts and diagrams, procedures, financial, revenue, and expense reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Enterprise Systems Specialist

- Ability to use and interpret accounting terminology and computer languages.
- Ability to communicate with a variety of individuals including coworkers, supervisor, end users, software support personnel, vendors, and working groups.

### **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
12104	Manager, CECOMS	PSJS	Exempt	17A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12104	Manager, CECOMS	PSJS	Exempt	17A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	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. Technology requirements section was added. No changes to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
---------------------------	------------------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--



<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Melinda Burt – Deputy Director	1/25/2021 2/11/2021 2/22/2021	Email Email Call	Sent draft for review Reminder Discussion to talk through changes
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, CECOMS	<b>Class Number:</b>	12104
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Public Safety and Justice Services		

## Classification Function

The purpose of this classification is to provide overall management and supervision over the operations of the Cuyahoga Emergency Communications System (CECOMS) Call Center and various special projects.

## Distinguishing Characteristics

This is a management classification with responsibility for directing the CECOMS Call Center. This classification works under administrative direction of the PSJS Deputy Director. Duties require the assessment and resolution of operational, technical, administrative, and management issues related to CECOMS. The incumbent exercises discretion in addressing organizational issues according to 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.**

- 45% +/- 10%
- Manages and plans the operations of the CECOMS Call Center; monitors and recommends changes to the annual operating budget; develops and maintains the operations manual and standard operating guidelines (SOGs); manages the countywide 9-1-1 system, as described in the *Cuyahoga County 9-1-1 Plan*; coordinates 9-1-1 operations; prepares RFPs, RFIs, RFQs; leads and participates in the design, development, and implementation of special projects including conducting planning meetings, proposal development, and selection of vendors; monitors vendor contract performance; coordinates the design, implementation, operation, and governance for countywide public safety agency interoperability; stays informed regarding and ensures Center’s compliance with local, state, and federal regulations and policies and recommended industry standards.
  
- 20% +/- 10%
- Acts as liaison between local dispatch and wireless call centers, first responder agencies, and other local, regional, and state agencies; provides system user agencies with assessment of and resolution on 9-1-1 system problems and requested enhancements; oversees the CECOMS quality assurance program; serves as a liaison between 9-1-1 system agency users and vendors; represents the Department at local, state, and national meetings and events; serves on and supports local committees and boards; oversees provision of mutual aid box alarm system (MABAS) assistance for local first responder agencies; oversees the provision of interoperable communication support for local first responder agencies providing mutual aid at the scene of an emergency incident; provides coordination and participates in the planning and implementation of regional PSAP initiatives as needed; disseminates information to the public and media on the use and operation of the County’s emergency communications system.

15% +/- 5%

- Supervises and directs the work of assigned subordinate personnel including Operations Supervisors, Quality Assurance Supervisor, and 9-1-1 Coordinator; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; attends union contract negotiations and labor-management committee meetings.

10% +/- 5%

- Maintains current knowledge regarding trends in 9-1-1 infrastructure, call-taking, and dispatch equipment, land-mobile radio equipment, and other public safety communications equipment to ensure that the CECOMS call center is technologically optimized.

5% +/- 2%

- Develops, conducts, and assists with informational lectures and planning for public safety communications, first responder, and emergency management agencies, and the County Emergency Services Advisory Board; plans training programs including developing objectives and coordinating production of training materials; oversees Countywide Emergency Medical Dispatch (EMD) Program.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; conducts statistical analysis of CECOMS Center performance data and prepares reports for stakeholders; reviews and approves vendor documentation and payments.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in public safety, criminal justice, emergency management, public administration, business, or related field, with seven years (7) of public safety communications, first responder, or emergency management experience including three (3) 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**

- Must obtain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date and maintain certification for the duration of employment.
- Must obtain certifications as an emergency medical dispatch (EMD) instructor, and in the areas of cardiopulmonary resuscitation (CPR), law enforcement communications, and fire service communications within one (1) year of date of hire and maintain for the duration of employment.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office equipment including a computer and multifunction printer.
- Ability to operate a land mobile radio and dispatch radio console.

### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Excel), presentation software (PowerPoint), and PDF software.
- Ability to operate a variety of system applications used by first responder agencies to support emergency call-taking, dispatch, computer aided dispatch (CAD), Ohio LEADS, Computer Aided Dispatch (CAD), LEADS, and records management system (RMS) capabilities.
- Ability to use equipment that supports wireless emergency call-taking and dispatch operations.

### **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**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including personnel documents, 911 System Status Reports, CAD reports, network designs, SOGs, Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Employee Handbook, Code of Federal Regulations, (CFR) with

Communications reference, CECOMS Center SOPs, Plans, and SOGs, Federal and State Communications Publications, Collective Bargaining Agreements (CBAs).

- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, memorandum of understanding (MOUs), monthly metric reports, performance evaluations, meeting agendas and minutes, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to counsel and supervise 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 dispatch, law enforcement, and related legal terminology and language.
- Ability to communicate with supervisor, Director, co-workers, subordinates, public safety personnel (including police departments, fire departments, emergency call-takers and dispatchers, local hospitals), other County department directors, various committees, local government officials, consultants, vendors, public safety partners, media, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16072	Senior Database Administrator	Information Technology	Exempt	15B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16072	Senior Database Administrator	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Updates were made to essential job functions, level of data analysis, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	Five (5)
-----------------------------------	----------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
John Sheffler – Enterprise Data Architect Leader	2/17/2021	Email	Sent draft for review
Richard Schmittgen – Administrator, Web and Applications Development	2/17/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	3/10/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Database Administrator	<b>Class Number:</b>	16072
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this class is to monitor, design, implement, and coordinate database operations and assigned application systems to ensure data integrity, security, performance, and consistency.

### Distinguishing Characteristics

This is a technical, advanced journey level classification, working under direction from the unit manager. This class receives direction from management in the form of broad objectives and receives only occasional instruction or assistance as new or unusual situations arise. Employees are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This class is distinguished from the Database Administrator in that the senior level has more extensive database, computer networking, computer architecture, operating system, and programming knowledge and experience and assists and instructs the lower level class.

### Essential Job Functions

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

40% +/- 10%

- Monitors and troubleshoots database systems to ensure optimal performance, system availability, data integrity and consistency, and security of data; creates and maintains database strategies and solutions (i.e., backups, restores, database consistency checks, index reorganizations/rebuilds); automates database maintenance and monitoring tasks; configures and maintains database replication; troubleshoots and resolves application and maintenance problems involving databases, server operating systems, networks, applications, websites, and programming code; implements applications upgrades, database patching, and database migrations; executes disaster recovery preparation by backing up and restoring databases; installs and configures operating system and database related software including but not limited to reporting, performance monitoring, and data migration and integration servers and applications; provides application support work and enhancements; extracts, transforms, loads, and queries data from various sources; documents technical information including database configuration information (i.e., IP addresses, database statistics, maintenance plan schedules, etc.).

35% +/- 10%

- Designs, develops, implements, and analyzes new and existing physical and logical database designs to ensure optimal performance and high availability and utilize minimal server resources; participates in database development projects including determining user needs, database requirements, and network, operating system, and storage constraints; conducts program code and database design reviews to ensure optimal performance, code migrations, flexible and logical design, and adherence to best practices and programming/data standards; develops and/or modifies web and desktop applications including user interface, interface with existing systems, business rules, etc.; designs, validates, and/or implements end-to-end solutions involving databases; assesses growth rate and conducts capacity planning; designs and develops/modifies data warehousing solutions.



15% +/- 10%

- Collaborates with IT and Business leadership to develop database strategies that meet availability, quality, and security requirements and integrate third party applications; collaborates with system and network administrators on best practices for database environment configuration, application and system upgrades, and capacity planning; researches, evaluates, and provides recommendations on other database systems not administered directly; mentors developers on best practices for software development, programming standards, change control and database design; advises and instructs others regarding database operations and procedures.

5% +/- 2%

- Provides advisory help and support work for legacy platforms and existing systems; responds to service calls and fixes for database systems; coordinates with other IT support teams to resolve issues; provides support to users on systems and applications; administers users' database access permissions and privileges; manages database security structures and policy violations.

5% +/- 2%

- Engages in professional development activities; attends professional group meetings, conferences, seminars, and trainings to learn new information on industry trends; stays abreast of new trends and innovations in the field of computer technology through independent research; applies new learned knowledge to existing database projects.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science, engineering, business administration or a related field and six (6) years related experience including database administration and development, software development, programming, and data modeling, or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database management software (i.e., SQL Server, SSIS, SQL Server Management Studio, Oracle SQL Developer, Redgate SQL Toolbelt, etc.), development tools (MS Visual Studio), programming languages and extensions (JavaScript, CSS, XML, HTML, C#, Python, powershell etc.), code editing software (MS Visual Studio, Notepad++, etc.), spreadsheet software (MS Excel), word processing software (MS Word), and other programs and software.

### **Supervisory Responsibilities**

- No supervisory responsibilities required; may provide oversight, assistance, and training to lower level positions as needed.

### **Mathematical Ability**

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

### **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 diagnostic reports, performance metrics reports, technical environment and entity-relationship diagrams, server hardware configuration, Requests for Proposal, error and security alerts, trace logs, context diagrams, monitoring and index data, requirement documents, programming code, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, field specific code of ethics, data dictionary, database reference books, requirement and instruction documents, server books, software manuals and documentation, installation/upgrade guides, and maintenance documentation.
- Ability to prepare system documentation, database environment assessment, database server documentation, server hardware configuration, software and database design documents, entity-relationship diagrams, data dictionary, programming code, project planning document, database interview assessment, audit reports, standards documents, change control documents, instructions documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer engineering terminology and programming languages.
- Ability to communicate with departmental working groups and teams, users, vendors, co-workers, managers, administrators, and employees from other departments.

### **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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15041	Supervisor, Animal Shelter	Public Works	Non-Exempt	7A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15041	Supervisor, Animal Shelter Medical	Public Works	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. Name was changed because individual is over the medical clinic of the animal shelter. Changes were made to format and language. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	One
-----------------------------------	-----

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mindy Naticchioni, Administrator, Animal Shelter	1/26/2021 1/29/2021	Email Email	Drafts sent for Review Answered Questions
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Animal Shelter Medical	<b>Class Number:</b>	15041
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate the operations of the clinic at the Cuyahoga County Animal Shelter, coordinate the work of shelter personnel, and perform veterinary and medical shelter tasks.

### Distinguishing Characteristics

This is a supervisor level classification with the responsibility to oversee work operations of the animal shelter medical team. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise and operate under a framework of well-defined procedures and regulations. Employees in this classification have specialized knowledge and experience related to animal shelter and basic veterinary procedures. The employee ensures that work is performed effectively and efficiently and according to set rules and regulations.

### Essential Job Functions

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

60% +/- 10%

- Carries out functions at the County Shelter; provides technical assistance during veterinary procedures such as pre-medication sedation, surgical preparation, surgical assistance, administration of oral medication as prescribed by veterinarian, oversees all surgical scheduling, gives medicated baths; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines medical adoptability of impounded animals; schedules animals for medical procedures or euthanasia; perform medical tests; oversees cage sterilization and cleaning in medical unit; disinfects surgery room and sterilizes instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals.

20% +/- 10%

- Oversees the maintenance of records, bills, refunds, licensure, and inventory for the animal shelter; prepares and maintains placement records; maintains records of claims and complaints as prescribed by law; prepares operational reports; prepares rabies vaccination certificates; maintains license for DEA and Board of Pharmacy; prepares bills for payment; submits vouchers for refunds; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines, and medications.

10% +/- 5%

- Coordinates public relations and community awareness functions; develops educational programs; distributes and makes available literature pertaining to the wellness of animals both pre and post adoption; responds to public inquiries and complaints; maintains relationships with outside vet clinics for care of animals.

10% +/- 5%

- Supervises and directs the work of the veterinary technician 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.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- An Associates degree of applied science in veterinary technology, animal science and three (3) years of supervisory experience in a shelter or animal welfare clinic setting; or an equivalent combination of education, training, and experience.

### **Additional Requirements for all levels**

- Must obtain an Ohio Euthanasia Technician Certification within 6 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 utilize laboratory and medical/veterinary equipment including anesthesia machine, microscope, blood chemistry machine, autoclave, cautery, clippers, needles, syringes, catchpole, snare, muzzles, scales, and other tools.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, lifting and/or restraining up to 50 pounds (with or without assistance), pushing, pulling, and bending.
- Ability to distinguish colors, sounds, odor, and texture.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (MS Outlook), word processing software (MS Word), and a web-based animal data management system (PetPoint).

#### **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.

Supervisor, Animal Shelter

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave requests, animal impound inventory and records, medical waste records, diagnostic reports, x-rays, blood work, veterinary attention notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Board of Pharmacy laws, Shelter Operations Manual, Veterinary Clinical Parasitology book, Common Diseases of Companion Animals, medical reference material , and the Ohio Revised Code 955.
- Ability to prepare purchase orders, requisitions, vouchers, medical exam reports, lab submission forms, controlled substance log, rabies quarantine release, rabies tags submission, surgical records and log book, rabies certificates, euthanasia records, impound records, operational reports, educational materials, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, rescue groups, vendors, veterinary personnel, interns, subordinates, Board of Health, emergency clinic staff, other County employees, customers, volunteers, the general public, and Non-profit board of Directors.

### **Environmental Adaptability**

- Work is typically performed in an animal shelter environment.
- Work may involve exposure, disease, bodily fluids, fractious and aggressive animals, strong odors, toxic/poisonous agents, smoke/dust/pollen, wetness/humidity, animals/wildlife, rabid animals,, bright/dim lights, and noise extremes.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15031	Veterinarian Technician	Public Works	Non-Exempt	5A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15031	Veterinarian Technician	Public Works	Non-Exempt	5A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Data utilization upgraded to mid-level and risks added to Environmental Hazards list. Changes made to format and language. No change to paygrade or FLSA status
-------------------	---

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---



<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mindy Naticchioni, Administrator, Animal Shelter	1/26/2021 1/29/2021	Email Email	Drafts sent for Review Answered Questions
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Veterinarian Technician	<b>Class Number:</b>	15031
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to assist veterinary and medical shelter staff with scheduling and administering surgery, various medical procedures, vaccinations, administering medication and providing necessary medical care to animals at the Cuyahoga County Animal Shelter.

### Distinguishing Characteristics

This is a technical classification with responsibility for assisting supervisory and medical staff with various procedures ensuring the health of animals at the animal shelter. This classification works under a framework of well-defined procedures and regulations. Employees in this classification have specialized knowledge and experience related to animal shelter and veterinary medicine.

### 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%
- Performs routine technician examinations and diagnostics on shelter animals; conducts a routine technician exam of new animals (includes determining breed, age, adoptability, administering vaccinations, Heartworm test, and Microchipping) and records findings; conducts on-site diagnostic tests ordered by Veterinarian (i.e. fecal analysis, skin scrapings, slides, urine dipstick, Heartworm test, etc.); determines if animals are healthy, injured, or in need of immediate Veterinary exam/treatment; prepares samples for laboratory submission; monitors health of all animals in the shelter; prepares medications for dispensing; administers oral, topical, and injectable medications; performs euthanasia.
- 30% +/- 10%
- Assists the Doctor of Veterinary Medicine (DVM) with surgical procedures; prepares animals for surgery by administering pre-medication, induction, and/or intubation; monitors vitals, performs duties of anesthesia technician and/or circulating nurse, provides technical assistance during veterinarian and medical procedures per established procedures; administers prescribed medical care ordered by DVM for hospitalized patients; monitors status of surgery recovery and isolation wards; prepares operational reports and logs; disinfects surgical room; sterilizes medical instruments.
- 20% +/- 10%
- Provides operational support to animal shelter; records all animal medical records in data management system; lifts dogs for weighing, bathing, and surgical procedures; schedules all medical and diagnostic appointments at both in-house and off-site locations; maintains adequate inventory of necessary veterinarian equipment, supplies, vaccines, and medications; maintains controlled substance logs; prepares rabies certificates; communicates with clients and pet-owners; submits vouchers for spay and neuter refunds.

## Veterinarian Technician

### **Experience Required to Perform Essential Job Functions**

- An Associates degree of Applied Science in veterinary technology, veterinary science, animal science, or equivalent field and two (2) years of related experience; or any equivalent combination of training, education, and experience.
- Must be licensed Veterinary Technician and maintain license during course of employment

### **Additional Requirements**

- Must obtain a State of Ohio Registered Veterinarian Technician license within six months of hire.

### **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 variety of medical and surgical tools including anesthesia machine, microscope, autoclave, blood chemistry machine, cautery, clippers, needles, syringes, catchpole, syringe pole, snare, muzzles, scales, and other tools.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, lifting and restraining up to 50 pounds (with or without assistance), pushing, pulling, and bending.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (MS Outlook), word processing software (MS Word), and a web-based animal data management system (PetPoint).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including applications, diagnostic reports, blood work, x-rays, impound cards, intake records, treatment cards, and medical records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, medical reference material, shelter operations manual, .

## Veterinarian Technician

- Ability to prepare medical exam reports, voucher forms, lab submission forms, intake records, drug records, surgery appointments, rabies certificates and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret veterinary terminology and language.
- Ability to communicate with supervisor, volunteers, veterinarians, vendors, customers, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an animal shelter environment
- Work may involve exposure to disease, bodily fluids, fractious and aggressive animals, strong odors, toxic/poisonous agents, smoke/dust/pollen, wetness/humidity, animals/wildlife, potentially rabid animals, bright/dim lights, noise extremes, and animal dander/dust.

*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
16282	WAN Engineer 2	Information Technology	Exempt	11B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16282	WAN Engineer 2	Information Technology	Exempt	11B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Updates were made to essential job functions, additional requirements, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	Three (3)
-----------------------------------	-----------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Andy Molls – Deputy Chief Technology Officer	2/8/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	2/23/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	WAN Engineer 2	<b>Class Number:</b>	16282
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to maintain and ensure connectivity to the County's Wide Area Networks (WAN), Local Area Networks (LAN), Virtual Private Networks (VPN), and wireless network.

### Distinguishing Characteristics

This is a professional, journey-level class that works under direction of the Manager, IT Infrastructure and Operations and is responsible for maintaining the County's WAN, LAN, and wireless networks, resolving connectivity issues, and performing research and analysis on the fiber optic network for performance enhancement designs and upgrade. Employees receive direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

### Essential Job Functions

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

60% +/- 10%

- Maintains the WAN, LAN, VPN, and wireless networks for County departments; configures networks to ensure smooth operation in support of County departments' activities and operations; analyzes and troubleshoots system performance; inspects County building wire boxes and recommends wire updates, cleaning of equipment, and other maintenance services to maintain quality of network services; interprets results of monitoring to prevent network issues and maintain optimal performance; provides expert information to other department employees regarding network wiring needs, structural design limitations, etc.; installs, configures, and supports network hardware and software (e.g. servers, switches) in both physical and virtual environments; updates and maintains documentation and diagrams for the WAN; documents and diagrams the work performed in digital shared department folders; performs project management including planning, scheduling, and executing related activities (e.g., design, configuration, completion, and implementation); provides various IT support such as moving computers and peripherals between department locations as necessary.

30% +/- 10%

- Researches, designs, configures, installs and deploys all data and voice over internet protocol (VOIP) circuits and network devices on a fiber optic background; monitors alerts regarding IT system errors or malfunctioning equipment; identifies malfunctioning equipment by logging into the network equipment and analyzing the configuration to troubleshoot the issue; contacts vendors regarding malfunctioning equipment and coordinates repair; provides input and makes recommendations to management regarding service contracts, improving network efficiency, network infrastructure growth plans, and hardware upgrades; conducts research to obtain additional equipment from current or new vendors for maintenance renewals and/or price quotes for procurement to reduce costs or improve quality of network.

10% +/- 5%

- Provides network administration support to county users; collects information from county employees regarding network issues to determine the nature of the problem and creates a ticket request for troubleshooting and repair; enters ticket request information ticket database system and monitors the status of the ticket(s) until they are resolved; provides network administration and troubleshooting support for virtual private network (VPN) database and accounts; responds to customer requests for service (e.g., increase bandwidth at facilities) via phone or email.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science, network administration, communications system infrastructure, management information systems or a related field with three (3) years of experience in network administration; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and multifunction printers, and other computer equipment including routers, switches, and servers.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, diagram software (MS VISIO), Infrastructure Monitoring (Nagios), IT Management Software (Solarwinds), and Telnet Applications (PuTTY and Secure CRT).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform 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 customer requests for service, network analysis reporting, network and electrical designs and diagrams, documentation, requests for proposal, reports, VPN database, status reports, and technical information.
- Ability to comprehend a variety of reference materials and manuals including Employee Handbook, Transmission Control Protocol/Internet Protocol, and computer training and reference manuals.




- Ability to prepare bandwidth and network reporting, requests for proposal documentation, diagrams, contract inventory, time schedules, purchase orders, 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, influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer technology and data communications and infrastructure terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including users, WAN group, coworkers, supervisor, management, vendors, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
 Manager, Support Enforcement DELETIO <b>14081</b>	<b>Wellness Coordinator</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>11A</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>14081</b>	<b>Wellness Coordinator</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>11A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. Related education and experience changed to better relate to work performed. Changes were made to format and language. No change to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Human Resources
---------------------------	-----------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Sheba Marshall, HR	1/12/2021	Email	Review Draft
Director - Total	1/26/2021	Email	Reminder
Rewards	1/28/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Wellness Coordinator	<b>Class Number:</b>	14081
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources		

## Classification Function

The purpose of this classification is to plan, develop, implement, and assess total well-being programming and initiatives designed to educate, engage and promote healthy lifestyle choices for Cuyahoga County employees. This is accomplished by creating awareness, motivating, and providing tools to County employees and their dependents that assists them in adopting and maintaining a healthy lifestyle.

## Distinguishing Characteristics

This is a journey level classification with responsibility for training, motivating, and bringing awareness to County employees on the topic of health and wellness. The employee works under direct supervision of the HR Director – Total Rewards, and is expected to rely on health and wellness expertise to independently exercise judgment in performing work and ensure that assigned activities are planned and 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 of a similar nature as may be required and assigned.**

- 45% +/- 10%
- Develops, coordinates, assesses, and implements activities and events in collaboration with the HR Director – Total Rewards to foster wellness for Cuyahoga County employees and their dependents; conducts and coordinates onsite group educational classes; coordinates health food choices with vending machine suppliers; recruits, informs, and directs wellness champions and committee members; monitors wellness email account and responds to inquiries; delivers presentations to employees on the wellness program; coordinates creation of various communications (emails, flyers, home mailers, publications, etc.) about available wellness program events and activities; manages and participates in the Wellness Committee.
- 25% +/- 10%
- Collaborates with vendors to provide services to meet the goals of the wellness program; provides direction to vendors for program design and deployment for a new or continuing wellness program or activity; reviews and makes recommendations for Requests for Proposals regarding vendor services to support the wellness program.
- 15% +/- 5%
- Develops the strategies and goals of the wellness program in coordination with HR management; attends meetings and communicates the ongoing execution of the wellness program to stakeholders; informs management on the latest trends in organizational wellness and other best practices.
- 15% +/- 5%
- Collects data and creates reports on the effectiveness of the wellness program; tracks wellness activities and participation; sends out event follow-up surveys; aggregates and calculates survey results; analyzes data to help determine the effectiveness of the program, financial impact, and progress on program’s goals.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in health and wellness, health promotion management, exercise science, physical education, nutrition, marketing, business administration or a related field of study with three (3) years of experience in professional communication, planning and facilitating programming, and developing and presenting organizational presentations; or an equivalent combination of education, training, and experience.

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including spreadsheet email software (MS Outlook), spreadsheet software (MS Excel), word processing software (MS WORD).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of routine statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, wellness data, wellness center floor plans, vendor contracts, vendor billing, and budgets.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret human resources and health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, other County employees, County employee's dependents, vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
13192	<b>Manager, Support Enforcement</b>	<b>Job and Family Services</b>	<b>Exempt</b>	<b>15A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	The department notified the PRC that this classification has been vacant for some time and the job duties been redistributed to Social Program Administrator 3.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Job and Family Services
---------------------------	-------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Tamara Mearig, HR Manager
------------------------------------	---

<b>Management Contact(s):</b>	Tiffany Dobbins-Brazelton, Social Program Administrator 6
-------------------------------	---

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Support Enforcement	<b>Class Number:</b>	13192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Child Support Enforcement Agency		

### Classification Function

The purpose of this classification is to manage child support enforcement activities of the support enforcement units (i.e.- reporting unit, Aid for Dependent Children (ADC) unit, Uniform Reciprocal Enforcement Support Act (URESAs) unit, emancipation unit, enforcement processing unit) and to supervise senior support officer supervisors.

### Distinguishing Characteristics

This is a management level classification responsible for the management of child support enforcement activities in the support enforcement unit. This classification works under general supervision of the Executive Director of Child Support Services. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### Essential Job Functions

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

- ##% +/- XX%
- Manages child support enforcement activities of the support enforcement units; meets with various offices including the County Auditor to review the performance of the support enforcement agency; reviews future equipment and staffing needs and makes recommendations; reviews each unit's production in terms of meeting pre-determined goals and objectives; provides advice and direction to unit supervisors to aid in the attainment of goals and objectives; communicates with other County offices including the Prosecutor, Juvenile Court, and Domestic Court to review problems or policy changes; receives and responds to complaints about staff or agency from clients, contracted parties, Board of County Commissioners, or state and local officials; represents the Director at meetings and conferences.
  
- ##% +/- XX%
- Supervises and directs the work of senior support officer supervisors 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.



## Manager, Support Enforcement

###% +/- XX%

- Prepares and reviews various monthly and annual reports detailing enforcement activities and recommendations; prepares monthly reports to the Director on the production levels of enforcement units; conducts comparison study of statistical reports from enforcement to the Director; prepares recommendation reports to the Director regarding enforcement problems; reviews employee committee report of recommendations; requests and reviews overtime reports.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration or related field with nine (9) years of child support enforcement experience including five (5) years in a supervisory capacity; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (MS Outlook), spreadsheet software (MS Excel), and 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,

Proposed Date: 1993  
Last Modified: 12.12.2001

## Manager, Support Enforcement

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

- Ability to comprehend a variety of informational documents including time sheets, supervisor reports, employee evaluations, staffing reports, agency reports, proposals, plan documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Department of Human Services Title IV-D Support Guidelines, the Ohio Revised Code, and Federal Code 45 (CFR).
- Ability to prepare monthly reports, statistical reports, overtime requests, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise the work of other employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate with the Director, County officials, managers, supervisors, other County employees, federal and state auditors, clients, vendors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0010

Sponsored by: <b>Councilmembers Miller and Sweeney</b>	<b>An Ordinance</b> providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, Section 706.01 of the Cuyahoga County Code establishes the General Fund Reserve which sets forth such reserve to be twenty-five percent (25%) of the current fiscal year's General Fund ongoing budgeted operating expenses; and

WHEREAS, Section 707.01 of the Cuyahoga County Code establishes the Health and Human Services Levy Fund Reserve which sets forth such reserve to be ten percent (10%) of the current fiscal year's Health and Human Services Levy Fund ongoing budgeted operating expenditures; and

WHEREAS, the County Council endeavors to set policies and frameworks for the exercise of prudent fiscal management of the County budget and reserves; and

WHEREAS, the County Council has reviewed Sections 706.01 and 707.01 of the Cuyahoga County Code and has determined that various amendments are required; and

WHEREAS, it is necessary that these Ordinances 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.** Sections 706.01 and 707.01 of the Cuyahoga County Code are hereby amended as follows (deletions are stricken, additions are bold and underlined):

~~Section 706.01 General Fund Reserve Established~~

~~The County Council hereby establishes twenty-five percent (25%) of the current fiscal year's General Fund ongoing budgeted operating expenditures as a General Fund, fund balance reserve.~~

### Section 706.01 General Fund Reserve Policy

Cuyahoga County shall maintain a General Fund Reserve Balance of at least twenty-five percent (25%) of the prior year's actual General Fund expenditures. Capital expenditures paid for from the General Fund shall be included as expenditures only to the extent of \$10 million. Expenditures, normally paid for from the General fund, that are instead paid for from a special one-time revenue source, to the extent that they exceed \$10 million, shall be included as General Fund expenditures. The Fiscal Officer shall calculate the General Fund Reserve requirement and publish it annually as part of the Results of Operations Report. Designation of a possible future expenditure as a "reserve on balance" shall not be considered an obligation which must be subtracted from the cash balance to determine available reserves.

### Section 707.01 Health and Human Services Levy Fund Reserve

~~The County Council hereby establishes ten percent (10%) of the current fiscal year's Health and Human Services Levy Fund ongoing budgeted operating expenditures as a Health and Human Services Levy Fund, fund balance reserve except that the Health and Human Services Levy Fund, fund balance reserve shall be fifteen percent (15%) through December 31, 2013.~~

### Section 707.01 Health and Human Services Levy Reserve Policy

Cuyahoga County shall maintain a Health and Human Services Levy Fund Reserve of at least ten percent (10%) of the prior year's actual Health and Human Services Levy Fund expenditures. Any expenditures, normally paid for by the Health and Human Services Levy Fund, that are instead paid for by a special one-time revenue source, to the extent that they exceed \$10 million, shall be included as Health and Human Services Levy Fund expenditures. The Fiscal Officer shall calculate the Health and Human Services Reserve requirement and publish it annually as part of the Results of Operations Report. Designation of a possible future expenditure as a "reserve on balance" shall not be considered an obligation which must be subtracted from the cash balance to determine available reserves.

**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 enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_ 20

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0009

<b>Sponsored by: Councilmember Brown, on behalf of the Personnel Review Commission</b>	<b>An Ordinance</b> amending Section 303.03 of the Cuyahoga County Code to update the rules for the maintenance of the eligibility lists for potential employees; and declaring the necessity that this Ordinance become immediately effective.
--	---

**WHEREAS**, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be 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**, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age, or ancestry; and,

**WHEREAS**, the County's current Civil Service System, including the process of examination and appointment is codified in Chapter 303 of the Cuyahoga County Code; and,

**WHEREAS**, the on-going COVID pandemic has illuminated the need for a comprehensive review of the Personnel Review Commission's Administrative Rules to determine if increased flexibility for the updating of the eligibility lists for applicants appropriately addresses an applicant's inability to attend a test due to circumstances arising from the COVID pandemic; and,

**WHEREAS**, the Personnel Review Commission has requested new language to County Code Section 303.03 to allow flexibility in updating employment eligibility; 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 303.03 (k)(3) of the Cuyahoga County Code is hereby amended as follows (additions are underlined and bold). The remaining sections of County Code Section 303.03 remain in full force and effect.

## **Section 303.03 K. Certification**

### **1. Certification Request**

Upon establishing an eligibility list, the Commission, through its staff, shall certify names to the Appointing Authority to fill the next vacancy in the classification. This certification is made to the Appointing Authority via the Department of Human Resources. For each vacancy beyond the first, the Appointing Authority, through HR, shall submit a written request for certification to the Commission's staff unless all remaining names have already been certified.

### **2. Number of Names to be Certified**

When certifying names from an eligibility list established through competitive means, the Commission, through its staff, shall certify the names and rank of the top twenty-five percent (25%) or a minimum of ten (10) names, whichever is greater, of the candidates remaining on the eligibility list for the class to which the position is classified. When certifying names from an eligibility list established through noncompetitive means, the Commission, through its staff, shall certify all of the names remaining on the eligibility list for the class to which the position is classified.

If a name has been certified to an Appointing Authority, and sufficient justification is found to remove that name from the eligibility list per Rule 9.05 before a conditional offer has been extended from that certification, the name will be removed and a replacement name will be certified to the Appointing Authority. The replacement name will be the highest-ranked name remaining on the eligibility list that was not already certified to the Appointing Authority.

When fewer than ten (10) names remain on the eligibility list at the time a certification is made, the Commission may certify fewer than ten (10) names and a new examination may be scheduled. If all names remaining on an eligibility list have been certified to an Appointing Authority and there is sufficient justification to remove any names per Rule 9.05 such that the number of remaining names is fewer than ten (10) before a conditional offer is extended, a new examination may also be scheduled.

### **3. Merging New Names into an Existing Eligibility List**

When a new examination is scheduled due to fewer than ten names remaining on an active eligibility list, **or due to any other reason deemed necessary**

**and appropriate by the Commission**, and the results of that examination are to be posted prior to the expiration of that list, the names of those persons who pass the new examination shall be merged with those who remain on the original list.

The same examination and passing score used to establish the original eligibility list shall be used for the new examination. All candidates who pass either the original or new examination shall be placed on the eligibility list in rank order according to their examination scores. In the case of noncompetitive examinations, all candidates who met the minimum requirements of the classification during either the original or new announcement period shall appear on the eligibility list in alphabetical order. The Commission will then certify names per Rule 10.02.

Names appearing on the eligibility list are considered for the duration of the original eligibility list on which they first appeared, as described in Rule 9.02. However, those names may be extended at the discretion of the Commission, as described in Rule 9.02.

#### **4. Certification Not More Than Three Times**

A person certified from the same eligibility list three (3) times to the same Appointing Authority may be omitted from future certifications. A person is “certified,” for purposes of this section, each time a conditional offer is extended from an established eligibility list containing that person’s name.

**SECTION 2.** It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, and shall take effect upon the earliest date permitted by law.

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

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

Yeas:

Nays:



\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 27, 2021

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0132

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> 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 Resolution No. R2021-0106 dated 04/27/2021; and declaring the necessity that this Resolution become immediately effective.
---	---

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. Other Judicial		<b>ME-21-CLE-SAKI</b>
ME285145 – Med Exam Oth Judicial Grants		
Personal Services	\$	105,984.74
Other Expenses	\$	21,000.00

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner’s Office, is requesting new appropriation in the amount of \$126,984.74 for the purpose of establishing and tracking a subgrant agreement with the City of Cleveland. These funds will be used to provide the City of Cleveland with DNA analysis services for sexual assault kits collected while investigating sexual assault crimes. This agreement is funded by a grant from the U.S. Department of Justice (CFDA 16.833) passed through the City of Cleveland, which covers the period of October 19, 2019, to September 30, 2021. The subgrant is paid on a reimbursable basis and requires no cash match. The Board of Control approved this subgrant agreement on March 22, 2021 (BC2021-127).

B. Road Capital Projects		<b>CRDOT0002801</b>
PW605100 – ODOT-LPA		
Other Expenses	\$	1,210,000.00

The Department of Public Works is requesting new appropriation in the amount of \$1,210,000 for the purpose of establishing a new capital project featuring the resurfacing of Green Road in the City of Warrensville Heights from Miles Road to Emery Road. The funding mix for this project includes a \$645,002 federal grant from the U.S. Department of Transportation (CFDA 20.205), passed through the Ohio Department of Transportation, \$282,499 from the \$5.00 Fund, and \$282,499 from local municipal participation.

C. Road Capital Projects		<b>CRDOT0002901</b>
PW605100 – ODOT-LPA		
Other Expenses	\$	1,645,600.00

The Department of Public Works is requesting new appropriation in the amount of \$1,645,600.00 for the purpose of establishing a new capital project featuring the resurfacing of Harvard Road in the City of Warrensville Heights from East 190th Street to Warrensville Center Road. The funding mix for this project includes a \$682,338 federal grant from the U.S. Department of Transportation (CFDA 20.205), passed through the Ohio Department of Transportation, a \$313,448 state grant from the Ohio Public Works Commission, \$324,907 from the \$5.00 Fund, and \$324,907.00 from local municipal participation.

D. Road Capital Projects		<b>CRDOT0003001</b>
PW605100 – ODOT-LPA		
Other Expenses	\$	6,842,000.00

The Department of Public Works is requesting new appropriation in the amount of \$6,842,000 for the purpose of establishing a new capital project featuring the replacement of the Old Rockside Road bridge over the Cuyahoga River in the City of Independence. The funding mix for this project includes a \$2,500,000 federal grant from the U.S. Department of Transportation (CFDA 20.205) passed through the Ohio

Department of Transportation, a \$2,052,600 state grant from the Ohio Public Works Commission, and \$2,289,400 from the \$5.00 Fund.

E. Road Capital Projects	<b>CRDOT0003101</b>
PW605100 – ODOT-LPA	
Other Expenses	\$ 5,922,968.70

The Department of Public Works is requesting new appropriation in the amount of \$5,922,968.70 for the purpose of establishing a new capital project featuring the reconstruction and resurfacing of Ridge Road in the Cities of Parma, Brooklyn, and Cleveland from Pearl Road to Flowerdale Avenue. The funding mix for this project includes a \$2,917,269 federal grant from the U.S. Department of Transportation (CFDA 20.205), passed through the Ohio Department of Transportation, a \$1,174,903.40 state grant from the Ohio Public Works Commission, \$915,398.15 from the \$5.00 Fund, and \$915,398.15 from local municipal participation.

F. General Fund	<b>JE55</b>
FS100165 – Fiscal Uncategorized Activity	
Other Expenses	\$ 300,000.00

The Fiscal Office/Office of Budget and Management, on behalf of the Department of Health and Human Services, is requesting new appropriation in the amount of \$300,000.00 to assist the May Dugan Center in the upgrading and replacement of it's HVAC system. Presently, the outdated HVAC system it causing distress on May Dugan Center programming and tenants that lease space. The funding source is General Fund.

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

<u><b>Fund Nos./Budget Accounts</b></u>	<u><b>Journal Nos.</b></u>
A. FROM: Other Agency	<b>GL9-00</b>
PJ805100 – Special Emergency Planning	
Trans Out – Transfer Out	\$ 92,025.07
TO: Other Health and Safety	
PJ280100 – Emergency Management	
Trans In – Transfer In	\$ 92,025.07

The Department of Public Safety & Justice Services, on behalf of the Local Emergency Planning Committee (LEPC), is requesting a Cash Transfer to the Office of Emergency Management (OEM). This Cash Transfer is to reimburse the OEM for grant eligible expenses incurred by OEM on behalf of the LEPC. The LEPC was reimbursed from the State Emergency Response Commission (SERC) for eligible grant activities under FY20 award. The LEPC approved the transfer to OEM of \$85,428.16 on Resolution 09142020-2. The LEPC was also reimbursed from the Ohio Emergency Management Agency (OEMA) for a federal Hazmat Material Emergency Preparedness Grant (HMGP) under FY19 for eligible grant activities. The LEPC approved the transfer of \$6,596.91 (\$5,277.53 Federal and \$1,319.38 LEPC Match) on Resolution 01112021-2. The total

Cash Transfer request is in the amount of \$92,025.07. The funding source is the Local Emergency Planning Committee fund, the County is the fiduciary agent.

**SECTION 3.** That items approved in Resolution No. R2021-0044 dated February 9, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County’s financial system:

**Resolution No. R2021-0106 dated 4/27/2021:**

**Original Item to be Rescinded – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
D. Victim Assistance	<b>PJ-20-SHSP-LE</b>
PJ280120 – State SHSP-Law Enforcement	
Other Expenses	\$ 269,244.00

The Department of Public Safety and Justice Services is requesting appropriations in the amount of \$269,244.00 for the purpose of establishing the FY 2020 State Homeland Security Law Enforcement Grant award. These funds will be used to support law enforcement efforts that build or enhance capabilities related to the prevention of and protection against terrorism. This is a new grant funded by the U.S. Department of Homeland Security (CFDA 97.067) that passed through the Ohio Department of Public Safety covering the period of September 1, 2020, to March 31, 2022. The grant is paid on a reimbursable basis and requires no cash match. The Board of Control accepted these grant funds on November 23, 2020 (CON2020-78).

**Corrected Item – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
D. Other Health and Safety	<b>PJ-20-SHSP-LE</b>
PJ280120 – State SHSP-Law Enforcement	
Other Expenses	\$ 269,244.00

The Department of Public Safety and Justice Services is requesting appropriations in the amount of \$269,244.00 for the purpose of establishing the FY 2020 State Homeland Security Law Enforcement Grant award. These funds will be used to support law enforcement efforts that build or enhance capabilities related to the prevention of and protection against terrorism. This is a new grant funded by the U.S. Department of Homeland Security (CFDA 97.067) that passed through the Ohio Department of Public Safety covering the period of September 1, 2020, to March 31, 2022. The grant is paid on a reimbursable basis and requires no cash match. The Board of Control accepted these grant funds on November 23, 2020 (CON2020-78).

**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  
May 25, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: May 17, 2021

Re: Fiscal Agenda – 5/25/2021 - Proposed

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 **May 25, 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 grant appropriation increase/decrease as requested.
- Request additional appropriation increase/decrease 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
Medical Examiner	\$126,984.74	A	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$15,619,968.70	B,C,D & E	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Fiscal Office/OBM	\$300,000.00	F	General Fund	Appropriation Increase

**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.

<b>Department</b>	<b>Amount Transferred</b>	<b>Item</b>	<b>Funding Source</b>	<b>Purpose</b>
Public Safety	\$92,025.07	A	Special Revenue Fund – No General/HHS Levy Fund Impact	Cash Transfer



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0133

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Geri Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021 – 6/22/2026; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and

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

WHEREAS, County Executive Budish has nominated Geri Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021 – 6/22/2026:

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 Geri Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021- 6/22/2026:

**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\_\_



May 14, 2021

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga Community College (Tri-C) Board of Trustees

Dear President Jones:

Pursuant to Section 3354.05(A) of the Ohio Revised Code, I am pleased to submit the following appointment to the Cuyahoga Community College ("Tri-C") Board of Trustees:

Re-appointment

- **Geri Presti**, 5-year term, 06/23/2021-6/22/2026

The Tri-C Board is comprised of nine members – six appointed by the County Executive, and three appointed by the Governor of the State of Ohio [ORC 3354.05(A)]. Board members must be residents of the community college district. Ohio Revised Code stipulates that members shall serve a five-year term and permits members to continue serving beyond the expiration of term until a successor takes office, or for a period of sixty days – whichever occurs first. This board is uncompensated.

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. There are no other candidates on file that 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



The Music Settlement

UNIVERSITY CIRCLE - BOP STOP

## GERALYN M. PRESTI, PRESIDENT & CEO



*"I am thrilled by this new opportunity to partner with Cleveland's non-profit leadership, to support and inspire each other, to fulfill our missions, and provide genuine value to our stakeholders and communities."*

When GERALYN "Geri" Presti became President and CEO of The Music Settlement in March 2017, she was not walking through the doors of our organization for the first time, but continuing her longstanding dedication to TMS and the arts. In fact, Geri has stated on many occasions that "this is truly like coming home."

Her enduring relationship with The Music Settlement began with her work as a Music Therapist. After receiving her Bachelor of Music (B Mus) from Ohio University, she used music at TMS as a way to bring life skills and improved quality of life to individuals with special needs and/or developmental disabilities.

Five years later, she embarked on her journey to earn a Master of Science in Social Administration (MSSA) from the Mandel School of Applied Social Sciences and a Juris Doctor (JD) from Case Western Reserve University School of Law (Law Review, Magna Cum Laude, and Order of the Coif). Her determination ultimately led to her distinguished career at Forest City Realty Trust, Inc. as Executive Vice President, General Counsel and Secretary.

Throughout her tenure at Forest City, Geri served on several Boards throughout the community. She served on The Music Settlement's Board of Directors for 13 years and as Board Chair from 2010-2014. She currently serves on the Boards for the Sisters of Charity Foundation, Cuyahoga Community College, and the Case Western Reserve University School of Law Alumni Association. She recently served on the Business Volunteers Unlimited for 15 years and the national board of The Society for Corporate Governance Professionals for three years, and is a founding member of the Women's Leadership Council of United Way of Greater Cleveland.

Her recent honors include the 2010 YWCA Women of Achievement Award, the 2013 ATHENA Award, and the 2015 Humanitarian of the Year from The Diversity Center of Northeast Ohio. She also was a member of the Crain's Cleveland Business 2016 Women of Note class and was recently recognized for her community service work by the Benjamin Rose Institute on Aging at their 2017 Annual Golden Achievement Awards.

Geri sees the arts as a necessity in our community, and believes engagement with the arts is critical for creative expression, education, healing, communication, and problem-solving: "We must engage in the arts if we are to attain the fulfillment of creative expression and live in a healthy and thriving community."



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0134

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Glen Shumate to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for an unexpired term ending 7/14/2022; and declaring the necessity that this Resolution become immediately effective.
--	---

**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**, County Executive has nominated Glen Shumate (replacing Phyllis Harris) to serve on the Cuyahoga County Citizens’ Advisory Council on Equity, for the unexpired term ending 7/14/2022.

**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 appointment of Glen Shumate (replacing Phyllis Harris) to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the unexpired term ending 7/14/2022.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of 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 \_\_\_\_\_  
\_\_\_\_\_, 2021



May 14, 2021

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones:

The Cuyahoga County Citizens' Advisory Council on Equity was established 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.

Pursuant to Ordinance No. 2019-0002, I submit the following nomination for appointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Glen Shumate**, unexpired term ending 7/14/2022 (replacing Phyllis Harris)

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

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

Armond Budish  
Cuyahoga County Executive





## **Glen Shumate**

### **Executive Vice President - Construction Employers Association (CEA)**

Oversees Education, Marketing, Inclusion, Workforce Programs and Public Affairs efforts for CEA.

Glen also serves as the Executive Director of Contractor Assistance Association and ACE Mentor Program of Cleveland.

Glen's focus the past several years in the Construction Industry, include: developing programs such as: ACE Mentoring /Construction Management Academy Program (providing education and internships for youth); Mentor Protégé programs (relationship, education, and business development for contractors) and legislative advocacy/government affairs.

Glen currently is involved with the following Construction Industry related programs:

- Cleveland Clinic Foundation, Kent State University, Cleveland State University, Cuyahoga Community College and Case Western Reserve University – Supplier Diversity & Inclusion Advisory Boards
- Ohio Department of Education, Ohio Construction Advisory Council - Career Technical Advisory Panel
- City of Cleveland – Fannie Lewis Resident Employment Board member
- City of Cleveland – Community Benefit Agreement/Construction Diversity & Inclusion, Executive Committee and Co-Chair, Data & Reporting Committee
- BuildOhio.org (construction career program) Founding member and Director
- Northeast Ohio Union Construction Industry Program – Apprenticeship Committee
- Greater Cleveland Quality Construction Program – Diversity Committee - Co chair
- ACE Mentoring Cleveland - Board of Directors
- Cuyahoga Community College – Construction Engineering Technology Advisory Council
- Cleveland Metropolitan School District, Max Hayes High School – Construction Advisory Board
- Travel Professionals of Color- National Board member/Treasurer
- Society for Marketing Professional Services – member/presenter
- Ohio Lobbying Association – member

Glen has distinguished himself as an innovator in communications & marketing, public affairs and business development. He is committed to developing programs to increase community engagement, program results and improved communications. Glen is experienced in engagement, small business capacity building, and facilitating solutions (with public officials, institutions and the public). These experiences provide Glen the foundation for advancement of Inclusion, Workforce and Youth programs for Greater Cleveland development projects including: Opportunity Corridor, the George V. Voinovich/Inner Belt Bridge, Cleveland Flats East Bank, and others.

Glen was a Marketing Logistics major at the University of Toledo and continued business education at Cleveland State University and Case Western Reserve University.

Glen is President, COMMASA, LLC.; and previously served as President of Call & Post Newspapers (Cleveland, Columbus and Cincinnati); Vice President of Greater Cleveland Convention & Visitors Bureau (Destination Cleveland); and Director of Community Relations, Cleveland Indians.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0135

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Monument Commission of for the term 3/1/2021 – 2/29/2024; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Article II, Section 2.03(2); and empowers the County Executive to create commissions and appoint members of such commissions, subject to confirmation by County Council; and

WHEREAS, the Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities and historic events, as well as to provide the opportunity to further enrich such citizenry through public monuments; and

WHEREAS, pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members; one representative from the Cuyahoga County Planning Commission, one representative from the Cuyahoga County Department of Public Works, a member of the Cuyahoga County Council selected by Council President and four (4) individuals who have demonstrated a significant interest in studying the arts or local history; and

WHEREAS, members of the Monument Commission of Cuyahoga County shall be appointed to serve a three-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Monument Commission of Cuyahoga County for the term 3/1/2021 – 2/29/2024:

- a) Jill Paulsen

b) Juan Quirarte

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 reappointments of following individuals to serve on the Monument Commission of Cuyahoga County for the term 3/1/2021 – 2/29/2024:

- a) Jill Paulsen
- b) Juan Quirarte

**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\_\_



May 18, 2021

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Monument Commission

Dear President Jones:

The Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities, and historic events. The Monument Commission will ensure that new monuments are erected on Cuyahoga County property and the restoration and renovation of existing monuments is performed in accordance with uniform procedures. The Monument Commission will establish appropriate guidelines for considering proposals, designs, locations and other aspects of maintenance of all monuments on County property.

Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members. The membership of the Commission shall be:

- One representative from the Cuyahoga County Planning Commission;
- One representative from the Cuyahoga County Department of Public Works;
- A member of the Cuyahoga County Council, selected by the Council President; and
- Four (4) individuals who have demonstrated a significant interest in studying the arts or local history.

Pursuant to Chapter 206.10 of the Cuyahoga County Code, I submit the following nominations for reappointment to the Monument Commission:

- **Jill Paulsen**, 3-year term, 3/1/2021 – 2/29/2024
- **Juan Quirarte**, 3-year term, 3/1/2021 – 2/29/2024

Both nominees reside in Cuyahoga County. 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 this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink that reads "Armond Budish". The signature is written in a cursive style with a large, prominent initial "A".

Armond Budish  
Cuyahoga County Executive

Jill Marie Paulsen is the executive director of Cuyahoga Arts & Culture, the local public funder of arts and culture organizations and activities in Cleveland, Ohio. Jill joined CAC in 2011 and has served in various roles, including interim director, deputy director, and director of grant programs.

Over the last nine years, Jill has overseen more than \$130 million in grantmaking to more than 400 organizations. Jill has taken a leadership role in defining and implementing the agency's commitment to racial equity. She led the expansion of the agency's resident engagement efforts, including the 2016 Voices and Vision project, which helped guide the agency's strategic plan, and a partnership with the Neighborhood Connections program to fund resident-led art in Cleveland and East Cleveland. She prides herself on working in coalitions and collaborating with other organizations to lift the voices of the underrepresented in the arts community.

Jill has more than 20 years of experience in nonprofit management and local philanthropy, having held positions at the Cleveland Foundation, the George Gund Foundation, and Minnesota AIDS Project (Minneapolis, MN), with additional consulting work at the National College Access Network (Cleveland, OH) and the Corporation for Community & National Service (Washington, DC).

Jill is an appointed board member of the newly-established Cuyahoga County Monuments Commission and chair of the Culture subcommittee for the 2020 Census and the Complete Count Committee. She is the past chair and 11-year board member of the AIDS Funding Collaborative, Cleveland's public-private funder and advocacy collective; she serves as the Gund Foundation's board designee. She is also on the board of Care Alliance Health Center, a multi-million-dollar Cleveland-based nonprofit employing more than 140 people and providing care to over 15,000 Cleveland residents annually; Jill served as board vice chair.

Jill earned a master's in nonprofit management from Case Western Reserve University. She is a Phi Beta Kappa graduate from Grinnell College with bachelor's degrees in French and sociology. Jill is a member of Leadership Cleveland (Class of 2017) and a graduate of the Wilder Foundation's James P. Shannon Leadership Institute, the Diversity Center's Lead Diversity program, and the YWCA's Momentum women's executive leadership program.



## Juan Quirarte



### PROFESSIONAL EXPERIENCE

**Art Director, Print and Web Designer** (Freelance, current), Cleveland, Ohio. Clients have included the Association for Manufacturing Excellence, The Manufacturing Performance Institute, Penton Custom Media, Save the Children, Congregation of St. Joseph, GuestWare, GreenLodgingNews.com, Qualis Automotive, WHO Collaborating Centre and the Arthritis Foundation.

**Penton Custom Media, Inc.** (1994 – 2009), Cleveland, Ohio. Design, Art Direction and project management. Clients included Altair's *Concept to Reality* magazine, Hewlett-Packard Corporation, Agilent Technologies, The Cleveland Cavaliers and *IndustryWeek Magazine*.

**Penton Publishing** (1992 – 1994), Cleveland, Ohio. Art Director, *Electronics* magazine, a global electronics management magazine that was the first Penton magazine to be produced digital-to-press. Responsible for all facets of design and illustration of each issue and collateral materials. Won the President's award for it's implementation.

**Penton Publishing** (1988 – 1991), Cleveland, Ohio. Illustrator, Mac desktop publishing and the Adobe Suite of programs (e.g., Photoshop, Illustrator and InDesign.)

**A.F. Krainz Co.** (Sept. 1986 –Oct. 1988), Cleveland, Ohio. Art Department. Layout, line illustrations and all facets of pre-press. A.F. Krainz Printing's clients include Society Bank and Cleveland Clinic Corporation.

**Creative Art Designs** (March 1985 – Sept. 1986), Beachwood, Ohio. Artist, acrylic on canvas.

**FOCUS Magazine** (1983 – 1984), Carnegie-Mellon University, Pittsburgh, PA. Faculty magazine. Illustrator.

### EDUCATION

**Cleveland Institute of Art** (September,1988 – April,1989), Cleveland, Ohio. Courses in digital paint programs.

**Carnegie-Mellon University** (1981 – 1984), Pittsburgh, Pennsylvania. Bachelor of Fine Arts in Art. Illustration program with emphasis in design. Courses range from anatomy, printmaking, and art and the computer to graphic imaging processes, advertising graphics and graphic design fundamentals.

**Kent State University** (1980 – 1981), Kent, Ohio. Studio Art program, including: drawing, visual organization, psychology and sociology.

**John Marshall High School** (1977 – 1980), Cleveland, Ohio.

### PROFESSIONAL ASSOCIATIONS

**Drawn & Quartered I–XI** (2009 – present). Drawing event. Creator and organizer.

**The Murray Hill Life Drawing Group** (1995 – present). Organizer.

**Esperanza, Inc.** (2013). 30th Anniversary Committee.

**COSE Arts Network** (2008 – 2012). Advisory Board.

**Art House, Inc.** (2005 – 2010). Advisory Board.

**Recovery Resources, Inc.** (2001 – 2009). Board member.

### HONORS / AWARDS

**Penton Media President's Award** (1993), **American Greetings Scholar** (1981,1982,1983,1984)

**George Gund Scholar** (1983 – 1984), **John Huntington Scholar** (1983 – 1984)

### GALLERY SHOWS

**Drawn & Quartered VII** juried show (May/June 2015) HEDGE Gallery. **'Go Figure'** juried show (March/May 2015) Valley Arts, Chagrin Falls. **Murray Hill Artists Nature Show** (April–June 2015) West Woods in the Geauga Parks district. **'Evolving Landscape'** juried show (Feb. 2017) Summit Artspace. **'Soul of a City'** (August 2017) The Gallery at Old Stone.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0136

<p>Sponsored by: <b>County Executive Budish/Department of Public Works</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 871 with Project Management Consultants, LLC for owner’s representative services in connection with the Justice Center Complex Project for the period 1/9/2019 – 1/8/2022 to extend the time period to 12/31/2022, to modify the scope of services to include Conceptual Design Phase for the Corrections Center and consulting services to evaluate options for remaining functions at the Justice Center Complex, effective 6/8/2021, and for additional funds in the amount not-to-exceed \$1,270,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. 871 with Project Management Consultants, LLC for owner’s representative services in connection with the Justice Center Complex Project for the period 1/9/2019 – 1/8/2022 to extend the time period to 12/31/2022, to modify the scope of services to include Conceptual Design Phase for the Corrections Center and consulting services to evaluate options for remaining functions at the Justice Center Complex, effective 6/8/2021, and for additional funds in the amount not-to-exceed \$1,270,000.00; and

WHEREAS, the primary goal of this amendment is for additional work associated with Courts planning and the Owner’s Representative services through GMP development for the new jail; and

WHEREAS, this project is funded 100% by the General Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 871 with Project Management Consultants, LLC for owner's representative services in connection with the Justice Center Complex Project for the period 1/9/2019 – 1/8/2022 to extend the time period to 12/31/2022, to modify the scope of services to include Conceptual Design Phase for the Corrections Center and consulting services to evaluate options for remaining functions at the Justice Center Complex, effective 6/8/2021, and for additional funds in the amount not-to-exceed \$1,270,000.00.

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

DPW, 2021, Project Management Consultants, LLC 2<sup>nd</sup> Amendment for Owner's Representative Services for the Justice Center Complex Project contract 871, extended time & \$1,270,000 in additional funds

**SUMMARY OF REQUESTED ACTION:**

**Scope of Work Summary:**

Department of Public Works is requesting a 2nd amendment for the Owner's Representative Services for the Justice Center Complex Project contract with Project Management Consultants, LLC to extend the time period (currently 1/9/2019 to 1/8/2022) to December 31, 2022 and for a revision to the scope of work with additional funds of \$1,270,000.

The primary goal of these services is to assist the County and justice system stakeholders to review facility requirements and opportunities, inform decision-making, and facilitate project delivery as determined by the County. This Amendment is for additional work associated with Courts planning and the Owner's Representative services through GMP development for the new jail.

The project is located in Council District 7.

**Procurement**

The procurement method for this project was RFQ 40411. The total value of this RFQ is \$2,070,000.

The RFQ was closed on August 8, 2017.

There were 38 RFQs pulled, 4 proposals submitted for review, 3 interviewed and one approved.

There is no diversity goal for this phase of the project.

**Contractor and Project Information**

The address is:

Project Management Consultants, LLC

3900 Key Center

127 Public Square

Cleveland, Ohio 44114

Council District 7

The primary contact is Jeff Appelbaum.

**Funding**

This design contract is funded by the General Fund through Risk & Property Management- PW100100-55200.

The schedule of payments is by monthly invoice.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	- Project Mgmt Consultants (PMC) Owners Rep for Justice Center 2 <sup>nd</sup> Amendment
Buyspeed RQ# (if applicable):	40411
Infor/Lawson PO# Code (if applicable):	CE190002-01 CONV
CM Contract#	871

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	AMS	

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
---------------	------------------------------	--

Contract Amendments				Department initials	OPD
Justification Form				AMS	
IG#	12-2278	31DEC2023		AMS	
Annual Non-Competitive Bid Contract Statement	Date:			N/A- RFQ 40411	
Debarment/Suspension Verified	Date:	4/21/2021		AMS	
Auditor’s Finding	Date:	4/21/2021		AMS	
Vendor’s Submission				AMS	
W-9 – <i>if required</i>	Tax ID#	Date:	1/22/2021	AMS	
Independent Contractor (I.C.) Requirement		Date:	1/21/2021	AMS	
Amendment and Exhibits				AMS	
Cover - <i>Master amendments only</i>				-	
Contract Evaluation				-	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				PWD-2477	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				AMS	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				AMS	
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>				AMS	
Checklist Verification				AMS	

Other documentation may be required depending upon your specific item

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

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
6/8/2021 – 12/31/2021	PW100100	55200		\$ 800,000
1/1/2022 – 12/31/2022	PW100100	55200		\$ 470,000
			<b>TOTAL</b>	<b>\$ 1,270,000</b>

<b>Current Contract History</b> CE/AG# (if applicable)	CE190002-01
<b>Infor/Lawson PO# Code</b> (if applicable)	CE190002-01 CONV
<b>BuySpeed or Lawson RQ#</b> (if applicable)	-
<b>CM Contract#</b>	871

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$800,000		1/8/2021	1/8/2019	R2018-0007
<b>Prior Amendment Amounts</b> (list separately)		\$0	1/8/2022	2/9/2021	BC2021-53
		\$			
		\$			
<b>Pending Amendment</b>		\$1,270,000	12/31/2022	TBD	TBD
<b>Total Amendments</b>		\$1,270,000			
<b>Total Contact Amount</b>		\$2,070,000			

### OPD Use Only:

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

2 | Page

Revised 9/17/2020

## **Office of Procurement and Diversity – Required Documents Checklist**

---

Upload as “word” document in OnBase Document Management

OPD Buyer approval:

3 | Page

Revised 9/17/2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0137

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making awards on RQ4442 to various providers in the total amount not-to-exceed \$1,800,000.00 for general engineering services for the period 5/19/2021 – 5/18/2024; authorizing the County Executive to execute Contract Nos. 1289 and 1301-1303 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended awards on RQ4442 to various providers in the total amount not-to-exceed \$1,800,000.00 for general engineering services for the period 5/19/2021 – 5/18/2024 as follows:

- a) Contract No. 1289 with Chagrin Valley Engineering Ltd., in the amount not-to-exceed \$450,00.00.
- b) Contract No. 1301 with HNTB Ohio, Inc. in the amount not-to-exceed \$450,000.00.
- c) Contract No. 1302 with Michael Baker International, Inc. in the amount not-to-exceed \$450,000.00.
- d) Contract No. 1303 with Palmer Engineering Company in the amount not-to-exceed \$450,000.00; and

WHEREAS, the primary goal of this project is to perform general engineering services for roadway and bridge projects; and

WHEREAS, the project is funded 100% by 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 makes awards on RQ4442 to various providers in the total amount not-to-exceed \$1,800,000.00 for general engineering services for the period 5/19/2021 – 5/18/2024 as follows:

- a) Contract No. 1289 with Chagrin Valley Engineering Ltd., in the amount not-to-exceed \$450,00.00.
- b) Contract No. 1301 with HNTB Ohio, Inc. in the amount not-to-exceed \$450,000.00.
- c) Contract No. 1302 with Michael Baker International, Inc. in the amount not-to-exceed \$450,000.00.
- d) Contract No. 1303 with Palmer Engineering Company in the amount not-to-exceed \$450,000.00.

**SECTION 2.** That the County Executive is authorized to execute the contracts 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:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

Public Works, 2021, Submit & Award Contract with  
CHAGRIN VALLEY ENGINEERING, LTD (Contract #1289)  
HNTB OHIO, INC. (Contract #1301)  
MICHAEL BAKER INTERNATIONAL, INC. (Contract #1302)  
PALMER ENGINEERING COMPANY (Contract #1303)  
for General Engineering Services for Roadway and Bridge  
RFQ#4442, 1,800,000.00 (4@\$450,000 EACH)

**SUMMARY OF REQUESTED ACTION:**

**Scope of Work Summary:**

Department of Public Works is requesting to submit and award the contract agreement with CHAGRIN VALLEY ENGINEERING, LTD., HNTB OHIO, INC., MICHAEL BAKER INTERNATIONAL, INC., and PALMER ENGINEERING COMPANY the General Engineering Services for Roadway and Bridge in the amount of \$450,000 each. The anticipated start date is 05/19/2021 and the completion date is 05/18/2024.

The County has determined the primary goal of the need to engage CHAGRIN VALLEY ENGINEERING, LTD., HNTB OHIO, INC., MICHAEL BAKER INTERNATIONAL, INC., and PALMER ENGINEERING COMPANY to perform various General Engineering Services for Roadway and Bridge.

**Procurement**

The procurement method for this project was RFQ 4442. The total value of the RFQ was for \$1,800,000 with up to \$450,000 set aside for each consultant.

The RFQ was closed on March 24, 2021

There were 17 proposals submitted for review, and four (4) proposals selected, one with CHAGRIN VALLEY ENGINEERING, LTD., one with HNTB OHIO, INC., one with MICHAEL BAKER INTERNATIONAL, INC., and one with PALMER ENGINEERING COMPANY.

There was 15% SBE, 10% MBE, and 5% WBE on this RFQ.

**Contractor and Project Information**

CHAGRIN VALLEY ENGINEERING, LTD.

22999 Forbes Road, Suite B  
Cleveland, Ohio 44146

The Project Manager is Beth A. Fulton (440) 399-0841.

HNTB OHIO, INC.

1100 Superior Avenue, Suite 1701  
Cleveland, Ohio 44114

The Project Manager is Matthew Wahl (216) 377-5842.

MICHAEL BAKER INTERNATIONAL, INC.

1111 Superior Avenue, Suite 2300  
Cleveland, Ohio 44114

The Project Manager is Jeff W. Broadwater (216) 409-0610.

PALMER ENGINEERING COMPANY

3745 Medina Road, Suite A  
Medina, Ohio 44256

The Project Manager is Mitchell A. McCoy (330) 952-1464.

Project Status & Planning

This project is new to the County.

Funding

The project is funded by 100% County Road & Bridge fund. PW270205-73300

The schedule of payments is by invoice.



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	4442
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	652
CM Contract#	1289

Briefing Memo	Department initials ECM	Clerk of the Board <input type="checkbox"/>
---------------	----------------------------	--

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION				
Formal RFQ				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			ECM	Okay per MH
Bid Specification Packet/RFQ			ECM	Okay per MH
Evaluation Summary (names of evaluators to be included)			ECM	Okay per MH
Diversity Documents – <i>if required (goal set)</i>			ECM	Okay per MH
Award Letter (sent to awarded vendor)			ECM	Okay per MH
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	Okay per MH
Tabulation Sheet			ECM	Okay per MH
IG#	20-0124	12/31/21	LW	Okay per MH
Debarment/Suspension Verified	Date:	4/8/21	LW	Okay per MH
Auditor’s Finding	Date:	4/8/21	LW	Okay per MH
Vendor’s Submission			ECM	Okay per MH
W-9 – <i>if required</i>	Tax ID#	34-1822272	Date:	9/15/20
Independent Contractor (I.C.) Requirement			Date:	3/31/21
Agreement/Contract and Exhibits			ECM	Okay per MH
Cover - <i>Master contracts only</i>			N/A	Okay per MH
Contract Evaluation – <i>if required</i>			ECM	Okay per MH
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i> )			ECM	Okay per MH
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			ECM	n/a Law in Approval Flow.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

		Okay per MH.
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i> <i>*OPD Buyer to check for attachment; not for compliance.</i>	ECM	n/a Law in Approval Flow. Okay per MH.
Checklist Verification	ECM	Okay per MH

Other documentation may be required depending upon your specific item

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
5/19/2021-12/31/2021	PW270205	73300		<b>\$450,000</b>
1/1/2022 – 12/31/2022	PW270205	73300		<b>\$0</b>
1/1/2023 – 12/31/2023	PW270205	73300		<b>\$0</b>
1/1/2024 – 5/18/2024	PW270205	73300		<b>\$0</b>
			<b>TOTAL</b>	<b>\$450,000</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	
<b>Infor/Lawson PO# Code:</b>	
<b>BuySpeed or Lawson RQ#</b> (if applicable)	4442

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$450,000</b>		<b>5/19/2021-5/18/2024</b>	<b>TBD</b>	<b>TBD</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$450,000</b>			

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions	n/a Awarding RFQ4442
PO#:	CM 1289
Vendor Name:	Chagrin Valley Engineering, Ltd.
ftp:	May 19, 2021 – May 18, 2024
Amount:	\$450,000.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	1 of 4 Awards for RFQ4442. ftp Effective date through three years in the amount of \$450,000.00.

OPD Buyer approval: **Okay per MH. 5/6/2021.**



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	4442
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	652
CM Contract#	1301

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	ECM	<input type="checkbox"/>

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
			<b>Department initials</b>	<b>OPD</b>
Notice of Intent to Award (sent to all responding vendors)			ECM	Okay per MH
Bid Specification Packet/RFQ			ECM	Okay per MH
Evaluation Summary (names of evaluators to be included)			ECM	Okay per MH
Diversity Documents – <i>if required (goal set)</i>			ECM	Okay per MH
Award Letter (sent to awarded vendor)			ECM	Okay per MH
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	Okay per MH
Tabulation Sheet			ECM	Okay per MH
IG#	12-1487	12/31/24	LW	Okay per MH
Debarment/Suspension Verified	Date:	4/8/21	LW	Okay per MH
Auditor’s Finding	Date:	4/8/21	LW	Okay per MH
Vendor’s Submission			ECM	Okay per MH
W-9 – <i>if required</i>	Tax ID#	43-1628397	Date:	1/12/21
			ECM	n/a Okay per MH
Independent Contractor (I.C.) Requirement			Date:	3/31/21
			ECM	Okay per MH
Agreement/Contract and Exhibits			ECM	Okay per MH
Cover - <i>Master contracts only</i>			N/A	Okay per MH
Contract Evaluation – <i>if required</i>			ECM	Okay per MH
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i> )			ECM	n/a Law in Approval. Okay per MH
COI - <i>*To be reviewed by the Department of Law.</i>			ECM	n/a Law in

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>*OPD Buyer to check for attachment; not for compliance.</i>		Approval. Okay per MH
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i> <i>*OPD Buyer to check for attachment; not for compliance.</i>	ECM	n/a Law in Approval. Okay per MH
Checklist Verification	ECM	Okay per MH

Other documentation may be required depending upon your specific item

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
5/19/2021-12/31/2021	PW270205	73300		<b>\$450,000</b>
1/1/2022 – 12/31/2022	PW270205	73300		<b>\$0</b>
1/1/2023 – 12/31/2023	PW270205	73300		<b>\$0</b>
1/1/2024 – 5/18/2024	PW270205	73300		<b>\$0</b>
			<b>TOTAL</b>	<b>\$450,000</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	
<b>Infor/Lawson PO# Code:</b>	
<b>BuySpeed or Lawson RQ#</b> (if applicable)	4442

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$450,000</b>		<b>5/19/2021-5/18/2024</b>	<b>TBD</b>	<b>TBD</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contract Amount</b>		<b>\$450,000</b>			

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

### OPD Use Only:

Prior Resolutions	n/a Awarding RFQ4442
PO#:	CM 1301
Vendor Name:	HNTB Ohio, Inc.
ftp:	May 19, 2021 – May 18, 2024
Amount:	\$450,000.00
History/CE:	Okay per MH
EL:	Okay per MH.
Procurement Notes:	1 of 4 Awards for RFQ4442. ftp Effective date through three years in the amount of \$450,000.00.

OPD Buyer approval: **Okay per MH. 5/6/2021.**

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	4442
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	652
CM Contract#	1302

Briefing Memo	Department initials ECM	Clerk of the Board <input type="checkbox"/>
---------------	----------------------------	--

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION				
Formal RFQ				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			ECM	Okay per MH
Bid Specification Packet/RFQ			ECM	Okay per MH
Evaluation Summary (names of evaluators to be included)			ECM	Okay per MH
Diversity Documents – <i>if required (goal set)</i>			ECM	Okay per MH
Award Letter (sent to awarded vendor)			ECM	Okay per MH
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	Okay per MH
Tabulation Sheet			ECM	Okay per MH
IG#	12-1898	12/31/24	LW	Okay per MH
Debarment/Suspension Verified	Date:	4/8/21	LW	Okay per MH
Auditor’s Finding	Date:	4/8/21	LW	Okay per MH
Vendor’s Submission			ECM	Okay per MH
W-9 – <i>if required</i>	Tax ID#	25-1228638	Date:	1/18/21
Independent Contractor (I.C.) Requirement			Date:	4/1/21
Agreement/Contract and Exhibits			ECM	Okay per MH
Cover - <i>Master contracts only</i>			N/A	Okay per MH
Contract Evaluation – <i>if required</i>			ECM	Okay per MH
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i> )			ECM	n/a Law in Approval Flow. Okay per MH
COI - <i>*To be reviewed by the Department of Law.</i>			ECM	n/a Law in

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>*OPD Buyer to check for attachment; not for compliance.</i>		Approval Flow. Okay per MH
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i> <i>*OPD Buyer to check for attachment; not for compliance.</i>	ECM	n/a Law in Approval Flow. Okay per MH
Checklist Verification	ECM	Okay per MH

Other documentation may be required depending upon your specific item

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
5/19/2021-12/31/2021	PW270205	73300		<b>\$450,000</b>
1/1/2022 – 12/31/2022	PW270205	73300		<b>\$0</b>
1/1/2023 – 12/31/2023	PW270205	73300		<b>\$0</b>
1/1/2024 – 5/18/2024	PW270205	73300		<b>\$0</b>
			<b>TOTAL</b>	<b>\$450,000</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	
<b>Infor/Lawson PO# Code:</b>	
<b>BuySpeed or Lawson RQ#</b> (if applicable)	4442

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$450,000</b>		<b>5/19/2021-5/18/2024</b>	<b>TBD</b>	<b>TBD</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contract Amount</b>		<b>\$450,000</b>			

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions	n/a Awarding RFQ4442
PO#:	CM 1302
Vendor Name:	Michael Baker International, Inc.
ftp:	May 19, 2021 – May 18, 2024
Amount:	\$450,000.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	1 of 4 Awards for RFQ4442. ftp Effective date through three years in the amount of \$450,000.00.

OPD Buyer approval: **Okay per MH. 5/6/2021.**

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	4442
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	652
CM Contract#	1303

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	ECM	<input type="checkbox"/>

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
			<b>Department initials</b>	<b>OPD</b>
Notice of Intent to Award (sent to all responding vendors)			ECM	Okay per MH
Bid Specification Packet			ECM	Okay per MH
Evaluation Summary (names of evaluators to be included)			ECM	Okay per MH
Diversity Documents – <i>if required (goal set)</i>			ECM	Okay per MH
Award Letter (sent to awarded vendor)			ECM	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	n/a Okay per MH
Tabulation Sheet			ECM	Okay per MH
IG#	20-0239	12/31/21	LW	Okay per MH
Debarment/Suspension Verified	Date:	4/8/21	LW	Okay per MH
Auditor’s Finding	Date:	4/8/21	LW	Okay per MH
Vendor’s Submission			ECM	Okay per MH
W-9 – <i>if required</i>	Tax ID#	61-0679012	Date:	1/8/21
Independent Contractor (I.C.) Requirement			Date:	4/1/21
Agreement/Contract and Exhibits				Okay per MH
Cover - <i>Master contracts only</i>			N/A	Okay per MH
Contract Evaluation – <i>if required</i>			ECM	Okay per MH
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i> )			ECM	n/a Law in Approval Flow. Okay per MH
COI - <i>*To be reviewed by the Department of Law.</i>			ECM	n/a Law in

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>*OPD Buyer to check for attachment; not for compliance.</i>		Approval Flow. Okay per MH
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i> <i>*OPD Buyer to check for attachment; not for compliance.</i>	ECM	n/a Law in Approval Flow. Okay per MH
Checklist Verification	ECM	Okay per MH

Other documentation may be required depending upon your specific item

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
5/19/2021-12/31/2021	PW270205	73300		<b>\$450,000</b>
1/1/2022 – 12/31/2022	PW270205	73300		<b>\$0</b>
1/1/2023 – 12/31/2023	PW270205	73300		<b>\$0</b>
1/1/2024 – 5/18/2024	PW270205	73300		<b>\$0</b>
			<b>TOTAL</b>	<b>\$450,000</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	
<b>Infor/Lawson PO# Code:</b>	
<b>BuySpeed or Lawson RQ#</b> (if applicable)	4442

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$450,000</b>		<b>5/19/2021-5/18/2024</b>	<b>TBD</b>	<b>TBD</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$450,000</b>			



## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions	n/a Award RFQ 4442
PO#:	CM 1303
Vendor Name:	Palmer Engineering Company
ftp:	May 19, 2021 – May 18, 2024
Amount:	\$450,000.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	4 of 4 Awards for RFQ4442. ftp Effective date through three years in the amount of \$450,000.00.

OPD Buyer approval: **Okay per MH. 5/6/2021.**



## Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: RQ4442/Event #652	TYPE: (RFB/RFP/RFQ): RFQ	ESTIMATE: \$1,350,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: March 24, 2021	NUMBER OF RESPONSES (issued/submitted): 91/17
REQUESTING DEPARTMENT: Department of Public Works	COMMODITY DESCRIPTION: 2021 General Engineering Services	
DIVERSITY GOAL/SBE Set Aside: Prime Non SBE Set Aside: SBE: 15%	DIVERSITY GOAL/MBE: 10% MBE: 10%	DIVERSITY GOAL/WBE: 5% 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	Buyer Administrative Review: OPD Buyer Initials	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1 Arcadis U.S. Inc 1111 Superior E #1300 Cleveland OH 44114	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):  (FW) Lawhon & Associates, Inc. SBE/WBE 3% (MAPA) Pro Geotech, Inc. SBE/MBE 10% (MW) The Osborn Engineering Company SBE 15% (FW) KMJM Land Services, LLC SBE/WBE 2%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address			Buyer Administrative Review: OPD Buyer Initials		CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
			<input type="checkbox"/> No  IG Number: 12-0526  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer						
						SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
						Total %	SBE: <u>15%</u> MBE: <u>10%</u> WBE: <u>5%</u>		
						SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 3/29/2021 LL 3/31/21		

Transaction ID:

Bidder's / Vendors Name and Address			Buyer Administrative Review: OPD Buyer Initials		CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Initials: _____ MMH					

Bidder's / Vendors Name and Address			Buyer Administrative Review: OPD Buyer Initials		CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2 Bramhall Engineering & Surveying Co 801 Moore Road Avon OH 44011			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 15-0190  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (FW) KMJM Land Services, LLC SBE/WBE 7% (FW) Lawhon & Associates, Inc. SBE/WBE 10% (MAPA) Pro Geotech, Inc. SBE/MBE 12% (FAPA) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE 3%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	
						Total %	SBE: <u>10 %</u> MBE: <u>15%</u> WBE: <u>7 %</u>	

Transaction ID:

Bidder's / Vendors Name and Address			Buyer Administrative Review: OPD Buyer Initials		CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)						
			PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			<table border="1"> <tr> <td data-bbox="909 277 1136 516">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1136 277 1663 516"> <input checked="" type="checkbox"/> Yes LL 3/31/21  <input type="checkbox"/> No             </td> </tr> <tr> <td data-bbox="909 516 1136 721">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1136 516 1663 721">No waiver requested. EN 3/29/2021 LL 3/31/21</td> </tr> <tr> <td colspan="2" data-bbox="909 721 1663 721" style="background-color: #cccccc;"></td> </tr> </table>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 3/29/2021 LL 3/31/21				
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No													
SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 3/29/2021 LL 3/31/21													

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
3	Chagrin Valley Engineering LTD 22999 Forbes Rd Ste #B Cleveland OH 44146			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0124  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):	(MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 20% (MW) Euthenics, Inc. SBE 15% (MAPA) CTL Engineering, Inc. MBE 10% (FW) Lawhon & Associates, Inc. SBE/WBE 2% (FW) KMJM Land Services, LLC SBE/WBE 3%	1 of 4  EFZ	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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									

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
			PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			Total %	SBE: <u>35%</u> MBE: <u>10%</u> WBE: <u>5%</u>		
						SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 3/29/2021 LL 3/31/21		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
4	Crawford Murphy & Tilly (CMT) 6060 Rockside Woods Blvd N. #321 Independence OH 44131			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 17-0120  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	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):	(FW) CAD Concepts, Inc. dba CCI SBE/WBE 5% (MAPA) Barr Engineering, Inc. SBE/MBE 10% (MW) The Osborn Engineering Company SBE 15%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE/MBE/WBE Prime: (Y/N)							<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No			
Total %							SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %			

Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
			CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:	Ohio Valley Archeology is not certified. O. R. Colan Associates is not certified. No waiver requested. EN 3/29/2021 LL 3/31/21		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
5	DLZ 614 W. Superior Ave Ste 1000 Cleveland OH 44113			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  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):	MAPA DLZ Ohio, Inc. MBE 20% (FW) Lawhon & Associates, Inc. SBE/WBE 4% (MAPA) Pro Geotech, Inc. SBE/MBE 2% (MW) Euthenics, Inc. SBE 13% (FW) CHARLES P. BRAMAN & CO., INC. SBE/WBE 1%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
							SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
							Total %	SBE: <u>13</u> % MBE: <u>22</u> % WBE: <u>5</u> %		
							SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
			CCBEIP: <input 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: _____ MMH			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 3/29/2021 LL 3/31/21		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
6 Euthenics Inc 8235 Mohawk Dr Cleveland OH 44136			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 12-1248  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MW) Euthenics, Inc. SBE 20% (MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 15% (FW) Lawhon & Associates, Inc. SBE/WBE 5% (MAPA) Barr Engineering, Inc. SBE/MBE 10% (FW) KMJM Land Services, LLC SBE/WBE 5%  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>35 %</u> MBE: <u>10 %</u> WBE: <u>10%</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: No waiver requested. EN 3/29/2021 LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

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

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
7 HNTB Ohio Inc 1100 Superior Ave Ste 1701 Cleveland OH 44114			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 12-1487  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N)  Total %  SBE/MBE/WBE Comply: (Y/N)  SBE/MBE/WBE Comments and Initials:	(FW) ASC Group, Inc. SBE/WBE 3% (MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 15% (FW) KMJM Land Services, LLC SBE/WBE 2% (MAPA) Barr Engineering, Inc. SBE/MBE 2% (MAPA) Pro Geotech, Inc. SBE/MBE 8%  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  SBE: <u>15%</u> MBE: <u>10%</u> WBE: <u>5%</u>  <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  No waiver requested. EN 3/29/2021 LL 3/31/21	2 of 4  EFZ	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

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

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
8 HULL/National EC Services 4 Hemisphere Way Bedford OH 44146			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MAPA) Barr Engineering, Inc. SBE/MBE 10% (MW) Euthenics, Inc. SBE 15% (FW) KMJM Land Services, LLC SBE/WBE 3% (FW) Lawhon & Associates, Inc. SBE/WBE 5%			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
			IG Number: 20-0295			Total % SBE: <u>15%</u> MBE: <u>10%</u> WBE: <u>8%</u>			
			NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No			
			PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			SBE/MBE/WBE Comments and Initials: No waiver requested. EN 3/29/2021 LL 3/31/21			
			CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						
			CCBEIP:						

Transaction ID:



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

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
9 LJB Inc 22710 Fairview Center Dr Fairview Park OH 44126			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Number: n/a  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MW) Euthenics, Inc. SBE 15% (MAPA) Barr Engineering, Inc. SBE/MBE 10% (FW) Lawhon & Associates, Inc. SBE/WBE 5%	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No			
				Total %		SBE: <u>15%</u> MBE: <u>10%</u> WBE: <u>5%</u>			
				SBE/MBE/WBE Comply: (Y/N)		<input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No			
				SBE/MBE/WBE Comments and Initials:		No waiver requested. EN 3/29/2021 LL 3/31/21			

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input 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: <hr style="width: 50px; margin-left: 0;"/> MMH					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)	
1 Michael Baker International 1111 Superior Ave Ste 2300 Cleveland OH 44114			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MAPA) 2LMN, Inc. MBE 10% (MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 15% (FW) KMJM Land Services, LLC SBE/WBE 2% (FW) Lawhon & Associates, Inc. SBE/WBE 3%	3 of 4  EFZ	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
			IG Number: 12-1898			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			
			NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			Total % SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %			
			PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No			
CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		SBE/MBE/WBE Comments and Initials: No waiver requested. EN 3/29/2021 LL 3/31/21							
CCBEIP:									

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input 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: <hr style="width: 50px; margin-left: 0;"/> MMH					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
1 Moody Engineering 300 Spruce St #200 Columbus OH 43215			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Number: n/a  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):          SBE/MBE/WBE Prime: (Y/N)          Total %          SBE/MBE/WBE Comply: (Y/N)          SBE/MBE/WBE Comments and Initials:	(MAA) Moody Engineering, LLC SBE/MBE 20% (FW) Lawhon & Associates, Inc. SBE/WBE 5% (MAPA) CTL Engineering, Inc. MBE 2% (MAPA) 2LMN, Inc. MBE 4% (FAPA) Resource International, Inc. SBE/WBE 2% (MAPA) DLZ Ohio, Inc. MBE 10%  <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  SBE: <u>20 %</u> MBE: <u>16 %</u> WBE: <u>7 %</u>  <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  No waiver requested. EN 3/30/2021 LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

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

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
1	Mott MacDonal d LLC 18013 Cleveland Parkway Drive #200 Cleveland OH 44135			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0316  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):          SBE/MBE/WBE Prime: (Y/N)          Total %          SBE/MBE/WBE Comply: (Y/N)          SBE/MBE/WBE Comments and Initials:	(MAPA) G & T Associates, Inc. 15% SBE/MBE (FW) Lawhon & Associates, Inc. SBE/WBE 5% (MAPA) Barr Engineering, Inc. SBE/MBE 5% (MW) Euthenics, Inc. SBE 3% (FW) KMJM Land Services, LLC SBE/WBE 2%  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  SBE: <u>5</u> % MBE: <u>20</u> % WBE: <u>5</u> %  <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  No waiver requested. EN 3/30/2021 LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



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

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
1 ms consultants , inc 4608 St. Clair Ave Cleveland OH 44103-1206			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 12-1955  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MW) Euthenics, Inc. SBE 15% (MAPA) Barr Engineering, Inc. SBE/MBE 10% (FW) ASC Group, Inc. SBE/WBE 5% (FW) CHARLES P. BRAMAN & CO., INC. SBE/WBE 1% (MW) Smith & Nejedlik, Inc. SBE 1%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>16 %</u> MBE: <u>10 %</u> WBE: <u>6 %</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: No waiver requested. EN 3/30/2021 LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

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

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
1 Palmer Engineering 3745 Medina Rd Ste A Medina OH 44256			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Number: 20-0239  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):          SBE/MBE/WBE Prime: (Y/N)	(MAPA) Barr Engineering, Inc. SBE/MBE 10% (MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 10% (FW) Lawhon & Associates, Inc. SBE/WBE 4.5% (FW) KMJM Land Services, LLC SBE/WBE 3% (FW) CHARLES P. BRAMAN & CO., INC. SBE/WBE 2% (MW) Smith & Nejedlik, Inc. SBE .5%  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %  <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No	4 of 4  EFZ	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
			<input 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: _____ MMH			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 3/30/2021 LL 3/31/21		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
1	Patrick Engineering Inc 3214 St Clair Ave Cleveland OH 44114			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 13-0244  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N)  Total %  SBE/MBE/WBE Comply: (Y/N)  SBE/MBE/WBE Comments and Initials:	(FW) Lawhon & Associates, Inc. SBE/WBE 5% (MAPA) Barr Engineering, Inc. SBE/MBE 10% (FW) KMJM Land Services, LLC SBE/WBE 2% (FW) CHARLES P. BRAMAN & CO., INC. SBE/WBE 2% (MW) Euthenics, Inc. SBE 10%  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  SBE: <u>10%</u> MBE: <u>10 %</u> WBE: <u>9 %</u>  <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  No waiver requested. EN 3/30/2021 As an RFQ - % are estimates LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

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

Transaction ID:

Bidder's / Vendor's Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
1 Suhail & Suhail Inc 18405 May Court Chagrin Falls OH 44023			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 19-0061  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N)  Total %  SBE/MBE/WBE Comply: (Y/N)  SBE/MBE/WBE Comments and Initials:	(MAPA) SUHAIL & SUHAIL, INC. SBE/MBE 20% (MW) Euthenics, Inc. SBE 10% (FW) Lawhon & Associates, Inc. SBE/WBE 3% (MAPA) Barr Engineering, Inc. SBE/MBE 10% (FW) KMJM Land Services, LLC SBE/WBE 2%  <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  SBE: <u>20 %</u> MBE: <u>20 %</u> WBE: <u>5 %</u>  <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  No waiver requested. EN 3/30/2021 LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



Bidder's / Vendor's Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input 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: <hr style="width: 50px; margin-left: 0;"/> MMH					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
1 TRC Engineering 1382 West Ninth Street Ste 400 Cleveland OH 44113			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 21-0010  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  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MAPA) CTL Engineering, Inc. MBE 10% (MW) Euthenics, Inc. SBE 15% (FW) KMJM Land Services, LLC SBE/WBE 2% (FW) Lawhon & Associates, Inc. SBE/WBE 3%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>15%</u> MBE: <u>10%</u> WBE: <u>5%</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 3/31/21 <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: No waiver requested. EN 3/30/2021 LL 3/31/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

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

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0138

<b>Sponsored by: County Executive Budish/Department of Development</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 1333 with CHN Housing Partners for 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 for additional funds in the amount not-to-exceed \$10,000,000.00; 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.
--	--

WHEREAS, the County Executive/Department of Development has recommended an amendment to Contract No. 1333 with CHN Housing Partners for 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 for additional funds in the amount not-to-exceed \$10,000,000.00; and

WHEREAS, the primary goals of this amendment are to prevent evictions due to the economic impact of COVID-19 and preserve the strength of the County’s rental housing market; and

WHEREAS, this project is funded 100% by U.S. Treasury Emergency Rental Assistance Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 1333 with CHN Housing Partners for 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 for additional funds in the amount not-to-exceed \$10,000,000.00.

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



## Department of Development Emergency Rental Awards on RQ5367

### Scope of Work Summary

Department of Development recommending to amend agreement #1333 with CHN Housing Partners to award additional funding in the amount of \$10,000,000 for Emergency Rental Assistance from April 1, 2021 – December 31, 2021:

Previous approval: R2021-0091

The primary goals of the project are to prevent evictions due to the economic impact of COVID-19, and preserve the strength of the County's rental housing market.

### Procurement

The procurement method for this project was a Request for Qualifications issued by the Department of Development on February 22, 2021, authorized by the Board of Control as an Alternative Procurement Process by Resolution BC2021-84. Eleven statements of qualifications were received and reviewed by the Department of Development. CHN Housing Partners was highest rated overall and the Legal Aid Society of Cleveland was highest rated to provide legal representation to tenants in evictions.

### Contractor and Project Information

The address(es) of all vendors and/or contractors is  
CHN Housing Partners  
2999 Payne Avenue  
Cleveland, Ohio 44114  
Council District 7

The executive director of CHN Housing Partners is Kevin Nowak.

Services will be provided countywide outside the City of Cleveland.

### Project Status and Planning

This is a continuation of COVID-19 emergency rental assistance started in mid 2020, with new funding through the U.S. Treasury authorized by Congress in December 2020.

### Funding

Funding is \$10,000,000 from the U.S. Treasury Emergency Rental Assistance program.

Payments are monthly or more often depending on the volume of applications received.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	5367
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1333

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	Development	

### Amendment CHN Housing – Emergency Rental Assistance - \$10,000,000

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

Contract Amendments					Department initials	OPD
Justification Form						
IG#	12-0883		12/1/2023		Spj	
Annual Non-Competitive Bid Contract Statement	Date:	4/2/2021			Spj	
Debarment/Suspension Verified	Date:	4/6/2021			Spj	
Auditor’s Finding	Date:	4/2/2021			Spj	
Vendor’s Submission						
W-9 – if required	Tax ID#	34-1346763	12/30/2020		Spj	
Independent Contractor (I.C.) Requirement	Date:	4/8/2021			Spj	
Amendment and Exhibits						
<i>Cover - Master amendments only</i>						
Contract Evaluation					Spj	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					Spj	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					Spj	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					Spj	
Original Executed Contract (containing insurance terms) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>					Spj	
Checklist Verification					Spj	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Other documentation may be required depending upon your specific item

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2021-12/31/2021	DV350105	55130	DV-21-TREA-ERA	<b>\$10,000,000</b>
<b>4/1/2021-12/31/2021</b>	DV350105	55130	DV-21-TREA-ERA	\$10,000,000
			<b>TOTAL</b>	<b>20,000,000.00</b>

<b>Current Contract History</b> CE/AG# (if applicable)	1333
<b>Infor/Lawson PO# Code</b> (if applicable)	
<b>BuySpeed or Lawson RQ#</b> (if applicable)	5367
<b>CM Contract#</b>	1333

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$10,000,000		4/1/2021-12/31/2021	R2021-0075 R2021-0091	3/23/2021 4/13/2021
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>	<b>10,000,000</b>	\$			
<b>Total Amendments</b>	<b>10,000,000</b>	\$			
<b>Total Contact Amount</b>	<b>20,000,000.00</b>	\$			

### OPD Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	

2 | Page

Revised 9/17/2020



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

History/CE:	
EL:	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	CHN Housing Partners				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1333				
<b>RQ#</b>	5367				
<b>Time Period of Original Contract</b>	4/1/2021-12/31/2021				
<b>Background Statement</b>	Administration of Emergency Rental Assistance program				
<b>Service Description</b>	Provide emergency rental assistance to those affected by Covid-19				
<b>Performance Indicators</b>	Agency must provide funding for emergency rental assistance to those affected by Covid				
<b>Actual Performance versus performance indicators (include statistics):</b>	Agency has provided the rental assistance				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	Agency met the timeline requested				
<b>Department Contact</b>	Sara Parks Jackson				
<b>User Department</b>	Department of Development				
<b>Date</b>	5/12/2021				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0139

<b>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 756 with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2020 to extend the time period to 6/30/2022, for additional funds in the amount not-to-exceed \$947,099.82 and to modify the terms; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Contract No. 756 with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2020 to extend the time period to 6/30/2022, for additional funds in the amount not-to-exceed \$947,099.82 and to modify the terms as follows:

- a) to increase the minimum number of beds to be utilized by the Court per day, effective 10/1/2020.
- b) to increase the un-used unit rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
- c) to increase the Medicaid per diem rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
- d) to add a non-Medicaid per diem rate of \$562.61, effective 7/1/2020 and \$590.94, effective 7/1/2021.
- e) to add contract language regarding exceptions for the non-acceptance of Court-referred youths, effective 7/1/2020; and

WHEREAS, the primary goal of this amendment is to continue to provide secure residential treatment services for felony level adjudicated male youth who would otherwise be sent to the Ohio Department of Youth Services; and

WHEREAS, the project is funded 100% by the Targeted RECLAIM Ohio Grant fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 756 with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2020 to extend the time period to 6/30/2022, for additional funds in the amount not-to-exceed \$947,099.82 and to modify the terms as follows:

- a) to increase the minimum number of beds to be utilized by the Court per day, effective 10/1/2020.
- b) to increase the un-used unit rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
- c) to increase the Medicaid per diem rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
- d) to add a non-Medicaid per diem rate of \$562.61, effective 7/1/2020 and \$590.94, effective 7/1/2021.
- e) to add contract language regarding exceptions for the non-acceptance of Court-referred youths, effective 7/1/2020; and

**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.



Juvenile Court FY2021 Contract Amendment with Applewood Centers, Inc. for Secure Residential Treatment Services

Scope of Work Summary

Juvenile Court requesting approval of an amendment.

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

BC2018-05

R2018-0112

BC2019-689

Describe the exact services being provided. The vendor provides a secure residential treatment facility for felony level male and female youth as an alternative to incarceration at the Ohio Department of Youth Services. The anticipated start-completion dates are January 1, 2018 through June 30, 2022.

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

Provide a secure treatment setting for youth. To provide evidenced based treatment to youth in a residential setting.

Procurement

The current method is an amendment.

Contractor and Project Information

Applewood Centers, Inc.

22001 Fairmount Blvd.

Shaker Heights, Ohio 44118

The President of Applewood Centers, Inc. is Adam G. Jacobs.

Project Status and Planning The project is an extension of the existing project.

The project's term has already begun. The contract is late due to a multitude of reasons and issues. The contract was initially sent to the vendor back on May 12, 2020. Due to the grant funding associated with this project, there were no approved appropriations until September 2020. That was also when the system changed from utilizing the PO module to the CM module for contracts. The Court was required to convert this item over to the CM module which came with lengthy delays and issues. The item experienced multiple errors that needed to be fixed before it could go through for approval. The item was then converted in January 2021. At that time, internal discussions between Court staff and then following with the vendor delayed matters further.

Funding

The project is funded 100% by the Court's Targeted RECLAIM plan. The schedule of payments is monthly.

The project is an amendment to a contract. This amendment changes the not-to-exceed value, the time-period, and modifies the scope of work and is the 4th amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

2018 -2019 \$952,000.00

2019 -2020 \$400,000.00

2020-2021 \$ 947,099.82

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	40992
Infor/Lawson PO# Code (if applicable):	CNV1
CM Contract#	756

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	

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

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

Contract Amendments					
				Department initials	OPD
Justification Form				SB	Okay per MH
IG#	12-0518-REG			SB	Okay per MH
Annual Non-Competitive Bid Contract Statement	Date:	4.19.2021		SB	Okay per MH
Debarment/Suspension Verified	Date:	3.30.2021		SB	Okay per MH
Auditor’s Finding	Date:	3.30.2021		SB	Okay per MH
Vendor’s Submission				SB	Okay per MH
W-9 – if required	Tax ID#	Date:	2.19.2021	SB	Okay per MH
Independent Contractor (I.C.) Requirement		Date:	2.10.2021	SB	Okay per MH
Amendment and Exhibits				SB	Okay per MH
Cover - <i>Master amendments only</i>				SB	n/a Okay per MH
Contract Evaluation				SB	Okay per MH
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				SB	Okay per MH
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				SB	n/a Law in approval flow. Okay per MH
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				SB	n/a Law in approval flow. Okay per MH
Original Executed Contract (containing insurance terms) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>				SB	
Checklist Verification				SB	Okay per MH

Other documentation may be required depending upon your specific item

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

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2020 – 12/31/2020	JC330100	55210	JC-20-ODYS-TRMH	\$0.00
1/1/2021 – 12/31/2021	JC330100	55210	JC-20-ODYS-TRMH	\$459,553.99
1/1/2022 – 6/30/2022	JC330100	55210	JC-20-ODYS-TRMH	\$487,545.83
			<b>TOTAL</b>	<b>\$947,099.82</b>

<b>Current Contract History</b> CE/AG# (if applicable)	756
<b>Infor/Lawson PO# Code</b> (if applicable)	CONV
<b>BuySpeed or Lawson RQ#</b> (if applicable)	40992
<b>CM Contract#</b>	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$474,710.00		1/1/2018-6/30/2018	1/16/2018	BC2018-05
<b>Prior Amendment Amounts</b> (list separately)		\$952,000.00	7/1/2018 -6/30/2019	8/27/2018	R2018-0112
		\$400,000.00	7/1/2019 – 6/30/2020	9/18/2019	BC2019-689
<b>Pending Amendment</b>		\$947,099.82	7/1/2020 – 6/30/2022	Pending	Pending
<b>Total Amendments</b>		\$1,826,710.00			
<b>Total Contact Amount</b>		\$2,773,809.82			

### OPD Use Only:

Prior Resolutions:	BC2018-05; R2018-0112;BC2019-689
Amend:	3: CM 756
Vendor Name:	Applewood Centers, Inc.
ftp:	Jan. 1, 2018 – Jun. 30, 2020 EXT Jun. 30, 2022
Amount:	\$947,099.82
History/CE:	Okay per MH
EL:	Okay per MH
Procurement	Late submittal 3 <sup>rd</sup> Amendment for CM 756 increasing funding by \$947,099.82 + extending



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Notes:	tp to Jun. 30, 2022. *OPD Buyer corrections in red. Buyer review complete.
--------	--

OPD Buyer approval: **Okay per MH. 4/30/2021.**

3 | Page

Revised 9/17/2020

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Applewood Centers, Inc.
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1700360 CONV CM#756
<b>RQ#</b>	40992
<b>Time Period of Original Contract</b>	January 1, 2018 through June 30, 2021
<b>Background Statement</b>	n/a
<b>Service Description</b>	This vendor provides secure residential treatment services for youth who have been adjudicated of a felony offense as an alternative to the Ohio Department of Youth Services.
<b>Performance Indicators</b>	(1) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission to the program (2) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month (3) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns (4) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge (5) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge (6) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge (7) 75% of youth discharged from the program will have no new charges one (1) year post discharge (8) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge
<b>Actual Performance versus performance indicators (include statistics):</b>	From 7/1/2019 to 3/31/21, 9 youth were admitted to the program, which consisted of 8 male and 1 female. Out of the 9 admitted, 5 youth discharged; 4 (80%) were successful and 1 (20%) were unsuccessful.

<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	The vendor works well with Court staff and youth and is meeting their contract goals and requirements.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	April 9, 2021				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0111

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> 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; and declaring the necessity that this Resolution become immediately effective.
---	--

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	JC
JC600100 - Juvenile Court Capital Projects	
Capital Outlay	\$ 5,681,000.00

The Office of Budget and Management, on behalf of Juvenile Court, is requesting an appropriation increase of \$5,681,000 to cover a proposed contract with Integrated Precision System (IPS) for a new security system for the Juvenile Court. This appropriation will cover the capital portion of the costs including installation \$1.736 million and hardware and licensing \$3.945 million over the next five years. The funding source is General Fund.

**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.** That items approved in Resolution No. R2021-0044 dated February 9, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County’s financial system:

**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: April 27, 2021  
Committee(s) Assigned: Finance & Budgeting

Journal \_\_\_\_\_  
\_\_\_\_\_, 20

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0111

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> 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 Resolution No. R2021-0044 dated 02/09/2021; and declaring the necessity that this Resolution become immediately effective.
---	---

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	JC
JC600100 - Juvenile Court Capital Projects	
Capital Outlay	<del>\$5,681,000.00</del> <b>\$7,276,447</b>

The Office of Budget and Management, on behalf of Juvenile Court, is requesting an appropriation increase of ~~\$5,681,000~~ **\$7,276,447** to cover a proposed contract with Integrated Precision System (IPS) for a new security system for the Juvenile Court. This appropriation will cover the capital portion of the costs including ~~installation \$1.736 million and hardware and licensing \$3.945 million~~ **Base Contract Amount \$1,667,280, Annual License Fees & Offsite Data Storage \$1,928,627, Wiring Allowance \$68,177 and Financing/Interest Charges \$3,612,363** over the next five years. The funding source is General Fund.

**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.** That items approved in Resolution No. R2021-0044 dated February 9, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County's financial system:

**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





# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0119

<b>Sponsored by: County Executive Budish/Clerk of Courts on behalf of Cuyahoga County Court of Common Pleas/General Division, Cuyahoga County Court of Common Pleas/Probate Division/Cuyahoga County Court of Common Pleas/Domestic Relations Division and Cuyahoga County Sheriff Department</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 865 with Sadler-NeCamp Financial Services, Inc. dba PROWARE for general computer system support, software maintenance and support, licensing, training and related services for the period 2/1/2016 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$15,453,910.00; 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.
---	---

WHEREAS, the County Executive Budish/Clerk of Courts on behalf of Cuyahoga County Court of Common Pleas/General Division, Cuyahoga County Court of Common Pleas/Probate Division/Cuyahoga County Court of Common Pleas/Domestic Relations Division and Sheriff Department has recommended an amendment to Contract No. 865 with Sadler-NeCamp Financial Services, Inc. dba PROWARE for general computer system support, software maintenance and support, licensing, training and related services for the period 2/1/2016 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$15,453,910.00; and

WHEREAS, the primary goal of this project is to continue to provide ongoing maintenance and support services according during regular business days and hours as described in the Pricing Schedules; and

WHEREAS, this project is funded as follows: (a) 78.2% by the General Fund; (b) 9.1% from CP-Computer Fee Fund and (c) 12.7% from Probate Court (Clerk) Computer 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. 865 with Sadler-NeCamp Financial Services, Inc. dba PROWARE for general computer system support, software maintenance and support, licensing, training and related services for the period 2/1/2016 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$15,453,910.00.

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 27, 2021  
Committee(s) Assigned: Public Safety & Justice Affairs

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0120

<b>Sponsored by: County Executive Budish/Department of Public Safety and Justice Services/Cuyahoga Emergency Communications System</b>	<b>A Resolution</b> authorizing an amendment to Agreement No. 1095 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services origination in the City of Cleveland for the period 10/20/2014 – 10/19/2019 to extend the time period to 5/31/2021 and for additional funds in the amount not-to-exceed \$967,500.00; 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.
--	---

WHEREAS, the County Executive/Department of Public Safety and Justice Services/Cuyahoga Emergency Communications System has recommended an amendment to Agreement No. 1095 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services origination in the City of Cleveland for the period 10/20/2014 – 10/19/2019 to extend the time period to 5/31/2021 and for additional funds in the amount not-to-exceed \$967,500.00; and

WHEREAS, the primary goals of this project is to continue the transfer of the responsibility for directly answering cellular 9-1-1 calls originating in the City of Cleveland from Cuyahoga Emergency Communications System (CECOMS) to the City of Cleveland Public Safety Department, Public Safety Answering Point (PSAP); and

WHEREAS, the County will continue to support the City of Cleveland’s responsibilities with funding available through the 9-1-1 Wireless Government Assistance funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. 1095 with City of Cleveland for cellular 9-1-1 Public Safety Answering Point services origination in the City of Cleveland for the period



First Reading/Referred to Committee: April 27, 2021  
Committee(s) Assigned: Public Safety & Justice Affairs

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0125

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> 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.
---	--

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			<b>COTEC0000201</b>
IT600100 – Technology Capital Projects			
Other Expenses	\$	600,735.00	

The Office of Budget and Management on behalf of Information and Technology is requesting an appropriation increase in the amount of \$600,735 for the ERP Capital Project to cover personnel cost totaling \$496,000 and technical support totaling \$104,735. This expense is being funded by the General Fund Reserves.

**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: May 11, 2021  
Committee(s) Assigned: Finance & Budgeting

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0126

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of Finance and Planning</b>	<b>A Resolution</b> authorizing the Director of Public Works to execute and submit a loan application in the amount of \$438,279.00 to Ohio Water Development Authority to finance a portion of the Richmond Forbes Pump Station Improvement Project in the Village of Oakwood for the period of 2/2/2021 – 12/31/2021; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Public Works/Division of Finance and Planning has recommended authorizing the Director of Public Works to execute and submit a loan application in the amount of \$438,279.00 to Ohio Water Development Authority to finance a portion of the Richmond Forbes Pump Station Improvement Project in the Village of Oakwood for the period of 2/2/2021 – 12/31/2021; and

WHEREAS, the primary goals of this project are to replace two sanitary pumps at the existing pump station that are capable of handling 593 gpm and replacement of 1,100 lineal feet of 8” force main and air release valve along a new alignment; and

WHEREAS, the project was initiated on 2/2/2021 and to be completed 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 and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes the Director of Public Works to execute and submit a loan application in the amount of \$438,279.00 to Ohio Water Development Authority to finance a portion of the Richmond Forbes Pump Station Improvement Project in the Village of Oakwood for the period of 2/2/2021 – 12/31/2021.



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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0127

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> making an award on RQ5065 to Vandra Brothers Construction, Inc. in the amount not-to-exceed \$1,033,227.10 for rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; authorizing the County Executive to execute Contract No. 1237 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ5065 to Vandra Brothers Construction, Inc. in the amount not-to-exceed \$1,033,227.10 for rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; and

WHEREAS, the primary goals of this project are the removal of the existing asphalt concrete, repair of the deteriorated rigid base, removal and replacement of the deteriorated curb and drive aprons; adhering to ADA compliance for curbs; and

WHEREAS, the project is funded as follows: (a) 21% from Issue 1 Fund; (b) 79% from County Road and Bridge Fund;

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 RQ5065 to Vandra Brothers Construction, Inc. in the amount not-to-exceed \$1,033,227.10 for rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland.

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0128

<p>Sponsored by: <b>County Executive Budish/Department of Public Works</b></p> <p>Co-sponsored by: <b>Councilmember Conwell</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 877 with Priemer Investment Co., LLC for lease of 150 parking spaces located on the North side of Euclid Avenue near the Intersection of East 40<sup>th</sup> Street and Euclid in the City of Cleveland, for use by the Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2006 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$507,600.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. 877 with Priemer Investment Co., LLC for lease of 150 parking spaces located on the North side of Euclid Avenue near the Intersection of East 40<sup>th</sup> Street and Euclid in the City of Cleveland, for use by Department of Health and Human Services/Division of Children and Family Services for the period 1/1/2006 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$507,600.00; and

WHEREAS, the primary goal of this project is to extend the term of the lease for 150 parking spaces for the Division of Children and Family Services; and

WHEREAS, this project is funded by 29% from Federal Title IV-E Admin Fun and 71% from Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 877 with Priemer Investment Co., LLC for lease of 150





First Reading/Referred to Committee: May 11, 2021  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: May 19, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0129

Sponsored by: <b>County Executive Budish/Fiscal Officer</b>	<b>A Resolution</b> authorizing an Agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$500,200.00 for an annual audit for Calendar Year 2020 for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Agreement No. 1261 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Fiscal Officer has authorized an agreement on RQ5489 for Agreement No. 1261 with State of Ohio, Office of the Auditor in the amount not-to-exceed \$500,200.00 for an annual audit for Calendar Year 2020 for the period 1/1/2021 – 12/31/2021; and

WHEREAS, pursuant to Ohio Revised Code Section 117.11, the auditor of the state shall audit each public office annually; and

WHEREAS, this project is funded by the General Fund and the schedule of payments will be by monthly invoice; 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 on RQ5489 for Agreement No. 1261 with State of Ohio, Office of the Auditor in the amount not-to-exceed \$500,200.00 for an annual audit for Calendar Year 2020 for the period 1/1/2021 – 12/31/2021.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, and 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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0130

<b>Sponsored by: County Executive Budish/Departments of Workforce Development and Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 580 with Youth Opportunities Unlimited for the Comprehensive Case Management Employment Program – Employment, Education and Training Services for Young Adults for the period 4/1/2019 – 3/31/2021 to extend the period to 3/31/2022 and for additional funds in the amount not-to-exceed \$4,340,534.00; 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.
--	--

WHEREAS, the County Executive/Department of Workforce Development and Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. 580 with Youth Opportunities Unlimited for the Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2019 – 3/31/2021 to extend the period to 3/31/2022 and for additional funds in the amount not-to-exceed \$4,340,534.00; and

WHEREAS, the primary goal of this amendment is to continue (a) provide workforce services to youth and young adults ages 16-24 and (b) provide work experiences enriched with training opportunities that will serve as a significant pipeline to career pathway credential training programs offered throughout the community; and;

WHEREAS, the project is funded 100% from 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 to Contract No. 580 with Youth Opportunities Unlimited for the Comprehensive Case Management Employment Program-Employment, Education

and Training Services for Young Adults for the period 4/1/2019 – 3/31/2021 to extend the period to 3/31/2022 and for additional funds in the amount not-to-exceed \$4,340,534.00.

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 11, 2021  
Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0113

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p> <p>Co-sponsored by: <b>Councilmember Sweeney</b></p>	<p><b>A Resolution</b> declaring that public convenience and welfare requires resurfacing of Lake Avenue from West 117<sup>th</sup> Street to Detroit Avenue in the City of Cleveland; total estimated cost \$3,450,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of Lake Avenue from West 117<sup>th</sup> Street to Detroit Avenue in the City of Cleveland; and

WHEREAS, the anticipated start-completion dates are 6/1/2021 – 11/1/2021; 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 3; and

WHEREAS, the estimated project cost is \$3,450,000.00; and

WHEREAS, this project will be funded 80% from Federal Funds and 20% 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 Lake Avenue from West 117<sup>th</sup> Street to Detroit Avenue in the City of Cleveland.

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

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 27, 2021  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: May 5, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0117

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> making an award on RQ4957 to C&amp;K Industrial Services, Inc. in the amount not-to-exceed \$1,906,212.50 for cleaning and televising of sewers in various communities for the period 6/1/2021 – 5/31/2023; authorizing the County Executive to execute Contract No. 1157 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ4957 to C&K Industrial Services, Inc. in the amount not-to-exceed \$1,906,212.50 for cleaning and televising of sewers in various communities for the period 6/1/2021 – 5/31/2023; and

WHEREAS, the goal of this project is to provide cleaning and televising sanitary sewers in various communities in various Council Districts; and

WHEREAS, this project is 100% funded by Sanitary Repair and Maintenance Fees; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ4957 to C&K Industrial Services, Inc. in the amount not-to-exceed \$1,906,212.50 for cleaning and televising of sewers in various communities for the period 6/1/2021 – 5/31/2023.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0005

<p>Sponsored by: <b>County Executive Budish/Department of Human Resources</b></p> <p>Co-sponsored by: <b>Councilmembers Jones, Brown, Conwell and Miller</b></p>	<p><b>An Ordinance</b> 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 and to authorize County employees to serve as precinct election day officials on election day without loss of the employee’s regular compensation and additionally receiving the compensation paid to precinct election day officials, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.</p>
--	--

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, Cuyahoga County recognizes that the right to vote is a fundamental right and the county supports free and open elections. Consistent with the provisions in Charter Section 14.02, the County shall have the right to undertake measures to promote voter participation.

WHEREAS, pursuant to Division (F) of Ohio Revised Code (“O.R.C.”) Section 3501.28, the Cuyahoga County Council may permit County employees to serve as precinct election day officials (“poll worker”) on the day of an election without loss of the employees’ regular compensation for that day and additionally receiving the compensation paid to precinct election day officials; and

WHEREAS, the Executive and Council allowed County employees to serve as poll workers for the November 3, 2020, General Election and it was a successful endeavor; and

WHEREAS, the Cuyahoga County Board of Elections (“CCBOE”) has indicated that it is supportive of a permanent policy to permit County employee poll worker leave; and

WHEREAS, County employees who serve as poll workers on the day of an election without loss of the employees’ regular compensation for that day shall receive, in addition to the employees’ regular compensation, the compensation paid to poll workers by the Cuyahoga County Board of Elections in accordance with Divisions (B) or (C), as applicable, of O.R.C. Sections 3501.28; and

WHEREAS, in accordance with the authority under Section 403.08 of the County Code, the Inspector General has determined that poll worker leave and poll worker compensation need not be disclosed as secondary employment; and

WHEREAS, the County Executive and this Council are supportive of the CCBOE efforts to provide an efficient Election Day for the voters of Cuyahoga County and, in accordance with the Charter, want to encourage County employees to vote and participate more fully in the election process; 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 ordinance, the Department of Human Resources shall disseminate the Employee Handbook, as amended, to all employees subject to the Employee Handbook in accordance with the Department’s usual method of dissemination.



Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



## 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

In the event that any of the aforementioned holidays falls on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforementioned holidays fall on Sunday, the Monday immediately following shall be observed as the holiday.

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.

### **11.11 Precinct Election Day Official Leave**

Any employee who is a registered voter of Cuyahoga County, Ohio and who meets other requirements established by law and the Cuyahoga County Board of Elections, may request precinct election day official (“poll worker”) leave with pay for the purpose of serving as a poll worker for the Cuyahoga County Board of Elections on Election Day. For purposes of this section “Election Day” means a date set by the Board of Elections for either a Special, Primary, or General Election.

To be eligible for poll worker leave, prior to contacting the Board of Elections to register as a poll worker, an employee must obtain written authorization for paid poll worker leave from the employee’s supervisor or manager.

Paid leave to serve as a poll worker shall be limited to Election Day. Employees are not eligible for poll worker leave for attending any organizational meeting or poll worker training. In the event an employee is required to attend poll worker organizational meetings or training during the employee’s regular work hours, the employee shall make a prior request and obtain authorization for leave utilizing the employee’s vacation, personal, or compensatory pay.

The employee’s supervisor or manager reserves the right to reject an application for poll worker leave based on operational needs. Should several employees apply for poll worker leave who perform similar functions, and/or if operational needs dictate that not all applicants may participate, then priority shall be given by the employees’ supervisor or manager on the basis of the order in which applications are received.

The Board of Elections reserves the right to refuse to place an employee with prior approval for poll worker leave if the employee’s services are not needed on Election Day. In such instance, the employee must report to work during the employee’s regular work hours. The Board of Elections may give priority to employees who have served as poll workers in prior elections.

An employee working at the polls on Election Day must work the entire day as defined by the Board of Elections to receive poll worker leave; provided that:

- i) if an employee is regularly scheduled to work eight hours and works longer than eight hours at the polls on Election Day, the employee is entitled to no more than eight hours of poll worker leave, and
- ii) if an employee does not work as a poll worker on Election Day at least the number of hours the employee would have regularly been scheduled to work, the employee must use other accumulated leave time as deemed appropriate for the hours not worked as a poll worker on Election Day.

Poll worker leave shall not count toward an employee’s hours worked for purposes of calculating overtime.

If the employee is scheduled to work as a poll worker on election day, but for whatever reason cannot, the employee must notify either their supervisor or manager and the Board of Elections that they are not able to serve as a poll worker. If the employee is also unable to then come to work for their normal workday on election day, the employee must notify their supervisor or manager in accordance with other sections of this manual. The employee will be required to use other types of leave if they cannot work their normal workday on election day.

For purposes of this leave, serving as a poll worker shall not be considered as secondary employment for the Inspector General's Office and does not need to be disclosed as secondary employment.

An employee working at the polls shall be additionally compensated by the Cuyahoga County Board of Elections in accordance with Divisions (B) or (C), as applicable, of O.R.C. Sections 3501.28.

Any employee who is a registered voter in a County other than Cuyahoga County must provide the Human Resources Department with a signed letter from that County's Board of Elections on its letterhead, verifying the employee worked as a poll worker on election day to be eligible for the poll worker leave.

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0006

<p>Sponsored by: <b>County Executive Budish/Fiscal Officer</b></p> <p>Co-sponsored by: <b>Councilmembers Miller, Sweeney and Conwell</b></p>	<p><b>An Ordinance</b> 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.</p>
--	---

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. O2014-0003, 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 enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 13, 2021  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: April 13, 2021

Additional Sponsorship Requested: April 21, 2021

Additional Sponsorship Requested: May 5, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0007

<p>Sponsored by: <b>County Executive Budish/Fiscal Officer</b></p> <p>Co-sponsored by: <b>Councilmembers Miller, Brown, Sweeney, Conwell and Jones</b></p>	<p><b>An Ordinance</b> 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.</p>
--	--

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: April 13, 2021  
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested on the Floor: April 13, 2021

Additional Sponsorship Requested on the Floor: May 4, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0008

Sponsored by: <b>County Executive Budish</b>	<b>An Ordinance</b> 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.
Co-sponsored by: <b>Councilmember Miller</b>	

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: April 13, 2021

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

Additional Sponsorship Requested on the Floor: April 13, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20