



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, FEBRUARY 22, 2022**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**5:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
  - a) February 8, 2022 Committee of the Whole Meeting [See Page 11]
  - b) February 8, 2022 Regular Meeting [See Page 14]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERAL TO COMMITTEE**
    - 1) R2022-0038: 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 33]

Sponsors: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

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

- 1) R2022-0027: A Resolution awarding a total sum, not to exceed \$575,000.00, from the Cuyahoga County Community Development Fund to fund projects in the City of Parma and the Village of Chagrin Falls; and declaring the necessity that this Resolution become immediately effective. [See Page 40]

Sponsors: Councilmembers Tuma, Schron, Jones, Simon and Baker

Committee Assignment and Chair: Community Development – Stephens

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

- 1) R2022-0017: 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 43]

Sponsor: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

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

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

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

- 1) R2022-0039: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 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 agencies, amending Resolutions No. R2021-0248 dated 11/9/2021 and R2022-0002 dated 1/11/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 65]

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

- 2) R2022-0030: A Resolution approving a proposed settlement in the matter of Joseph T. Arquillo, Personal Representative of the Estate of Joseph R. Arquillo v. Cuyahoga County/Cuyahoga County Board of Commissioners, et al, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:20-cv-01201; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. [See Page 75]

Sponsor: County Executive Budish\Department of Law

- 3) R2022-0040: A Resolution approving a proposed settlement in the matter of Warren Dolezal, et al. v. Cuyahoga County, Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110754, and in the matter Colleen Corrigan, et al. v. Cuyahoga County, Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110757; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. [See Page 78]

Sponsor: County Executive Budish\Department of Law

- 4) R2022-0041: A Resolution confirming the County Executive's reappointment of The Honorable Timothy J. DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees for the term 3/1/2022 – 2/28/2027; and declaring the necessity that this Resolution become immediately [See Page 81]

effective.

Sponsor: County Executive Budish

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

- 1) R2022-0042: A Resolution confirming the County Executive's reappointment of Russell R. Brown III to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 89]

Sponsor: County Executive Budish

- 2) R2022-0043: A Resolution making an award on RQ8257 to C.A. Agresta Construction Company in the amount not-to-exceed \$1,187,894.40 for resurfacing of Green Road from Miles Road to Emery Road in the City of Warrensville Heights in connection with the 2021 – 2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2221 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 95]

Sponsor: County Executive Budish\Department of Public Works

- 3) R2022-0044: A Resolution, making awards on RQ6222 to various providers in the total amount not-to-exceed \$3,000,000.00 for the design and administration of a Small Business Program with a focus on minority and women-owned businesses for the period 3/1/2022 – 2/29/2024; authorizing the County Executive to execute the Contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 110]

- a) Contract No. 2177 with Economic and Community Development Institute in the amount not-to-exceed \$750,000.00.



- b) Contract No. 2179 with National Council for Community Development dba National Development Council in the amount not-to-exceed \$750,000.00.
- c) Contract No. 2180 with Ohio Aerospace Institute in the amount not-to-exceed \$1,000,000.00.
- d) Contract No. 2181 with Village Capital Corporation in the amount not-to-exceed \$500,000.00.

Sponsor: County Executive Budish\Department of Development

- 4) R2022-0045: A Resolution authorizing an Agreement with Ohio Department of Administrative Services/Office of Information Technology in the amount not-to-exceed \$1,000,000.00 for Data Center Co-location services for the period 1/1/2022 – 12/31/2026; authorizing the County Executive to execute Agreement No. 2224 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 148]

Sponsor: County Executive Budish\Department Information Technology

- 5) R2022-0046: A Resolution authorizing Title IV-D Agreements with various providers in the total amount not-to-exceed \$11,335,121.69 for child support services for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Nos. 2214, 2215, 2215, 2217 & 2218 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 156]
  - a) Agreement No. 2214 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,701,642.74.
  - b) Agreement No. 2215 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,656,314.84.
  - c) Agreement No. 2216 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,876,036.68.

d) Agreement No. 2217 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$77,980.34.

e) Agreement No. 2218 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$23,147.09.

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

6) R2022-0047: A Resolution authorizing an Agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$8,322,252.00 for legal services for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2199 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 198]

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

7) R2022-0048: A Resolution authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration services and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period 2/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 2182 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 206]

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

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

1) R2022-0031: A Resolution confirming the County Executive's appointment of The Honorable Mayor Katherine Gallagher to serve on the Cuyahoga County Planning Commission representing the South-Central Region for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution [See Page 214]

become immediately effective.

Sponsor: County Executive Budish and Councilmembers  
Sweeney and Miller

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

- 2) R2022-0032: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2021 – 11/30/2025, and declaring the necessity that this Resolution become immediately effective: [See Page 220]

- i) Kenneth A. Bravo
- ii) Chris H. Gerrett
- iii) Isabel G. Klein

Sponsor: County Executive Budish and Councilmembers  
Conwell and Baker

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

- 3) R2022-0033: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective: [See Page 237]

- i) Chief Michael J. Cannon
- ii) Arthur B. Hill
- iii) Dean P. Jenkins

Sponsor: County Executive Budish

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

- 4) R2022-0035: A Resolution authorizing a Contract with RF-Works Inc. in the amount not-to-exceed \$790,560.00 for a state contract purchase for the installation of wireless access points and maintenance services in (10) Cuyahoga County Health and Human Services facilities for the period 1/25/2022 – 1/24/2027; authorizing the County Executive to execute

Contract No. 2122 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 243]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 5) R2022-0036: A Resolution authorizing an amendment to Contract No. 858 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for emergency shelter services for single adults and youth at North Point Temporary Housing, located at 1550 Superior Avenue, Cleveland for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$948,622.00; 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 254]

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

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

- 6) R2022-0037: A Resolution authorizing an amendment to Contract No. 769 with Young Women’s Christian Association of Greater Cleveland (YWCA) for emergency shelter services for single adult women at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$1,834,529.00; 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 263]

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

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

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

- 1) R2022-0007: A Resolution confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective. [See Page 272]

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Jones

- 2) R2022-0013: A Resolution authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; authorizing the County Executive to execute Contract No. 2099 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 278]

Sponsor: County Executive Budish/on behalf of Court of Appeals of Ohio, Eighth Appellate District

Committee Assignment and Chair: Finance & Budgeting – Miller

- 3) R2022-0022: A Resolution extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 288]

Sponsor: County Executive Budish

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

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, MARCH 8, 2022  
5:00 PM / COUNCIL CHAMBERS

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5<sup>th</sup> floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



## MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING  
TUESDAY, FEBRUARY 8, 2022  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
2:30 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 2:36 p.m.**

### 2. ROLL CALL

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

**[Clerk's Note: Councilmembers Stephens and Simon were in attendance after the roll-call was taken.]**

### 3. PUBLIC COMMENT

**There were no public comments given.**

### 4. ITEM REFERRED TO COMMITTEE/CONFIRMATION HEARING:

- a) R2022-0007: A Resolution confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.

**Council President Jones made a brief statement regarding the confirmation hearing process.**

**Mrs. Brandy Carney County Executive Budish's nominee for the position of Director of Public Safety and Justice Services, was then called upon to deliver an opening statement.**

**Mrs. Carney provided background into her education, experience and qualifications for the position.**

**Councilmembers asked questions of Mrs. Carney pertaining to her experience and expertise, which she answered accordingly.**

**On a motion by Mr. Schron with a second by Ms. Turner, Resolution No. R2022-0007 was considered and approved by unanimous roll-call vote to be referred to the full Council agenda with a recommendation for second reading.**

## **5. EXECUTIVE SESSION**

- a) Collective bargaining matters, including:
  - 1) Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the Fraternal Order of Police, Ohio Labor Council, Inc., representing approximately 20 Corrections Sergeants, in the Sheriff's Department for the period 1/1/2018 - 12/31/2023.
- b) Pending or imminent litigation.
- c) Purchase or sale of property.

**A motion was made by Mr. Miller, seconded by Mr. Schron and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing a collective bargaining matter, pending or imminent litigation and purchase or sale of property and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 3:44 p.m. The following Councilmembers were present: Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Turner, Stephens, Simon and Jones.**

**The following additional attendees were present: Law Director Gregory Huth, Deputy Chief Law Director Nora Hurley; Civil Division Chief David Lambert; Human Resources and Employee and Labor Relations Director Eric Myles; County Sheriff Christopher Viland; Administrator of Corrections Ronda Gibson; Director of Public Works, Michael Dever; Senior Vice President Ryan Jeffers, CBRE; Council Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer, Special Counsel Brendan Doyle and Research and Policy Analyst James Boyle.**

**At 5:07 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**

## **6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**



7. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 5:08 p.m., without objection.**



## MINUTES

CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, FEBRUARY 8, 2022  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM

1. CALL TO ORDER

**Council President Jones called the meeting to order at 5:18 p.m.**

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

**The Pledge of Allegiance was recited.**

4. SILENT MEDITATION

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

5. PUBLIC COMMENT

- a) **Mr. Norman Edwards addressed Council regarding the County Jail.**
- b) **Loh – addressed Council regarding various agenda and non-agenda items.**

6. APPROVAL OF MINUTES

- a) January 25, 2022 Committee of the Whole Meeting
- b) January 25, 2022 Regular Meeting

**A motion was made by Mr. Schron, seconded by Ms. Turner and approved by unanimous vote to approve the minutes from the January 25, 2022 Committee of the Whole and the Regular meeting.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

**There were no messages from Council President Jones.**

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive Budish reported that in December the Covid Omicron variant was running rampant and had a huge impact on congregate living facilities. Hundreds of inmates and staff also tested positive at the County Jail. Due to staffing and safety concerns County Executive Budish reached out to Governor Mike Dewine for assistance. Governor Dewine approved an assistance plan and over 2 dozen Ohio Military Reserves were deployed to the Corrections Center. The County held a ceremony to thank the Reserves for providing excellent support services.**

**9. LEGISLATION INTRODUCED BY COUNCIL**

**a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERAL TO COMMITTEE**

- 1) R2022-0027: A Resolution awarding a total sum, not to exceed \$575,000.00, from the Cuyahoga County Community Development Fund to fund projects in the City of Parma and the Village of Chagrin Falls; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Tuma, Schron and Jones

**Council President Jones referred Resolution No. R2022-0027 to the Community Development Committee.**

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

- 1) R2022-0017: 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 Baker on behalf of the Cuyahoga County Personnel Review Commission

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

**Clerk Richardson read Resolution No. R2022-0017 into the record.**

**This item will move to the February 22, 2022 Council meeting agenda for consideration for third reading adoption.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2022-0028, R2022-0029 and R2022-0030.**

- 1) R2022-0028: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

**Mr. Jones introduced a proposed substitute on the floor to Resolution No. R2022-0028.**

**A motion was then made by Mr. Jones, seconded by Ms. Conwell and approved by unanimous vote to amend Resoluton No. R2022-0028 by deleting the amount of \$100,000.00 for the Lakefront Access Plan Study in Item "H, Section 1" and referring the deleted item to the Committee of the Whole for dissussion.**

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2022-0028 was considered and adopted by unanimous vote, as amended.**

- 2) R2022-0029: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the Fraternal Order of Police, Ohio Labor Council, Inc., representing approximately 20 Corrections Sergeants, in the Sheriff's Department for the period 1/1/2018 - 12/31/2023; directing

that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Law and Sheriff's Department

**On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2022-0029 was considered and adopted by unanimous vote.**

- 3) R2022-0030: A Resolution approving a proposed settlement in the matter of Joseph T. Arquillo, Personal Representative of the Estate of Joseph R. Arquillo v. Cuyahoga County/Cuyahoga County Board of Commissioners, et al, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:20-cv-01201; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish\Department of Law

**At the request of the County Prosecutor's Office Resolution No. R2022-0030 was held.**

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

- 1) R2022-0031: A Resolution confirming the County Executive's appointment of Mayor Katherine Gallagher to serve on the Cuyahoga County Planning Commission representing the South-Central Region for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0031 to the Human Resources, Appointments & Equity Committee.**

- 2) R2022-0032: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2021 – 11/30/2025, and declaring the necessity that this Resolution become immediately effective:

- i) Kenneth A. Bravo
- ii) Chris H. Gerrett
- iii) Isabel G. Klein

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0032 to the Human Resources, Appointments & Equity Committee.**

- 3) R2022-0033: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective:

- i) Chief Michael J. Cannon
- ii) Arthur B. Hill
- iii) Dean P. Jenkins

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0033 to the Human Resources, Appointments & Equity Committee.**

- 4) R2022-0034: A Resolution making an award on RQ7649 to Vance Outdoors, Inc. in the amount not-to-exceed \$611,484.50 for the purchase of replacement ballistic vests, SWAT vests/plate carrier and helmets for Law Enforcement and Protective Services Divisions for the period 4/1/2022 – 12/31/2026; authorizing the County Executive to execute Contract No. 2102 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\Sheriff's Department

**Council President Jones referred Resolution No. R2022-0034 to the Public Safety & Justice Affairs Committee.**

- 5) R2022-0035: A Resolution authorizing a Contract with RF-Works Inc. in the amount not-to-exceed \$790,560.00 for a state contract purchase for the installation of wireless access points and maintenance services in (10) Cuyahoga County Health and Human Services facilities for the period 1/25/2022 – 1/24/2027; authorizing the County Executive to execute Contract No. 2122 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0035 to the Finance & Budgeting Committee.**

- 6) R2022-0036: A Resolution authorizing an amendment to Contract No. 858 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for emergency shelter services for single adults and youth at North Point Temporary Housing, located at 1550 Superior Avenue, Cleveland for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$948,622.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0036 to the Health, Human Services & Aging Committee.**

- 7) R2022-0037: A Resolution authorizing an amendment to Contract No. 769 with Young Women’s Christian Association of Greater Cleveland (YWCA) for emergency shelter services for single adult women at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$1,834,529.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this

Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0037 to the Health, Human Services & Aging Committee.**

e) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2022-0007: A Resolution confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.  
Pending referral from Committee

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Jones

**Clerk Richardson read Resolution No. R2022-0007 into the record.**

**This item will move to the February 22, 2022 Council meeting agenda for consideration for third reading adoption.**

- 2) R2022-0013: A Resolution authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; authorizing the County Executive to execute Contract No. 2099 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/on behalf of Court of Appeals of Ohio, Eighth Appellate District

Committee Assignment and Chair: Finance & Budgeting – Miller



Clerk Richardson read Resolution No. R2022-0013 into the record.

This item will move to the February 22, 2022 Council meeting agenda for consideration for third reading adoption.

- 3) R2022-0022: A Resolution extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

Clerk Richardson read Resolution No. R2022-0022 into the record.

This item will move to the February 22, 2022 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2021-0293, R2022-0023, R2022-0024, R2022-0025 and R2022-0026.

- 1) R2021-0293: A Resolution authorizing Contract No. 1974 with Case Western Reserve University in the amount not-to-exceed \$1,500,000.00 for fiscal agent and program operator services for the First Year Cleveland Initiative to reduce the infant mortality rates in Cuyahoga County for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute the contract and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmembers Conwell, Turner, Sweeney and Miller

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

On a motion by Ms. Conwell with a second by Ms. Simon, Resolution No. R2021-0293 was considered and adopted by unanimous vote.

- 2) R2022-0023: A Resolution authorizing a contract with Kofile Technologies, Inc. in the amount not-to-exceed \$3,264,300.00 for a cloud-based records management system and support and maintenance services for the Fiscal Department/Transfer and Recording Division, commencing upon contract signature of all parties for a period of 5 years; authorizing the County Executive to execute Contract No. 2127 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technologies, Inc.

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Simon, Resolution No. R2022-0023 was considered and adopted by unanimous vote.**

- 3) R2022-0024: A Resolution making awards on RQ6408 to various providers in the total amount not-to-exceed \$5,330,000.00 for family-centered support services for at-risk children and families for the period 1/1/2022 – 12/31/2023; 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. 2042 with Applewood Centers, Inc. in the amount not-to-exceed \$1,200,000.00.
  - b) Contract No. 2043 with Beech Brook in the amount not-to-exceed \$900,000.00.
  - c) Contract No. 1955 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$178,230.00.
  - d) Contract No. 2044 with Catholic Charities Corporation in the amount not-to-exceed \$1,340,000.00.
  - e) Contract No. 2045 with The Cleveland Christian Home Incorporated in the amount not-to-exceed \$90,000.00.

- f) Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$320,000.00.
- g) Contract No. 2051 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$90,000.00.
- h) Contract No. 2047 with OhioGuidestone in the amount not-to-exceed \$301,770.00.
- i) Contract No. 2049 with Ohio Mentor, Inc. in the amount not-to-exceed \$140,000.00.
- j) Contract No. 2050 with Pressley Ridge in the amount not-to-exceed \$610,000.00.
- k) Contract No. 2052 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$160,00.00.

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. R2022-0024 was considered and adopted by unanimous vote.**

- 4) R2022-0025: A Resolution making awards on RQ6690 to various municipalities and providers in the total amount not-to-exceed \$7,138,350.00 for the Community Social Services Program for the period 1/1/2022 – 12/31/2023; 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. 1936 with City of Bedford in the amount not-to-exceed \$108,084.00 for Adult Development, Congregate Meals and Transportation services.
  - b) Contract No. 1938 with City of Bedford Heights in the amount not-to-exceed \$233,810.00 for Adult

Development, Congregate Meals and Transportation services.

- c) Contract No. 1939 with City of Berea in the amount not-to-exceed \$226,036.00 for Adult Development, Delivered Meals and Transportation services.
- d) Contract No. 1940 with City of Euclid in the amount not-to-exceed \$152,810.00 for Adult Development, Congregate Meals, Holiday Meals and Transportation services.
- e) Contract No. 1946 with City of Lakewood in the amount not-to-exceed \$91,000.00 for Adult Development and Transportation services.
- f) Contract No. 1941 with City of Maple Heights in the amount not-to-exceed \$114,800.00 for Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- g) Contract No. 1942 with City of Olmsted Falls in the amount not-to-exceed \$59,990.00 for Adult Development services.
- h) Contract No. 1943 with City of Solon in the amount not-to-exceed \$119,626.00 for Adult Development services.
- i) Contract No. 1944 with City of Strongsville in the amount not-to-exceed \$220,950.00 for Adult Development and Transportation services.
- j) Contract No. 1926 with Catholic Charities Corporation on behalf of Fatima Family Center in the amount not-to-exceed \$175,312.50 for Adult Development and Congregate Meals services.
- k) Contract No. 1925 with Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$239,750.00 for Adult Development, Congregate Meals, Transportation and Outreach services.

- l) Contract No. 1927 with Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$178,640.00 for Adult Development and Transportation services.
- m) Contract No. 1945 with Cleveland Clergy Alliance in the amount not-to-exceed \$300,000.00 for Outreach services.
- n) Contract No. 1947 with Community Partnership on Aging in the amount not-to-exceed \$140,000.00 for Adult Development and Transportation services.
- o) Contract No. 1948 with The East End Neighborhood House Association in the amount not-to-exceed \$345,788.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- p) Contract No. 1952 with Eliza Bryant Village in the amount not-to-exceed \$156,000.00 for Adult Day and Transportation services.
- q) Contract No. 1953 with The Harvard Community Services Center in the amount not-to-exceed \$265,504.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services.
- r) Contract No. 1954 with Linking Employment, Abilities and Potential (LEAP) in the amount not-to-exceed \$50,000.00 for Adult Development services.
- s) Contract No. 1955 with The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$288,000.00 for Adult Development, Congregate Meals and Transportation services.
- t) Contract No. 1956 with Murtis Taylor Human Services System in the amount not-to-exceed \$815,244.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- u) Contract No. 1957 with Near West Side Multi-Service Corporation dba May Dugan Center in the amount not-to-exceed \$50,000.00 for Adult Development services.

- v) Contract No. 1958 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$957,686.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services.
- w) Contract No. 1959 with The Salvation Army in the amount not-to-exceed \$242,302.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services.
- x) Contract No. 1960 with Senior Citizen Resources, Inc. in the amount not-to-exceed \$493,042.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation.
- y) Contract No. 1961 with Senior Transportation Connection in the amount not-to-exceed \$400,000.00 for Transportation services.
- z) Contract No. 1962 with University Settlement, Inc. in the amount not-to-exceed \$295,978.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- aa) Contract No. 1964 with West Side Community House in the amount not-to-exceed \$417,997.50 for Adult Development, Congregate Meals, Holiday Meals and Transportation services.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2022-0025 was considered and adopted by unanimous vote.**

- 5) R2022-0026: A Resolution making awards on various requisitions to various providers in the total amount not-to-exceed \$123,000,000.00 for out-of-home placement and foster care services for the period 1/1/2022 – 12/31/2023;

authorizing the County Executive to execute the Contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

a) on RQ6211:

- 1) Contract No. 1991 with Adelphoi Village, Inc. in the amount not-to-exceed \$2,447,192.00.
- 2) Contract No. 2016 with Applewood Centers, Inc. in the amount not-to-exceed \$2,765,118.00.
- 3) Contract No. 2018 with Beech Brook in the amount not-to-exceed \$4,285,624.00.
- 4) Contract No. 2071 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$6,264,838.00.
- 5) Contract No. 2072 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$4,894,384.00.
- 6) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$1,275,886.00.
- 7) Contract No. 2085 with Boys to Men Transitional Home, Inc. in the amount not-to-exceed \$49,800.00.
- 8) Contract No. 2075 with Cadence Care Network in the amount not-to-exceed \$49,800.00.
- 9) Contract No. 2076 with Caring for Kids, Inc. in the amount not-to-exceed \$2,871,502.00.
- 10) Contract No. 2077 with Carrington Behavioral Health, LLC in the amount not-to-exceed \$251,990.00.
- 11) Contract No. 2078 with Catholic Charities Corporation in the amount not-to-exceed \$1,669,310.00.
- 12) Contract No. 2079 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$668,322.00.

- 13) Contract No. 2007 with Cleveland Christian Home in the amount not-to-exceed \$3,844,592.00.
- 14) Contract No. 2008 with Cornell Abraxas Group, LLC in the amount not-to-exceed \$1,291,882.00.
- 15) Contract No. 2009 with Destiny Family Services in the amount not-to-exceed \$90,836.00.
- 16) Contract No. 2010 with Detroit Behavioral Institute, Inc. in the amount not-to-exceed \$1,376,484.00.
- 17) Contract No. 2011 with Eastway Corporation in the amount not-to-exceed \$205,178.00.
- 18) Contract No. 2012 with ENA, Inc. dba Necco Center in the amount not-to-exceed \$2,808,942.00.
- 19) Contract No. 2013 with Freedom Youth Program in the amount not-to-exceed \$494,020.00.
- 20) Contract No. 2014 with Gracehaven, Inc. in the amount not-to-exceed \$419,020.00.
- 21) Contract No. 2015 with Habilitation Centers, LLC dba Little Creek Behavioral Health in the amount not-to-exceed \$428,482.00.
- 22) Contract No. 2030 with Habilitation Centers, LLC dba Millcreek of Arkansas in the amount not-to-exceed \$2,509,940.00.
- 23) Contract No. 2032 with House of New Hope in the amount not-to-exceed \$5,408,324.00.
- 24) Contract No. 2034 with Keystone Richland Center LLC dba Foundations for Living in the amount not-to-exceed \$628,082.00.
- 25) Contract No. 2035 with Laurel Oaks Behavioral Health Center in the amount not-to-exceed \$264,938.00.
- 26) Contract No. 2036 with Life's Right Direction, Inc. in the amount not-to-exceed \$410,156.00.



- 27) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services in the amount not-to-exceed \$91,632.00.
- 28) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services in the amount not-to-exceed \$1,766,918.00.
- 29) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T. (Support To At-Risk Teens) in the amount not-to-exceed \$1,824,288.00.
- 30) Contract No. 2040 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$9,840,560.00.
- 31) Contract No. 2059 with Necco, LLC in the amount not-to-exceed \$49,800.00.
- 32) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC in the amount not-to-exceed \$1,242,022.00.
- 33) Contract No. 2064 with New Directions, Inc. in the amount not-to-exceed \$98,106.00.
- 34) Contract No. 2065 with Northeast Ohio Adoption Services in the amount not-to-exceed \$358,562.00.
- 35) Contract No. 2066 with Oesterlen Services for Youth, Inc. in the amount not-to-exceed \$326,690.00.
- 36) Contract No. 2067 with Ohio Mentor, Inc. in the amount not-to-exceed \$12,658,346.00.
- 37) Contract No. 2068 with OhioGuidestone in the amount not-to-exceed \$11,607,478.00.
- 38) Contract No. 2069 with Pathway Caring for Children in the amount not-to-exceed \$2,101,976.00.
- 39) Contract No. 2070 with Piney Ridge Treatment Center, LLC in the amount not-to-exceed \$1,992.00.

- 40) Contract No. 1998 with Pressley Ridge in the amount not-to-exceed \$2,538,824.00.
- 41) Contract No. 1999 with Quality Care Residential Homes, Inc. in the amount not-to-exceed \$597,604.00.
- 42) Contract No. 2000 with Raven House in the amount not-to-exceed \$358,562.00.
- 43) Contract No. 2001 with Rite of Passage, Inc. in the amount not-to-exceed \$420,116.00.
- 44) Contract No. 2002 with Rolling Hills Hospital, Inc. in the amount not-to-exceed \$464,836.00.
- 45) Contract No. 2003 with RTC Acquisition Corporation in the amount not-to-exceed \$639,836.00.
- 46) Contract No. 2004 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$12,537,678.00.
- 47) Contract No. 2005 with The Bair Foundation in the amount not-to-exceed \$2,704,162.00.
- 48) Contract No. 2006 with The Twelve of Ohio, Inc in the amount not-to-exceed \$1,484,052.00.
- 49) Contract No. 2019 with The Village Network in the amount not-to-exceed \$2,622,618.00.
- 50) Contract No. 2020 with Young Star Academy, LLC. dba Mohican Young Star Academy in the amount not-to-exceed \$3,071,514.00.
- 51) Contract No. 2021 with Youth Intensive Services, Inc in the amount not-to-exceed \$412,348.00.
- 52) Contract No. 2022 with Youth Opportunity Investments, LLC in the amount not-to-exceed \$191,234.00.

b) on RQ7102

53) Contract No. 2023 with Artis's Tender Love & Care, Inc. in the amount not-to-exceed \$2,385,638.00.

54) Contract No. 2024 with Focus 2 Focus, Inc. in the amount not-to-exceed \$165,338.00.

55) Contract No. 2025 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$2,131,458.00.

56) Contract No. 2026 with Jaystarr Homes 2, Inc. in the amount not-to-exceed \$581,370.00.

57) Contract No. 1996 with Open Arms Adoption, Inc. in the amount not-to-exceed \$49,800.00.

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 Ms. Turner, Resolution No. R2022-0026 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budget meeting will be held on Monday, February 14<sup>th</sup> at 1:00 p.m. and Monday, February 28<sup>th</sup> at 1:00p.m.**

**Ms. Baker reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, February 15<sup>th</sup> at 10:00 a.m.**

**Ms. Stephens reported that the Community Development Committee will meet on Monday, February 14<sup>th</sup> at 10:00 a.m. and the Community Reinvestment Advisory Committee will meet on Wednesday, February 9<sup>th</sup> at 2:00p.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, February 16<sup>th</sup> at 1:00 p.m.**

12. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

13. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 5:46 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0038

Sponsored by: <b>Councilmember Baker 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 February 2, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A) 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: *Deputy Sheriff, Captain*  
Class Number: 12031

Pay Grade: 17A/Exempt

\* Update requested by the Sheriff and Human Resources. Updates were made to essential job functions, language, equipment aptitude and formatting. A Technology Requirements section was added.

Pay Grade increased from 16A to 17A. No change to FLSA status.

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

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

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

Yeas:

Nays:

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

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

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

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

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: February 3, 2022

TO: Cuyahoga County Council President Pernel Jones Jr.  
 Nan Baker, 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 February 2, 2022, 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>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Deputy Sheriff, Captain 12031	16A Exempt	17A Exempt	Sheriff's Department

cc: Deborah Southerington, Commissioner  
 F. Allen Boseman, Commissioner  
 Rebecca Kopcienski, PRC Director  
 Armond Budish, County Executive  
 Sheba Marshall, Interim HR Director

Joseph Nanni, Council Chief of Staff  
 Kelli Neale, Program Officer 4  
 Andria Richardson, Clerk of Council



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Deputy Sheriff, Captain	<b>Class Number:</b>	12031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Sheriff's Department	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to plan, direct, and coordinate the activities of a number of organizational divisions and units within the Sheriff's Department and to supervise assigned personnel.

### Distinguishing Characteristics

This is a management level classification responsible for management, coordination, supervision, and control of a number of assigned divisions and units within the Sheriff's Department. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to functional areas within the assigned division(s). Responsibilities include multiple work sites and multiple budget units. The employee is expected to participate in development of objectives, priorities, and procedures, and preparation of division budgets. 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. This class is distinguished from the Chief Deputy Sheriff in that the latter is the assistant Department Head that supports the Sheriff in overall responsibility for all Department programs and activities.

### 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%
- Directs and manages the operation of divisions and a number of specialized units within larger divisions of the department directly and through their respective commanding officers (e.g., Physical Structure Specialists, Compliance Group, Civil Division, and Electronic Monitoring Unit); assumes the responsibility for jail access security for staff, visitors, and contractors into the security perimeter; works towards jail population reduction by expanding the number and type of court monitored releases; coordinates the work of the unit with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned divisions to ensure compliance with departmental policy and standards.
- 25% +/- 10%
- Reviews and revises existing policies and procedures; recommends, develops, and implements new, approved policies and procedures; conducts inspection of personnel and facilities; prepares or directs the preparation of administrative studies, reports, and recommendations.
- 25% +/- 10%
- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; assesses staffing requirements; recommends personnel actions including

Effective Date: 06.11.2013  
Last Modified: 10.15.2021

## Deputy Sheriff, Captain

selection, promotion, transfer, discipline, or discharge; strategizes short- and long-term solutions to assist the corrections center with maintaining appropriate levels of personnel.

10% +/- 5%

- Represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearings, proceedings, and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high-quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information; resolves difficult public relations issues.

5% +/- 2%

- Reviews and submits bureau budget estimates; monitors bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares yearly reports and auditing.

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

- Bachelor's degree in criminal justice, social services, liberal arts, business administration, or related field and four (4) years of law enforcement experience in a civilian governmental law enforcement agency, which must include a minimum of two (2) years of experience in a position equivalent to Sheriff's Lieutenant; or an equivalent combination of education, training, and experience.
- Completion of Ohio Peace Officer Training Academy (OPATA) is required.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- No additional license or certifications are 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.
- Ability to use a variety of law enforcement tools, equipment, and supplies.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and desktop publishing software (Adobe).

#### **Supervisory Responsibilities**

- Ability to schedule, 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 prepare employee performance evaluations.

Deputy Sheriff, Captain

- Ability to recommend the transfer, promotion, or salary increase of other employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform 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 time sheets, invoices, training requests, grievances, disciplinary reports, forms, purchase orders, incident reports, public records requests, and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, training manuals, contracts, law books, and the Ohio Revised Code (ORC).
- Ability to prepare memos, budget reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, logs, equipment request, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, department directors, attorneys, union representatives, elected officials, law enforcement agencies, and the general public

### **Environmental Adaptability**

- Work is primarily performed indoors but may also be performed outdoors.
- Work may involve exposure to temperature extremes, wildlife/animals, and toxic agents.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0027

Sponsored by: <b>Councilmembers Tuma, Schron, Jones, Simon and Baker</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$575,000.00, from the Cuyahoga County Community Development Fund to fund projects in the City of Parma and the Village of Chagrin Falls; and declaring the necessity that this Resolution become immediately effective.
--	--

**WHEREAS**, the Cuyahoga County Community Development Fund is funded by the gross casino revenues distributed to Cuyahoga County; and

**WHEREAS**, the Ridgewood Golf Course and clubhouse are located in the City of Parma and the clubhouse is currently an unsafe structure that must be demolished and rebuilt; and

**WHEREAS**, the Cuyahoga County Land Reutilization Corporation has agreed to assist in funding the demolition of the Ridgewood Golf Course’s clubhouse, in an amount not to exceed \$50,000.00 and has the resources and ability to quickly arrange for the contracting and overseeing of a competent demolition entity to raze this structure; and

**WHEREAS**, the City of Parma is currently moving forward with the planning and development process of replacing the Ridgewood Golf Course; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the Community Development Fund in the amount of \$175,000.00 to the Cuyahoga County Land Reutilization Corporation to assist in funding the demolition of the City of Parma’s Ridgewood Golf Course’s clubhouse; and

**WHEREAS**, the Chagrin Valley Fire Department has provided emergency services to numerous communities in the Chagrin Valley and the fire station requires necessary improvements, including expansion of living quarters for female fire fighters, and reconfigured floor plan to allow streamlined response for emergency personnel; and

**WHEREAS**, various entities who utilize the Chagrin Valley Fire Department have also agreed to provide funding for the fire station expansion; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the Community Development Fund in the amount of \$400,000.00 to the Village of

Chagrin Falls to fund the Chagrin Valley Fire Department expansion of its fire station; and

**WHEREAS**, the Community Development Fund has available proceeds to fund projects that better Cuyahoga County, and both the demolition of the Ridgewood Golf Course clubhouse and the expansion and rehabilitation of the Chagrin Falls Fire Station are projects that are appropriate uses of the County's Community Development Fund resources; 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 the Cuyahoga County Land Reutilization Corporation may undertake all efforts to procure the necessary contracts to demolish the Ridgewood Golf Course clubhouse in a prompt, and safe manner.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$575,000.00 for various projects from the Cuyahoga County Community Development Fund:

- a) The Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$175,000.00 for the reimbursement of the demolition of the Ridgewood Golf Course Clubhouse.
- b) The Village of Chagrin Falls in the amount not-to-exceed \$400,000.00 for the improvements to the Chagrin Falls Fire Department Station.

**SECTION 3.** That County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** 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 6.** 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 \_\_\_\_\_

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

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

First Reading/Referred to Committee: February 8, 2022  
Committee(s) Assigned: Community Development

Legislation Substituted in Committee: February 14, 2022

Additional Sponsorships Requested: February 14, 2022

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0017

Sponsored by: <b>Councilmember Baker 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 January 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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: *Data Analyst*

Class Number: 16131  
Pay Grade: 9B/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to essential job functions, language, and  
formatting. A Technology Requirements section was added. No  
change to pay grade or FLSA status.

Exhibit B: Class Title: *Executive Officer*  
Class Number: 10201  
Pay Grade: 19A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to distinguishing characteristics, essential job  
functions, and language and formatting. A Technology  
Requirements section was added. No change to pay grade or FLSA  
status.

Exhibit C: Class Title: *Senior Supervisor, Mailroom (Manager, Mailroom)*  
Class Number: 10032  
Pay Grade: 9A/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to distinguishing characteristics, essential job  
functions, minimum qualifications, level of analysis, and language  
and formatting. A Technology Requirements section was added.  
Title changed from Senior Supervisor, Mailroom to Manager,  
Mailroom to reflect the multiple levels of supervision. Pay Grade  
increased from 7A to 9A. No change to FLSA status

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

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



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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: January 25, 2022

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

Legislation Amended in Committee February 1, 2022

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: February 2, 2022

TO: Cuyahoga County Council President Pernel Jones Jr.  
 Nan Baker, 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 January 12, 2022, 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>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Data Analyst 16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology
Executive Officer 10201	19A Exempt	19A Exempt (No Change)	Health and Human Services
Senior Supervisor, Mailroom 10032 (Manager, Mailroom 10032)	7A Non-Exempt	9A Non-Exempt	Public Works

cc: Deborah Southerington, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive  
Sheba Marshall, Interim HR Director

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Andria Richardson, Clerk of Council

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16131	Data Analyst	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>
16131	Data Analyst	Information Technology	Non-Exempt	9B

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

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, language, and formatting. A Technology Requirements section was 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>	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>
Lorenzo Rose – Manager, IT Infrastructure and Operations	10/19/2021 11/9/2021	Email Email	Class Spec Draft Review Reminder
Jim Battigaglia, Archer Consultant	12/10/2021 12/22/2021	Email Email	Pay grade evaluation Reminder

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Data Analyst	<b>Class Number:</b>	16131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9B
<b>Departments:</b>	Information Technology		

### Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various county projects.

### Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure that activities are performed in a timely manner and according to policies, procedures, and related 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%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assist users with understanding program applications; instructs and trains users in the operation and function of new and existing systems.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Effective Date: 09.28.2017  
Last Modified: 09.28.2017

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

- Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics 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 including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (SSRS), business intelligence software (Tableau, Power BI), , IT Service Desk software (Cherwell), relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related

## Data Analyst

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 management, co-workers, end-users, 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
10201	Executive Officer	Health and Human Services	Exempt	19A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10201	Executive Officer	Health and Human Services	Exempt	19A

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

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
-------------------	--

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

<b>Dept.(s) Affected:</b>	Health and Human 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>
Robin Martin – Executive Officer	11/9/2021 11/30/2021	Email Email	Class Spec Draft Review Reminder
Rebekah Dorman – Executive Officer	11/9/2021	Email	Class Spec Draft Review
David Merriman – HHS Director	11/9/2021	Email	Class Spec Draft Review
Jim Battigaglia, Archer Consultant	12/3/2021 12/22/2021	Email Email	Pay grade evaluation Reminder

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Executive Officer	<b>Class Number:</b>	10201
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	19A
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to plan, coordinate, direct, and monitor the operations of a County department or office within the HHS agency.

### Distinguishing Characteristics

This is a senior management level classification that reports directly to a Director of an HHS agency. Incumbents in this classification manage or assist with managing one of the major program divisions within the HHS agency. Incumbents participate as a member of senior management to assist in planning and coordinating agency service programs in the context of the overall human services system to ensure a variety of services are available to County citizens to meet their needs and/or to fulfill mandated functions at the state and federal level. These individuals oversee all work activities of their assigned department/office to accomplish the tasks and objectives of the department and have the responsibility of assisting with/establishing department objectives, policies, budget, and operations.

### Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, directs, and monitors the operations of a County department or office within the HHS agency; plans, develops, and coordinates the department/office programs in conjunction with the Director and other key management staff; works to ensure that programs and services meet community needs, are in compliance with relevant federal, state, and county laws, regulations, policies, and procedures, and meet the agency’s standards for quality service; monitors and evaluates individual service programs outcomes and effectiveness; researches, develops, recommends, and implements new and revised policies, procedures, best practices, and data collection and analysis in order to effect maximum operational efficiency and efficacy of programs and ensure compliance with applicable county, state, and federal requirements; provides interpretation and clarification of applicable policies and programs of the department for administrative and line staff, and other agencies, groups, and individuals in the community; oversees the development of new programs and initiatives in response to community needs; develops or coordinates the preparation of major departmental position papers and reports for internal staff, various boards, commissions, and/or councils.
  
- 20% +/- 10%
- Manages the department’s fiscal operations, funding activities, and contractual services; directs and/or participates in the preparation of the department’s annual budget for programs and services; monitors expenditures and recommends/makes budget adjustments to assist with achievement of desired outcomes; oversees service delivery, budget, expenditures, and evaluation of services on grant funded contracts; develops and/or reviews content for Request for Proposals (RFPs) and Request for Quotes (RFQs); manages contracted services including reviewing contract performance and making recommendations on system improvements; writes grant proposals and completes

## Executive Officer

ongoing communication with funders; completes paperwork and reports needed to apply for funding; reviews and approves invoices.

20% +/- 10%

- Supervises and directs the work of 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 department work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; responds to employee complaints and union grievances; recommends and acts on personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Serves as the department's primary point of contact with federal, state, county, community, and other human service organizations, partners, stakeholders, and committees; coordinates, assists, and/or works in conjunction with management and administrative staff at partner agencies and public systems; presents at local and national conferences and meetings; serves on job-related boards and committees; participates in advocacy for programs at the state and federal levels; plans, oversees, and/or participates in communication campaigns and community events and initiatives.

10% +/- 5%

- Performs supporting administrative functions; completes paperwork and reports needed for audits; prepares information packets needed for meetings; stays current on issues related to social program planning, related regulations, community needs, and public and private community resources; stays current on the use of technology to improve program management and service delivery.

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

- Master's degree in social work, public administration, business, early childhood development, psychology, education, or related field with nine (9) years of related experience; 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 and equipment including a computer and multifunction printer.

#### **Technology Requirements**

## Executive Officer

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and data management software (Microsoft Access, Peerplace, etc.).

## 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, moderate math, and understand advanced 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 requests for information, requests for quotes, purchase orders, contracts, budget invoices, vendor invoices, productivity reports, program evaluation reports, various monthly, semi-annual, and annual reports, meeting agendas and minutes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, state guidelines for programs, department policies and procedures, and various other policies and procedures manuals.
- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, contracts, Requests for Proposals (RFPs), press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, mental health, human services, and program-related regulatory terminology and language.

## Executive Officer

- Ability to communicate effectively with staff, directors, county employees, department administrators, service providers, state and federal agencies, media, liaisons from partner agencies, businesses, and organizations, civic leaders, local union officials, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10032	Senior Supervisor, Mailroom	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>
10032	Manager, Mailroom	Public Works	Non-Exempt	9A

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

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status.
-------------------	--

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

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

<b>Fiscal Impact:</b>	7A: \$44,137.60 - \$61,796.80 9A: \$50,440.00 - \$70,553.60 Current employee salary does not fall within the new pay grade; adjustment required. \$1,497.60 min. adjustment to new pay grade.
-----------------------	---

<b>Staffing Implications:</b>	Adjustment to be decided by Human Resources
-------------------------------	---

<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>
Nichole English	7/22/2021 8/5/2021 9/2/2021  9/15/2021  11/19/2021 11/19/2021  11/19/2021 12/7/2021 12/10/2021	Email Email Phone Call  Email  Email Phone Call  Email Email Email	Questions regarding CPQ Class Spec Draft Review Discussion regarding duties and pay grade  Review of Update Class Spec Draft  Set up time to call Discussion regarding pay grade  Recap of conversation Notification of PG change Clarification regarding process
Kelli Neale - HR	12/7/2021 12/10/2021	Email Email	Notification of PG change Clarification regarding process
Michael Dever – PW Director	12/7/2021 12/10/2021	Email Email	Notification of PG change Clarification regarding process
Jim Battigaglia, Archer Consultant	9/15/2021 12/3/2021	Email Email	Pay grade evaluation Pay Grade evaluations after changes



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Mailroom	<b>Class Number:</b>	10032
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to manage the overall operations of multiple mailroom facilities and to supervise lower-level mailroom supervisors and other staff in the distribution of mail to various County departments.

## Distinguishing Characteristics

This is a manager level classification. The employee is responsible for managing the daily operations of multiple mailroom facilities and overseeing the distribution of County mail and supervising lower-level mailroom supervisors and other assigned staff. This class requires the solution of operational, technical, administrative, and management problems related to mailroom facilities and operations. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class is distinguished from the Supervisor, Mailroom in that it supervises the latter position, requires a higher level of experience, and has responsibility for overall management of the department.

## 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%

- Directs the overall operations of multiple mailroom facilities; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; collects and corrects mail for delivery from the post office; delivers and picks up mail from various departments; reviews contracts with outside vendors and oversees delivery of services; informs clerks and supervisors of any changes to processes; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom; drives to County mail room locations to oversee operations.

40% +/- 10%

- Supervises and directs the work of the Supervisor, Mailroom, Mail Clerks, and other assigned staff in the distribution of County mail to the various departments; 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.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; prepares, reviews and monitors mailroom budget reports; collaborates with the Fiscal Department to submit the section's bi-annual budget and to monitor budget expenses; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules; maintains payroll for clerks; fills in for staff when there are absences.

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

- Associates degree or equivalent with three (3) years of mail processing experience, including one (1) year of related supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., and ability to bend and twist.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft 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, 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 telephone messages, delivery schedules and route charts, time sheets, mobile control reports, mailing invoices, mail drop reports, billing invoices, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, costing sheets, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, 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 terminology and language.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, external partner agencies, customers, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to weather extremes, wetness, and humidity.

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

Posted: 1/6/2022  
Meeting: 1/12/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
Data Analyst	16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, language, and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Executive Officer	10201	19A Exempt	19A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Senior Supervisor, Mailroom ( <i>Manager, Mailroom</i> )	10032	7A Non-Exempt	9A Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0039

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2022/2023 Biennial Operating Budget for 2022 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 agencies, amending Resolutions No. R2021-0248 dated 11/9/2021 and R2022-0002 dated 1/11/2022; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2022 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 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A.	4600 – Capital Projects			<b>BA2210002</b>
	PW600100 – Capital Projects			
	Personal Services	\$	4,000.00	
	Other Expenses	\$	459,000.00	

The Department of Public Works requests an appropriation increase in the amount of \$463,000 for the Animal Shelter HVAC Replacement capital project (activity CFKEN0000701). This project will replace one existing air handling unit and one condensing unit at the Cuyahoga County Animal Shelter. The current equipment is past its useful life and not functioning properly. The total cost of the project is estimated to be \$490,000; \$27,000 has been appropriated to date. This project was included as part of the 2020 Capital Improvements Plan and will be paid from the General Fund Capital Improvements Subsidy.

B.	4600 – Capital Projects			<b>BA2210003</b>
	PW600100 – Capital Projects			
	Personal Services	\$	311,000.00	
	Other Expenses	\$	49,100.00	

The Department of Public Works is requesting an appropriation increase in the amount of \$360,100 for the Jail II Kitchen Tray Area Modifications capital project (activity CFJL20000701). This project is designed to replace failed or failing equipment and re-orient the washing flow based on usage input from the jail management team. The Jail II kitchen is in need of a new dishwasher and the kitchen needs to be modified to allow this dishwasher to be installed. The estimated cost of the project is \$1,260,100.00; \$250,244.55 has been spent to date. This project is included on the 2020 Capital Improvements Plan and will be funded by the General Fund Capital Improvements Subsidy.

C.	4600 – Capital Projects			<b>BA2210004</b>
	PW600100 – Capital Projects			
	Other Expenses	\$	197,333.33	

The Department of Public Works requests an appropriation increase of \$197,333.33 for the 2020-2023 Fire Damper Inspection and Repair capital project (activity CFVAR0002501). This is a three-year contract from May 1, 2020, to April 30, 2023. The total cost of the project is estimated at \$1,376,400; \$1,021,566.67 has been appropriated to date. The vendor under contract provides fire dampers, smoke dampers, and a combination of fire/smoke dampers and systems inspection, repair, and replacement of County owned buildings. This additional increase will cover the 2022 portion of the contract. The project is funded by the General Fund Capital Improvements Subsidy.

D.	4600 – Capital Projects			<b>BA2210005</b>
	PW600100 – Capital Projects			
	Personal Services	\$	35,817.00	

Other Expenses	\$	125,000.00
----------------	----	------------

The Department of Public Works requests new appropriations in the amount of \$160,817 for the purpose of establishing the Old Courthouse Security Grant Improvements capital project (activity CFCSQ0000501). This project will install surveillance equipment for entrances and elevators in the Old Courthouse to increase security. This project was included as part of the 2021 Capital Improvements Plan and is funded primarily by a \$125,000 grant awarded to Domestic Relations Court by the Supreme Court of Ohio. Remaining costs will be paid from the General Fund Capital Improvements Subsidy.

D. 1100 – General Fund		<b>BA2214815</b>
LW100100 – Law Department		
Other Expenses	\$	50,000.00

The Office of Budget and Management, on behalf of the County Law Department, requests an appropriation increase in the amount of \$50,000 to cover a new contract agreement with Cleveland State University (BC2021-746). This contract is part of the Governor's Expedited Pardon Project, which was approved at the December 20, 2021 Board of Control meeting. Funding source is General Fund.

E. 2285 – Other Judicial		<b>BA2211611</b>
ME285105 – DNA Backlog Reduction Program		
Other Expenses	\$	321,946.00

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner's Office, is requesting appropriations in amount of \$321,946 for the purpose of establishing the FFY 2021 DNA Capacity Enhancement and Backlog Reduction Program grant award (ME-21-DOJ-DNA). These funds will support supplies, travel and other miscellaneous costs incurred by the Medical Examiner's Office related to addressing the DNA backlog. This grant is funded by the U. S. Department of Justice (ALN 16.741) and covers the performance period of October 1, 2021 to September 30, 2023. This grant is paid on a reimbursable basis and requires no cash match.

F. 2285 – Other Judicial		<b>BA2211612</b>
DR285105 – Dom Relations Other Jud Grants		
Other Expenses	\$	65,000.00

The Office of Budget Management, on behalf of Domestic Relations Court is requesting appropriations in the amount of \$65,000, for the purpose of providing funding for the Families First Program. The funding source is a grant from ADAMHS Board, covering the period 01/01/2022-12/31/2022. This is a new grant approved by ADAMHS Board on 11/17/2021 resolution number 21-11-07. This grant is reimbursable. There is no cash match required.

G. 4605 – Road Capital Projects		<b>BA2211613</b>
PW605100 – ODOT LPA		
Other Expenses	\$	(34,122.24)

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting an appropriation decrease of \$34,122.24 in the transfer out accounts for the

purpose of closing out the following road and bridge capital project: CRDOT0001401 – Wallings Road. The funding source of this cash transfer is the \$7.50 fund.

H.	2270 – Motor Vehicle Gas Tax		<b>BA2211614</b>
	PW270205 – R & B Registration Tax - \$7.50		
	Other Expenses	\$	34,122.24

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting an appropriation increase of \$34,124.24 in the transfer out accounts for the purpose of closing out the following road and bridge capital project: CRDOT0001401 – Wallings Road. The funding source of this cash transfer is the \$7.50 fund.

I.	1100 – General Fund		<b>BA2221204</b>
	FS100165 – Fiscal Uncategorized Activity		
	Other Expenses	\$	2,303,790.00

The Office of Budget Management requests appropriations of \$2,303,790 for the required quarterly payments to the Cleveland Municipal Court for Indigent defense. Each month, the Fiscal Office invoices the State Public Defender for County Public Defender and Cleveland Municipal Courts for costs of indigent defense. The State Public defender reimburses the county for 100% of these costs (including Cleveland Municipal Court costs). This appropriation is necessary for the county to pass thru Cleveland’s Municipal Court’s portion. Funding source is General Fund via reimbursement from the State of Ohio Public Defender.

J.	2260 – Human Services		<b>BA2222804</b>
	HS260300 – Family & Children First		
	Personal Services	\$	19,350.00

The Department of Health and Human Services – Family and Children First office is requesting an appropriation increase in the amount of \$19,350 for the State Fiscal Year 2022 Multi-System Youth Funding allocation; this amount of the award is specifically designated for personnel services. The remaining of the allocation will be placed into the life-time budgeting grant accounting unit. The funding source is the Health and Human Services State and Federal revenue distribution. The grant requires no cash match.

K.	2300 – Other Social Services		<b>BA2222805</b>
	HS300155 – FCFC Other Social Serv Grants		
	Other Expenses	\$	311,825.40

The Office of Budget and Management on behalf of the Department of Health and Human Services – Family and Children First office is requesting appropriations in the amount of \$311,825.40 for the purpose of establishing the Multi-System Youth Local Fund grant award into FCFC life-time budgeting. MSY-Local funds are used to cover costs associated care coordination/wraparound services, in-home and/or community supports, and Residential treatment and/or room and board for treatment. This grant award is funded by The Ohio Departments of Medicaid (ODM) and Job and Family Services (ODJFS). The grant requires no cash match.

L.	2300 – Other Social Services		<b>BA2222806</b>
	HS300155 – FCFC Other Social Serv Grants		



Other Expenses \$ 269,921.47

The Office of Budget and Management on behalf of the Department of Health and Human Services – Family and Children First office is requesting appropriations in the amount of \$269,921.47 for the purpose of establishing the Multi-System Youth State Fund grant award into FCFC life-time budgeting. MSY-State funds are used to cover costs associated care coordination/wraparound services, in-home and/or community supports, and Residential treatment and/or room and board for treatment. This grant award is funded by The Ohio Departments of Medicaid (ODM) and Job and Family Services (ODJFS). The grant requires no cash match.

M. 2300 – Other Social Services **BA2222807**  
 HS300155 – FCFC Other Social Serv Grants  
 Other Expenses \$ 408,118.51

The Office of Budget and Management on behalf of the Department of Health and Human Services – Family and Children First office is requesting appropriations in the amount of \$408,118.51 for the purpose of establishing the Family Centered Services and Supports (FCSS) grant award into FCFC life-time budgeting. FCSS grant funds are used to provide wraparound services to families and children in Cuyahoga County which are non-Medicaid, non-therapeutic services to prevent youth from being removed from their home or deeper system involvement. This grant award is funded 75% by state funds and 25% by federal funds. The grant requires no cash match.

N. 1100 – General Fund **BA2214808**  
 PC100100 – CPC Administration  
 Other Expenses \$ 100,000.00

The Office of Budget and Management, on behalf of the County Planning Commission, requests an appropriation increase in the amount of \$100,000 for contractual services. This increase is necessary to cover 2021 contracts that were not paid before year-end. This \$100,000 will cover contracts for the Lakefront Public Access Plan. Funding source is General Fund.

**SECTION 2.** That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
N/A	

**SECTION 3.** That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
N/A	

**SECTION 4.** That items approved in Resolutions No. R2021-0248 dated November 9, 2021 and No. R2022-0002 dated January 11, 2022 be rescinded as follows to reconcile appropriations for the year 2021 in the County’s financial system:

**Resolution No. R2021-0248 dated 11/9/2021:**

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

B. Other Community Development			<b>JE411</b>
EX275100 – Sustainability Projects			
Other Expenses	\$	10,000.00	

The Department of Sustainability requests additional appropriation of \$10,000 for contract extension with Bongorno Consulting. Contractor will aid with the rebalancing location planning for the scooter program, which has been expanding into the suburbs. Funding source is the Sustainability Projects Fund which has current balance of \$558,000.

**Resolution No. R2022-0002 dated 1/11/2022:**

**Original Item to be Rescinded - Section 2**

D. FROM: 2855 – Other Judicial			<b>BA2219613</b>
SH285155 – Operation Stonegarden			
Personal Services	\$	6,272.10	
TO: 2855 – Other Judicial			
<i>PJ325130 – VAWA Administration Grant</i>			
Other Expenses	\$	6,272.10	

The Sheriff's Department is requesting an appropriation transfer of \$6,272.10 from personal services to other expenses to realign the budget for the FFY 2018 Operation Stonegarden grant award (activity EMW2018SS00038). This request is being made in coordination with an approved grant adjustment from the grantor and will ensure that expenses match reporting to the grantor. This grant is funded by the U.S. Department of Homeland Security (ALN 97.067) and passed through the Ohio Department of Public Safety. The original grant award totaled \$200,000.00; \$26,446.04 has been spent to date.

**Corrected Item - Section 2**

D. FROM: 2855 – Other Judicial			<b>BA2219613</b>
SH285155 – Operation Stonegarden			
Personal Services	\$	6,272.10	
TO: 2855 – Other Judicial			
<i>SH285155 – Operation Stonegarden</i>			
Other Expenses	\$	6,272.10	

The Sheriff's Department is requesting an appropriation transfer of \$6,272.10 from personal services to other expenses to realign the budget for the FFY 2018 Operation Stonegarden grant award (activity EMW2018SS00038). This request is being made in coordination with an approved grant adjustment from the grantor and will ensure that expenses match reporting to the grantor. This grant is funded by the U.S. Department of Homeland Security (ALN 97.067) and passed through the Ohio Department of Public Safety. The original grant award totaled \$200,000.00; \$26,446.04 has been spent to date.

**Resolution No. R2022-0002 dated 1/11/2022:**

**Original Item to be Rescinded - Section 3**

A. FROM: 2280 – Other Health and Safety	<b>CT2219614</b>
PJ280100 – Emergency Management	
Trans Out – Transfer Out	\$ 78,958.20
TO: 7805 – Other Agency	
<i>PJ805100 – Special Emergency Planning</i>	
Trans In – Transfer In	\$ 78,958.20

The Department of Public Safety and Justice Services, on behalf of the Local Emergency Planning Committee (LEPC), is requesting to transfer \$78,958.20 from the LEPC Fund to the Office of Emergency Management (OEM). This request has been approved by the LEPC Committee on Resolution 09132021-2, dated 9/13/2021. This allows for the transfer of State Emergency Response Commission (SERC) FY21 funds to reimburse OEM grant-funded staff time reported during the award period.

**Corrected Item - Section 3**

A. FROM: 7805 – Other Agency	<b>CT2219614</b>
PJ805100 – Special Emergency Planning	
Trans Out – Transfer Out	\$ 78,958.20
TO: 2280 – Other Health and Safety	
<i>PJ280100 – Emergency Management</i>	
Trans Out – Transfer Out	\$ 78,958.20

The Department of Public Safety and Justice Services, on behalf of the Local Emergency Planning Committee (LEPC), is requesting to transfer \$78,958.20 from the LEPC Fund to the Office of Emergency Management (OEM). This request has been approved by the LEPC Committee on Resolution 09132021-2, dated 9/13/2021. This allows for the transfer of State Emergency Response Commission (SERC) FY21 funds to reimburse OEM grant-funded staff time reported during the award period.

**SECTION 5.** 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 6.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President	Date
County Executive	Date
Clerk of Council	Date

Journal CC045  
February 22, 2022



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: February 15, 2022

Re: Fiscal Agenda – 2/22/2022 - 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 **February 22, 2022**. The requested fiscal items, including additional appropriation increases and decreases, are necessary to reconcile the originally adopted 2022 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested
- Request grant appropriation 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
Public Works	\$463,000.00	A	CIP	Appropriation Increase
Public Works	\$360,100.00	B	CIP	Appropriation Increase
Public Works	\$197,333.33	C	CIP	Appropriation Increase
Public Works	\$160,817.00	D	CIP	Appropriation Increase
Medical Examiner	\$321,946.00	E	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Domestic Relations Court	\$65,000.00	F	Grant – No General/HHS Levy Fund Impact	Appropriation Increase

Public Works	\$ (34,122.24)	G	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Decrease
Public Works	\$34,122.24	H	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Office of Budget and Management	\$2,303,790.00	I	General Fund	Appropriation Increase
Family and Children First	\$19,350.00	J	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Family and Children First	\$311,825.40	K	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Family and Children First	\$269,921.47	L	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Family and Children First	\$408,118.51	M	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
County Planning Commission	\$100,000	N	General Fund	Appropriation Increase

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

**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.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0030

Sponsored by: <b>County Executive Budish/Department of Law</b>	<b>A Resolution</b> approving a proposed settlement in the matter of <u>Joseph T. Arquillo, Personal Representative of the Estate of Joseph R. Arquillo v. Cuyahoga County/Cuyahoga County Board of Commissioners, et al</u> , United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:20-cv-01201; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the estate of Joseph R. Arquillo filed a civil action docketed as Joseph T. Arquillo, Personal Representative of the Estate of Joseph R. Arquillo v. Cuyahoga County/Cuyahoga County Board of Commissioners, et al, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:20-cv-01201; and

WHEREAS, Joseph T. Arquillo (“Plaintiff”) and the County of Cuyahoga, Ohio wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that Plaintiff has or may have against the County of Cuyahoga and any of its officers, employees, or officials; and

WHEREAS, the parties hereto have reached a settlement agreement that, if performed, will fully settle and resolve all such alleged claims; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

**SECTION 1.** The Cuyahoga County Council hereby approves the settlement agreement with Plaintiff in the matter of Joseph T. Arquillo, Personal Representative of the Estate of Joseph R. Arquillo v. Cuyahoga County/Cuyahoga County Board of

Commissioners, et al, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:20-cv-01201, in the total amount of Eight Hundred Fifty Thousand Dollars (\$850,000.00), inclusive of all costs and attorneys' fees.

**SECTION 2.** The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

**SECTION 3.** If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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

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

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

Yeas:

Nays:



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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC045  
February 22, 2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0040

Sponsored by: <b>County Executive Budish/Department of Law</b>	<b>A Resolution</b> approving a proposed settlement in the matter of <u>Warren Dolezal, et al. v. Cuyahoga County</u> , Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110754, and in the matter <u>Colleen Corrigan, et al. v. Cuyahoga County</u> , Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110757; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the civil action docketed as Warren Dolezal, et al. v. Cuyahoga County, Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110754 (“Dolezal”) and the civil action docketed as Colleen Corrigan, et al. v. Cuyahoga County, Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110757 (“Corrigan”) have been the subject of joint mediation in the Ohio Eighth District Court of Appeals; and

WHEREAS, the Dolezal plaintiffs, the Corrigan plaintiffs, and the County of Cuyahoga, Ohio wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature the several plaintiffs have or may have against the County of Cuyahoga and any of its officers, employees, or officials; and

WHEREAS, the parties hereto have reached a settlement agreement that, if performed, will fully settle and resolve all such alleged claims; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

**SECTION 1.** The Cuyahoga County Council hereby approves the settlement agreement with the several plaintiffs in the matters of Warren Dolezal, et al. v. Cuyahoga County, Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110754, and Colleen Corrigan, et al. v. Cuyahoga County, Court of Appeals of Ohio, Eighth District, Cuyahoga County, Case No. CA-21-110757, in the total amount of One Hundred Fifty Thousand Dollars (\$150,000.00), inclusive of all costs and attorneys' fees.

**SECTION 2.** The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

**SECTION 3.** If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC045  
February 22, 2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0041

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of The Honorable Timothy J. DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees for the term 3/1/2022 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the Northeast Ohio Regional Sewer District Board of Trustees was created pursuant to provisions of Ohio Revised Code Chapter 6119, as well as judicial decisions addressing some of the operational details of this agency; and; and

WHEREAS, the Northeast Ohio Regional Sewer District was created in 1972 and the core mission is to serve customers by leading effective wastewater and stormwater management that protects the health and environment of our region while enhancing quality of life; and

WHEREAS, the Northeast Ohio Regional Sewer District Board of Trustees has seven members and the members are appointed by the Mayor of the City of Cleveland, a council of governments comprised of representatives of suburban communities called the Suburban Council of Governments, and the County Executive; and

WHEREAS, members of the Northeast Ohio Regional Sewer District Board of Trustees shall be appointed to serve a five (5) 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 Honorable Timothy J. DeGeeter to serve on the Northeast Ohio Regional Sewer District board of Trustees for the term 3/1/2022 – 2/28/2027; 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 confirms the County Executive’s reappointment of The Honorable Timothy J. DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees for the term 3/1/2022 – 2/28/2027.

**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 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 from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC045  
February 22, 2022



February 14, 2022

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

Re: Northeast Ohio Regional Sewer District Board of Trustees

Dear President Jones,

Pursuant to Exhibit A, Section 7(a) of Cuyahoga Common Pleas Court Journal Entry, Case No. SD69411 (1979), I am pleased to reappoint the following individual to the Northeast Ohio Regional Sewer District (NEORS) Board of Trustees:

- **Tim DeGeeter**, 5-year term, 3/1/2022 - 2/28/2027
  - Resides in Parma (Cuyahoga County)

The NEORS was established in 1972 by declaration of the Cuyahoga County Court of Common Pleas, pursuant to Section 6119.04(D) of the Ohio Revised Code. Exhibit A of declaration issued by the Common Pleas Court in 1979, amending the original petition and plan for the operation of the District, establishes a seven-member Board comprised of the following appointments:

- Two members appointed by the Mayor of the City of Cleveland;
- Two members appointed by the Suburban Council of Governments;
- One member appointed by the County Executive;
- One member designated on the basis of sewage flow (currently the City of Cleveland); and
- One member designated on the basis of population (currently the Suburban Council of Governments)

The Court Order further specifies that the member appointed by the County Executive shall be a representative of all municipalities within the *Three Rivers Watershed District*, which encompasses the Rocky River, Cuyahoga River and Chagrin River Watersheds.

Each NEORS trustee serves a five-year term. Member are compensated at the rate of \$8,000 per year.

There are three candidates on file for this position. There are no known conflicts of interest for which an advisory opinion has been requested.



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

Sincerely,

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

Mayor Tim DeGeeter is the 14th mayor of Parma, Ohio's seventh largest city. DeGeeter has made improving residents' quality of life, supporting economic development, repairing the city's infrastructure and preserving public recreational greenspace his top priorities during his administration.

DeGeeter embraces his leadership responsibilities with active service. He sits on the executive board of the Ohio Mayors Alliance, serves on the board of the Ohio Municipal League and the Northeast Ohio Regional Sewer District, and is a member of the Northeast Ohio Areawide Coordinating Agency (NOACA). He supports the Parma Area Chamber of Commerce and co-founded Parma's Leadership for Tomorrow, a program that partners with Cox Communications and local Parma schools to educate fourth graders about municipal government.

Prior to his role as mayor, DeGeeter served in the Ohio House of Representatives. He also was a former Parma Ward 4 councilman, City of Berea assistant municipal prosecutor, City of Avon Lake assistant law director and Parma Bar Association president.

DeGeeter, adopted at birth, grew up in Mishawaka, Indiana, near South Bend. He attended Holy Cross Junior College and transferred to John Carroll University. He received his bachelor's degree in 1991 and later earned his law degree in 1997 from Cleveland-Marshall College of Law.

 **Northeast Ohio  
Regional Sewer District**

January 7, 2022

Mr. Armond Budish  
Cuyahoga County Executive  
2079 East Ninth Street  
Cleveland, Ohio 44115

RE: Northeast Ohio Regional Sewer District Board of Trustees Appointment

Dear Mr. Budish:

The five-year term of the member of the Northeast Ohio Regional Sewer District (the "District") Board of Trustees appointed by Cuyahoga County will expire on March 1, 2022. The current Cuyahoga County appointee is Mayor Tim DeGeeter of Parma, Ohio. Mr. DeGeeter is eligible to be re-appointed.

Any appointment to the District Board must be made in accordance with the requirements of the Court Order establishing the District. The appointment must occur prior to expiration of the current term, as the Court Order does not allow a Trustee to hold-over beyond the expiration of a term. Generally, the requirements include:

- The regular term shall be for a period of 5 years. (The next appointment will begin on March 2, 2022, and expire on March 1, 2027.)
- The appointed member shall be representative of all municipalities within the Three Rivers Watershed District.
- The appointed member shall have been a resident and a qualified elector of the State of Ohio for a period of at least 3 years preceding his or her appointment.
- The current County appointee is eligible for reappointment.
- Pursuant to the Court Order, all appointees must, before assuming duties, take an oath as provided in Article XV, Section 5 of the Ohio Constitution.

At your earliest convenience, please direct the County's letter of appointment to my attention. If you have any further questions, please contact me at 216-431-6119. Thank you for your cooperation with this matter.

Sincerely,



Eric Luckage  
Chief Legal Officer & General Counsel

cc: Kyle Dreyfuss-Wells, Chief Executive Officer, NEORS  
Jacqueline Muhammad, Sr. Manager of Government & Customer Relations, NEORS

Jan. 28th 2020	Northeast Ohio Regional Sewer District Board of Trustees	Deborah Hill
Nov. 10th 2020	Northeast Ohio Regional Sewer District Board of Trustees	Deborah Hill
Feb. 1st 2022	Northeast Ohio Regional Sewer District Board of Trustees	Tim DeGeeter

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0042

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Russell R. Brown, III to serve on Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024 and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Chapter 5149 of the Ohio Revised Code (ORC) provides for the organization of a community-based corrections program; and

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

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

WHEREAS, County Executive Budish has nominated Russell R. Brown, III to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024; and

**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 Russell R. Brown, III to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024.

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

**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 from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



February 14, 2022

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

Re: Cuyahoga County Corrections Planning Board

Dear President Jones:

Pursuant to Ohio Revised Code Chapter 5149, I submit the following individuals for reappointment to the Cuyahoga County Corrections Planning Board:

- **Russell R. Brown III**, 3-year term, 1/1/2022 – 12/31/2024
  - Resident of Cleveland (Cuyahoga County)
  - Court Administrator for Cleveland Municipal Court
  - Candidates for this board shall:
    - (ORC 5149.34/HB86 Requirement): *Officials from the largest municipal corporation located in the county*
    - (Cuyahoga County Resolution): *Official from the Largest Municipality within the County of Cuyahoga*

There are no known conflicts of interest for which an advisory opinion has been requested. There are seven candidates on file that have applied 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,

Armond Budish

# **Russell R. Brown III, J.D., C.C.E.**

## **Work Experience:**

**Cleveland Municipal Court, Judicial Division, September 1997- Present.**

*Court Administrator* – (August 2006- Present) Supervise non-judicial operations on behalf of Judges including strategic planning, caseload management strategies, computer information systems, facility management, disaster recovery, community relations, and implementation of special projects. Supervise eight departments, over 340 court employees, and court processes including hiring, benefits, discipline, separations, acquisition of services, equipment and supplies, and dealing with outside vendors. Assist with legal research, drafting of Court Rules, review of operational policies and procedures and act as liaison with city and other outside agencies.

*Deputy Court Administrator and Special Projects Officer*– (July 1998- July 2006) Assisted judges and Court Administrator in the coordination of human resource activities, drafting policies and procedures, strategic planning, agent of court in contract negotiations, implementation of special projects, case flow and program development, grant administration, high school mock trial competitions, and town hall meetings.

*Magistrate and Mediation Coordinator* – (September 1997- June 1998) Heard and decided small claims and general division civil cases as assigned by the Judges. Managed court's Mediation Program as an alternative dispute resolution to trial. Conducted mediations and supervised and trained law clerks in mediation techniques. Provided legal research and performed other legal support duties as needed by the Court.

**City of Cleveland, Department of Law, May 1992-September 1997.**

*Assistant Director of Law* – (May 1995- August 1997) Negotiated and drafted various development documents and contracts for the Departments of Community Development, Economic Development, Parks Recreation and Properties, and the City Planning Commission. Advised development departments regarding legal opinions requested and represented those departments as corporate counsel. Served as counsel to the Cleveland City Council- Economic and Community Development Council Committee, and amended legislation before the committee as needed.

*Assistant Prosecutor* – (May 1992- November 1994) Reviewed citizen complaints and police investigations to verify probable cause and sufficiency of evidence. Issued charges on misdemeanor and felony crimes committed within the city of Cleveland and prosecuted misdemeanor cases. Prosecutions included conducting pre-trial discovery, plea negotiations, and presenting the city's case at trial. Consulted with victims of crime, police officers, and city building and housing inspectors regarding evidence, procedures,



and preparation for court hearings; conducted over 200 trials to the Bench and at least eight to jurors; and managed a docket of approximately 200 cases per week.

**Graves Haley Horton & Muttalib** – (June 1990- April 1992) Associate and Law Clerk-

Counsel to corporate clients including issues of accounting and taxes, contracts, civil and criminal corporate defense, including employment discrimination, and litigation.

**Education:**

*Legal*                      **Case Western Reserve University School of Law**  
Cleveland, Ohio Juris Doctor, 1990

*Undergraduate*        **Kent State University**  
Kent, Ohio, Bachelor of Business Administration, 1987

*Court Management*    **Harvard University**  
**John F. Kennedy School of Government**  
Cambridge, Massachusetts

Executive Session (2008-2011)

Meeting with emerging and influential state judicial leaders and pre-eminent academics and selected others to think expansively about challenges facing the judicial branch of state government, and how judicial leaders can address those challenges.

**National Center for State Courts (NCSC)**  
**Institute for Court Management (ICM)**  
Williamsburg, Virginia

Certified Court Executive and ICM Fellow, May 2006

Research Project: "Expungement and Collateral Sanctions: The Other Side of Justice: A Look at Rehabilitated and Otherwise Harmless Persons and the Long Term Effect of Having A Criminal Record"

Ohio Court Management Program (CMP), September 2004

**Military History:**    United States Air Force, July 1978- July 1982. Honorable Discharge. Crew Chief. Lockheed C-5A 1,000 Flight Hour Club.

**Associations:**        National Association for Court Management (NACM); Ohio Association for Court Administration (OACA) (Past President); Ohio State, Cleveland Metropolitan and Norman S. Minor Bar Association; Antioch Baptist Church.

**References:**            Furnished upon request.

Jan. 8th 2019	Cuyahoga County Corrections Planning Board	Meredith Turner
June 20th 2020	Cuyahoga County Corrections Planning Board	Cassandra McDonald
May 31st 2020	Cuyahoga County Corrections Planning Board	Lashanita Devese
Oct. 14th 2019	Cuyahoga County Corrections Planning Board	Michael Oshea
Jan. 5th 2022	Cuyahoga County Corrections Planning Board	Arthur (Beau) Hill
Jan. 6th 2022	Cuyahoga County Corrections Planning Board	Dean Jenkins
Jan. 14th 2022	Cuyahoga County Corrections Planning Board	Michael Cannon

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0043

<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 RQ8257 with C.A. Agresta Construction Company in the amount not-to-exceed \$1,187,894.40 for resurfacing of Green Road from Miles Road to Emery Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2221 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 RQ8257 with C.A. Agresta Construction Company in the amount not-to-exceed \$1,187,894.40 for resurfacing of Green Road from Miles Road to Emery Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Programs; and

WHEREAS, the primary goals of this project are to work within the limits of this 0.8-mile resurfacing improvement project includes the removal and replacement of the deteriorated curb and drive aprons; the construction of a uniform three-inch (3”) asphalt concrete overlay; the installation of ADA compliant curb ramps and other related items as shown on the plans or stipulated in the specifications; and

WHEREAS, the project is funded as follows: (a) 55% Federal; (b)22.5% from County Motor Vehicle \$5.00 License Tax Fund; (c) 22.5% from City of Warrensville Heights; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ8257 with C.A. Agresta Construction Company in the amount not-to-exceed \$1,187,894.40 for resurfacing of Green Road from Miles Road to Emery Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Programs.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 2221 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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

Title: Department of Public Works Awarding the Green Road (Cr-14) Resurfacing Existing Roadway From Miles Road To Emery Road In The City Of Warrensville Heights RQ8257

#### Scope of Work Summary

Department of Public Works is requesting approval of a contract with C.A. Agresta for the anticipated cost of \$1,187,894.40.

Describe the exact services being provided.

The work within the limits of this 0.8 mile resurfacing improvement project includes the removal of the removal and replacement of deteriorated curb and drive aprons; the construction of a uniform three inch (3") asphalt concrete overlay; the installation of ADA compliant curb ramps and other related items as shown on the plans or stipulated in the specifications, plan notes, proposal notes or elsewhere in the bid package for Green Road (CR-14) from Miles Road to Emery Road in the City of Warrensville Heights, Ohio.

The anticipated start-completion dates are 4/1/2022 to 8/1/2022.

The primary goals of the project are -see above.

The project is not mandated.

Municipality of project Warrensville Heights, Ohio

#### Procurement

The procurement method for this project was RFB. The total value of the RFB is \$1,187,894.40. Engineer estimate was \$1,413,000.00. This is 15.9% below the estimate.

The RFB was closed on 1/10/2022. There is an DBE participation/goal of 7%.

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

#### Contractor and Project Information

C. A. Agresta Construction Company

4186 Greenvale Road

South Euclid, Ohio 44121

Council District (11)

The president for the vendor is John Agresta.

The project is located in Council District (9).

#### Project Status and Planning

The project is a new project to the County.

#### Funding

The project is funded 80% Federal, 10% County, 10% municipality.

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8257
Infor/Lawson PO # Code (if applicable):	
Event #	2212
CM Contract#	2221

	Department	Clerk of the Board
Briefing Memo	meb	

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
---	------------------------------	--

<b>FULL AND OPEN COMPETITION Construction Projects – Road &amp; Bridge Reviewed by Purchasing</b>		
	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	Meb	OK 1/20/22
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	Meb	OK
Final DEI Goal Setting Worksheet	DBE goal n/a	N/A – DBE Goal
Diversity Documents – <i>if required (goal set)</i>	n/a	N/A – DBE Goal
Award Letter ( <i>sent to awarded vendor</i> )	Meb	OK 1/14/22
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	N/A
Non-Collusion Affidavit	meb	OK
Public Works Bid Results	Meb	OK
Tabulation Sheet	Meb	OK
Prevailing Wage Public Improvement Agreement	Meb	OK
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	Meb	OK
Worktype Worksheets, <i>if applicable</i>	n/a	Missing – uploaded 1/26/22 OK
SBE Worktype Worksheets, <i>if applicable</i>	n/a	N/A – DBE Goal
Drug Free Workplace, <i>if applicable</i>	Meb	OK
Project of Similar Complexity, <i>if applicable</i>	Not requested	N/A
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	meb	OK
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	meb	OK – link listed in Sec 5 of the Proposal Book
Other, <i>per Section 3 “Required Bid Documents” BUY AMERICA</i>	meb	OK
IG# 12-0714 exp 12/31/23	Meb	OK
Debarment/Suspension Verified	Date: 1/20/22	Meb
Auditor’s Finding	Date: 1/20/22	Meb
Vendor’s Submission ( <i>Form of Proposal</i> )	Meb	OK

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Independent Contractor (I.C.) Requirement	Date: 1/20/22	meb	OK
Contract Evaluation – <i>if required</i>		n/a	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		n/a	N/A
Checklist Verification		meb	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	Meb
Bid Guarantee & Contract Bond	Meb
Matrix Law Screen shot	Meb
COI	Meb
Workers’ Compensation Insurance	Meb
Railroad Insurance – <i>if required</i>	n/a

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
n/a	PW605100	73300		<b>\$1,187,894.40</b>
	CRDOT0002801			
			<b>TOTAL</b>	<b>\$1,187,894.40</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#:	2221
Vendor Name:	C.A. Agresta Construction Company
ftp:	N/A – Construction
Amount:	\$1,187,894.40 M
History/CE:	N/A
EL:	OK
Procurement Notes:	1/25/22: Worktype Worksheet(s) are missing and required. TN
Purchasing Buyer’s initials and date of approval	OK to proceed for approval. TN 1/28/22



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 8257/Event #2212	TYPE: (RFB/RFP/RFQ): RFB - Construction	ESTIMATE: \$1,413,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: January 10, 2022	NUMBER OF RESPONSES (issued/submitted): 10/6
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Cuy-Green Road (CR-14) Resurfacing	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0% DBE 7%
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 PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PEF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	C.A. Agresta Construction Co 4186 Greenvale Rd South Euclid OH 44121	100% Merchant Bonding Company (Mutual)	\$1,187,894.40	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0714  NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		DPW is recommending award to vendor based on lowest and best bid. Mathematically and materially balanced. meb	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:



	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: 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  CCBB: <input checked="" type="checkbox"/> N/A  CCBEIP: <input checked="" type="checkbox"/> N/A  Bid Form: <input checked="" type="checkbox"/> Yes  Bid Bond: <input checked="" type="checkbox"/> Yes  Work Types: <input checked="" type="checkbox"/> Yes  DFSP: <input checked="" type="checkbox"/> Yes  Federal EEO Cert: <input checked="" type="checkbox"/> Yes  Affirm Action Cert: <input checked="" type="checkbox"/> Yes  Buy American Form: <input checked="" type="checkbox"/> Yes  Adden1: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: TN					

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2.	Vandra Brothers Construction Inc 24629 Broadway Ave Oakwood Village OH 44146	100% Western Surety Company	\$1,197,371.70	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2906  NCA: <input checked="" type="checkbox"/> Yes  PH: <input checked="" type="checkbox"/> Yes  CCBB: <input checked="" type="checkbox"/> N/A  CCBEIP: <input checked="" type="checkbox"/> N/A  Bid Form: <input checked="" type="checkbox"/> Yes  Bid Bond: <input checked="" type="checkbox"/> Yes  Work Types: <input checked="" type="checkbox"/> Yes  DFSP: <input checked="" type="checkbox"/> Yes  Federal EEO Cert: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				Affirm Action Cert: <input checked="" type="checkbox"/> Yes  Buy American Form: <input checked="" type="checkbox"/> Yes  Adden1: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3.	CATTS Construction Inc 21223 Aurora Rd Warrensville Hts OH 44146	100% Atlantic Specialty Insurance Company	\$1,225,798.20	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0042  NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Work Types: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Federal EEO Cert: <input checked="" type="checkbox"/> Yes Affirm Action Cert: <input checked="" type="checkbox"/> Yes Buy American Form: <input checked="" type="checkbox"/> Yes Adden1: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4.	Perk Company Inc	100%	\$1,302,747.50	Compliant:	<input type="checkbox"/> Yes	CCBB			<input type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
	8100 Grand Ave #300 Cleveland OH 44104	Endurance Assurance Corporation		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2187  NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A  Bid Form: <input checked="" type="checkbox"/> Yes  Bid Bond: <input checked="" type="checkbox"/> Yes  Work Types: <input checked="" type="checkbox"/> Yes  DFSP: <input checked="" type="checkbox"/> Yes  Federal EEO Cert: <input checked="" type="checkbox"/> Yes  Affirm Action Cert: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<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)
			Buy American Form: <input checked="" type="checkbox"/> Yes Adden1: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5. The Vallejo Company 4000 Brookpark Rd Cleveland OH 44134	100% The Cincinnati Insurance Company	\$1,318,769.25	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0025  NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A  Bid Form: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Bid Bond: <input checked="" type="checkbox"/> Yes  Work Types: <input checked="" type="checkbox"/> Yes  DFSP: <input checked="" type="checkbox"/> Yes  Federal EEO Cert: <input checked="" type="checkbox"/> Yes  Affirm Action Cert: <input checked="" type="checkbox"/> Yes  Buy American Form: <input checked="" type="checkbox"/> Yes  Adden1: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: TN					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
6. Chagrin Valley Paving Inc 17290 Munn Rd	100% Merchants Bonding	\$1,641,966.00	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
	Chagrin Falls OH 44023	Company (Mutual)		IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0807  NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A  Bid Form: <input checked="" type="checkbox"/> Yes  Bid Bond: <input checked="" type="checkbox"/> Yes  Work Types: <input checked="" type="checkbox"/> Yes  DFSP: <input checked="" type="checkbox"/> Yes  Federal EEO Cert: <input checked="" type="checkbox"/> Yes  Affirm Action Cert: <input checked="" type="checkbox"/> Yes  Buy American Form: <input checked="" type="checkbox"/> Yes  Adden1: <input checked="" type="checkbox"/> Yes		CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			

Transaction ID:



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

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0044

<b>Sponsored by: County Executive Budish/Department of Development</b>	<b>A Resolution</b> making awards on RQ6222 to various providers in the total amount not-to-exceed \$3,000,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses for the period 3/1/2022 - 2/29/2024; authorizing the County Executive to execute the contracts 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 Development has recommended making awards on RQ6222 to various providers in the total amount not-to-exceed \$3,000,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses for the period 3/1/2022 - 2/29/2024 as follows:

- a) Contract No. 2177 with Economic and Community Development Institute in the amount not-to-exceed \$750,000.00;
- b) Contract No. 2179 with National Council for Community Development dba National Development Council in the amount not-to-exceed \$750,000.00;
- c) Contract No. 2180 with Ohio Aerospace Institute in the amount not-to-exceed \$1,000,000.00;
- d) Contract No. 2181 with Village Capital Corporation in the amount not-to-exceed \$500,000.00; and

WHEREAS, the primary goals of this project are (a) provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County, (b) operate lending services to these businesses in the form of small business capital loans, (c) operate comprehensive technical assistance services to these businesses to include application assistance, processing, underwriting qualification, loan servicing and post-loan support and operate a Capital for Construction Program which incorporates construction industry-specific training, access to markets, procurement/bid opportunities and access to capital for these contracting businesses; and

WHEREAS, this project is funded 100% by the Economic Development Fund;  
and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue 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 RQ6222 with various providers in the total amount not-to-exceed \$3,000,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses for the period 3/1/2022 - 2/29/2024 as follows:

- a) Contract No. 2177 with Economic and Community Development Institute in the amount not-to-exceed \$750,000.00;
- b) Contract No. 2179 with National Council for Community Development dba National Development Council in the amount not-to-exceed \$750,000.00;
- c) Contract No. 2180 with Ohio Aerospace Institute in the amount not-to-exceed \$1,000,000.00;
- d) Contract No. 2181 with Village Capital Corporation in the amount not-to-exceed \$500,000.00; and

**SECTION 2.** That the County Executive is authorized to execute the contracts and all documents consistent with said awards and this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, 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 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\_\_

**Economic and Community Development Institute**

Economic & Community Development Institute Support Program for Small Business Entities in Cuyahoga County

Department: Department of Development – 2022

Economic & Community Development Institute - \$750,000.00

RQ - 6222

**Scope of Work Summary**

Department of Development requesting approval of an Economic Development Grant with the Economic & Community Development Institute for the anticipated cost of not to exceed \$750,000.00 with a term from 3/1/2022 – 2/29/2024.

The primary goals of the project are:

- A. Provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
- B. Operate lending services to these businesses in the form of small business capital loans.
- C. Operate comprehensive technical assistance services to these businesses to include application assistance, processing, underwriting qualification, loan servicing and post-loan support.
- D. Operate a Capital for Construction Program which incorporates construction industry-specific training, access to markets, procurement/bid opportunities, and access to capital for these contracting businesses.

**Procurement**

The procurement method for this project was RFQ. The total value of the RFQ is \$3,000,000.00.

The RFQ was closed on July 19, 2021.

There were nineteen (19) proposals pulled from OPD, seven (7) submitted for review, and seven (7) proposals approved for review.

**Contractor and Project Information**

Economic & Community Development Institute

7000 Euclid Avenue – Suite 202

Cleveland, Ohio 44103

Council District 8

Ms. Inna Kinney, President and CEO

**Project Status and Planning**

The project is new to the County.

**Funding**

The project is funded 100% by the Economic Development Fund.

The schedule of payments is by invoice.



**DATE:** August 19, 2021  
**TO:** Paul Herdeg  
**FROM:** Michael May  
**SUBJECT:** RFQ #6222 – Support Programs for Small Businesses in Cuyahoga County  
**CC:** RFQ Review Panel Members

Final scoring results have been achieved for the above-captioned advertised County program and the funding request proposals solicited for implementing and administering said program. Seven (7) agencies and organizations from Cuyahoga County submitted qualifying proposals through the Cuyahoga County Office of Purchasing. After required initial screening by the Office, the seven qualified (7) proposals were presented to the requesting Department of Development, which then appointed a 5-person Panel of Reviewers, whom, as volunteer economic & community development professionals, reviewed thoroughly and objectively all proposals. The Review Panel members are:

- Alesha Washington; Program Director – The George Gund Foundation
- Michael May; Economic Development Administrator - DOD
- Janise Bayne; Economic Development Program Specialist - DOD
- Prentis Jackson; Compliance & Statistical Data - DOD
- Kathi Resnick; Strategic Partnership Advisor - DOD

The Review Panel utilized the formal Evaluation Form (see Exhibit B), crafted as the scoring mechanism to judge and rank the proposals for RFQ #6222, and which was a public part of the Department of Purchasing's Issuance of said RFQ. While there is \$3,000,000 appropriated for this program, the dollar amount of total proposal requests was \$10,348,300, far exceeding the funding available (see Exhibit A). After three very lengthy collective scoring session meetings (all attended by all members), which took place on 8/5/21, 8/13/21 and 8/17/21, and dozens of hours of panel members' thorough and extensive individual reviews of the seven proposals, the Review Panel, came to their unanimous considered conclusion with these final results, which include both the ranking of the proposals and the recommended dollar awards for the four highest scorers (averaged over all five reviewers' combined scores):

- Ohio Aerospace Institute (OAI) (with partners: Presidents' Council, Urban League, and ECDI) - Score: 74.8. Recommended funding: \$1,000,000
- Economic & Community Development Institute (ECDI) - Score: 75.6. Recommended funding: \$750,000
- National Development Council (NDC) - Score: 79.0. Recommended funding: \$750,000
- Village Capital Corporation (VCC) - Score: 69.8. Recommended funding: \$500,000
- Manufacturing Works (and ACR Capital) - Score: 63.6
- JumpStart, Inc. - Score: 60.6
- Greater Cleveland Partnership (GCP) - Score: 57.4

The panel has unanimously voted for and endorsed the above conclusions and is prepared to formally relay these results to the Department of Purchasing.

	<b>EXHIBIT A</b> SCORES, FUNDING REQUESTS & RECOMMENDED AWARDS RFQ #6222	FINAL		\$ 3,000,000 Appropriation	
	<b>Applicant Organization/Partnership</b>	Total Average Score	Recommended Funding	Funding Request	
1	Ohio Aerospace Institute (OAI) (with Partners: Presidents' Council, Urban League of Greater Cleveland, and ECDI)	74.8	\$ 1,000,000	\$	1,984,000
2	Economic & Community Development Institute (ECD)	75.6	\$ 750,000	\$	2,900,000
3	National Development Council (NDC)	79.0	\$ 750,000	\$	1,250,000
4	Village Capital Corporation (VCC)	69.8	\$ 500,000	\$	1,725,000
5	Manufacturing Works (and ACR Capital)	63.6	---	\$	1,034,000
6	JumpStart, Inc.	60.6	---	\$	1,200,000
7	Greater Cleveland Partnership (GCP)	57.4	---	\$	255,000
	<b>Total</b>	100	\$ 3,000,000	\$	10,348,000

<b>EXHIBIT B</b>								
EVALUATION FORM - RFQ6222								
<b>Evaluation Criterion</b>	Max	ECDI	GCP	JumpStart	Mfg Works	NDC	OAI	VCC
<b>Section 1 - Minimum Qualifications</b>								
In Cuyahoga County, exist for 5 years, with at least 3 years small business assistance experience	Y/N	Y	Y	Y	Y	Y	Y	Y
<b>Section 2 - Firm's Experience</b>								
Existing Programs for Small Business (Financing & Technical)	10							
Existing Programs for MBE & WBE Owned Small Business	10							
Existing Programmatic Elements to Advance Equity	5							
<b>Section 3 - Program Staff's Experience</b>								
Small Business Financing	10							
Small Business Technical Assistance	10							
MBE & WBE Assistance Programs	10							
Advancing Equity through the above activities	5							
<b>Section 4 - Project Methodology</b>								
Detailed, logical & sound program approach /method	10							
Clear & concise budget	10							
Advancing equity & opportunity	10							
Access to additional funding sources	10							
<b>Total</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Reviewer Name:								



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6222
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	1294
CM Contract#	2177

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	CF-Updated	<input type="checkbox"/>

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			CF	Ok Jgas 1-14-2022
Bid Specification Packet			CF	<b>Ok Jgas 1-14-2022</b>
Evaluation Summary (names of evaluators to be included)			CF	<b>Ok Jgas 1-14-2022</b>
Diversity Documents – <i>if required (goal set)</i>			N/A	<b>N/A No goals set by Diversity Department Ok Jgas 1-14-2022</b>
Award Letter (sent to awarded vendor)			CF	<b>Ok Jgas 1-14-2022</b>
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>			N/A	N/A
Tabulation Sheet			CF	<b>Ok Jgas 1-14-2022</b>
IG#	21-0363-REG	31DEC2025	CF	Ok Jgas 1-14-2022
Debarment/Suspension Verified	Date:	1/18/2021	CF	Ok Jgas 1-14-2022
Auditor’s Finding	Date:	11/30/2021	CF	Ok Jgas 1-14-2022
Vendor’s Submission			CF	Ok Jgas 1-14-2022
Independent Contractor (I.C.) Requirement	Date:	12/2/2021	CF	Ok Jgas 1-14-2022
Cover - <i>Master contracts only</i> <i>Economic and Community Development Institute</i> 31-1145544 1655 Old Leonard Avenue Columbus, OH 43219 Inna Kinney 614.559.0115			N/A	To be prepared by DOP Ok Jgas 1-14-2022
Contract Evaluation – <i>if required</i>			CF	Ok Jgas 1-14-2022
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	n/a
Checklist Verification			CF	<b>Ok Jgas 1-14-2022</b>

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	CF-Updated 02/09
Matrix Law Screen shot	CF Attached Jgas
COI	CF Attached JGAS
Workers’ Compensation Insurance	CF Attached Jgas

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
3/1/2022-12/31/2022	DV220110	55130	DEVECD001	\$750,000.00
1/1/2023-12/31/2023	DV220110	55130	DEVECD001	\$0.00
1/1/2024-2/29/2024	DV220110	55130	DEVECD001	\$0.00
			<b>TOTAL</b>	\$750,000.00

<b>Contract History</b> CE/AG# (if applicable)	CE1300019-05-CONV
<b>Infor/Lawson PO# and PO Code</b> (if applicable)	CONV
<b>Lawson RQ#</b> (if applicable)	N/A
<b>CM Contract#</b>	N/A

**This table is to be filled with previous contracts history as attached on previous table. Please update information and resubmit. Jgas 1-14-2022**

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$500,000.00		4/6/2020-12/31/2020	4/6/2020	BC2020-203
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions	N/A
CM#:	2177
Vendor Name:	Economic and Community Development Institute

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	3/1/2022 – 2/29/2024
Amount:	NTE \$750,000.00
History/CE:	CE1300019-05-CONV
EL:	OK
Procurement Notes:	Department of Development requesting approval of an Economic Development Grant with the Economic & Community Development Institute for the anticipated cost of not to exceed \$750,000.00 with a term from 3/1/2022 – 2/29/2024 to provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
Purchasing Buyer approval:	OK Jgas 2/10/2022

~~Since this is using an activity code, AC commitments needs to be placed to line. In vendor agreement, select commitments tab, on the box under AC commitments, change to line. Make sure make changes on contract line—Under Distribution tab, click on the commitment spread and change from GL to “General Ledger” under System box. Jgas 1-14-2022.~~

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Economic and Community Development Institute				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	PO-20001129-EXMT, PO20001197-QUOT, CE1300019-01-CONV(2019), CE1300019-05-CONV(2019)				
<b>RQ#</b>	RQ-905/RQ-1341				
<b>Time Period of Original Contract</b>	4/6/2020-12/31/2020, 3/30/2020-4/2/2020				
<b>Background Statement</b>	ECDI to make grants and loans to small businesses in Cuyahoga County impacted by COVID-19 totaling \$500,000. Call center services from March 30 – April 2, 2020, in the amount of \$5,000.				
<b>Service Description</b>	ECDI's staff and technical support provides the County with administration of the first round of the Small Business Grant Stabilization Fund, awarding grants to businesses affected by COVID.				
<b>Performance Indicators</b>	Grant awards, accompanied by technical support services through a Small Business Resource/Call Center were to be awarded utilizing the \$500,000 available.				
<b>Actual Performance versus performance indicators (include statistics):</b>	The Business Stabilization Fund provided over 200 grants to small businesses, County-wide, during this contract period, utilizing all of the funds. Also, approximately 800 calls were fielded by the Business Resource/Call Center during 2020.				
<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>	XX				
<b>Justification of Rating</b>	ECDI's history and experience is to provide funding to small businesses that are unable to get traditional bank financing. Its long track record in this arena and with Cuyahoga County has proven out in these recent specific services,				
<b>Department Contact</b>	Paul Herdeg, Director, Department of Development				
<b>User Department</b>	Department of Development				
<b>Date</b>	1/13/2022				

**National Council for Community Development dba National Development Council**

Title: National Development Council Support Program for Small Business Entities in Cuyahoga County

Department: Department of Development – 2022

National Development Council - \$750,000.00

RQ - 6222

**Scope of Work Summary**

Department of Development requesting approval of an Economic Development Grant with the National Development Council for the anticipated cost of not to exceed \$750,000.00 with a term from 3/1/2022 – 2/29/2024.

The primary goals of the project are:

- A. Provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
- B. Operate mission-based lending services to these businesses through its Community Impact Loan Fund (CILF) tailored model, creative, low-cost loan products.
- C. Operate comprehensive technical assistance services to these businesses in conjunction with collaboration partners by providing specialized community development and entrepreneurial-focused training in classroom & online settings.
- D. Deliver the above services and loans as part of a comprehensive service delivery model, designed to complement and enhance community building efforts in target minority majority communities.

**Procurement**

The procurement method for this project was RFQ. The total value of the RFQ is \$3,000,000.00.

The RFQ was closed on July 19, 2021.

There were nineteen (19) proposals pulled from OPD, seven (7) submitted for review, and seven (7) proposals approved for review.

**Contractor and Project Information**

National Development Council

1111 Superior Avenue East – Suite 1114

Cleveland, Ohio 44114

Council District 7

Mr. Daniel Marsh, III, President and CEO

**Project Status and Planning**

The project is new to the County.

**Funding**

The project is funded 100% by the Economic Development Fund.

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6222
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	1294
CM Contract#	2179

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	CF-Updated	<input type="checkbox"/>

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION</b>		
<b>Formal RFQ</b>		
<b>Reviewed by Purchasing</b>		
	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)	CF	OK Jgas 1/20/2022
Bid Specification Packet	CF	OK Jgas 1/20/2022
Evaluation Summary (names of evaluators to be included)	CF	OK Jgas 1/20/2022
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A. No diversity goals were set for this procurement.
Award Letter (sent to awarded vendor)	CF	OK Jgas 1/20/2022
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>	N/A	N/A
Tabulation Sheet	CF	OK Jgas 1/20/2022
IG# 20-0227-REG 31DEC2024	CF	OK Jgas 1/20/2022
Debarment/Suspension Verified Date: 1/4/2022	CF	OK Jgas 1/20/2022
Auditor’s Finding Date: 11/30/2021	CF	OK Jgas 1/20/2022
Vendor’s Submission	CF	OK Jgas 1/20/2022
Independent Contractor (I.C.) Requirement Date: 8/18/2021	CF	OK Jgas 1/20/2022
Cover - <i>Master contracts only</i> National Development Council 13-6532871 1111 Superior Ave East – Suite 1114 Cleveland, OH 44114 Daniel Marsh III 216-303-7177	N/A	
Contract Evaluation – <i>if required</i>	CF	OK Jgas 1/20/2022
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	CF	OK Jgas 1/20/2022

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	CF -Updated 02/09 Attached OK Jgas 1/20/2022
Matrix Law Screen shot	CF Attached OK Jgas 1/20/2022
COI	CF Attached OK Jgas 1/20/2022
Workers' Compensation Insurance	CF Attached OK Jgas 1/20/2022

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
3/1/2022 – 12/31/2022	DV220110	55130	DEVECD001	\$750,000.00
1/1/2023 – 12/31/2023	DV220110	55130	DEVECD001	0.00
1/1/2024 – 2/29/2024	DV220110	55130	DEVECD001	0.00
			<b>TOTAL</b>	\$750,000.00

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	20001670 EXMT
<b>Lawson RQ# (if applicable)</b>	1808
<b>CM Contract#</b>	N/A

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$119,000.00		08/24/2020-12/31/2021	08/24/2020	BC2020-481
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions	BC2020-481 dated 08/24/2020
CM#:	2179



## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

Vendor Name:	National Council for Community Development Inc dba National Development Council
ftp:	3/1/2022 - 2/29/2024
Amount:	NTE 750,000.00
History/CE:	20001670 EXMT
EL:	OK
Procurement Notes:	Department of Development requesting approval of an Economic Development Grant with the National Development Council for the anticipated cost of not to exceed \$750,000.00 with a term from 3/1/2022 - 2/29/2024 to provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
Purchasing Buyer approval:	OK Jgas 1/20/2022



CONTRACT HISTORY/EVALUATION FORM					
<b>Contractor</b>	National Council for Community Development dba National Development Council				
<b>Contract/Agreement No.</b>	20001670 EXMT				
<b>RQ#</b>	1808				
<b>Time Period of Original Contract</b>	8/24/2020 Through 12/31/2021				
<b>Background Statement</b>					
<b>Service Description</b>	Technical Assistance to Cuyahoga County and its Municipalities in Economic Development				
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Contract/Agreement Amount</b>	\$119,000.00			8/24/2020	BC2020-481
<b>Prior Amendment Amounts (List separately)</b>					
<b>Pending Amendment</b>					
<b>Total Amendment(s)</b>					
<b>Total Contract Amount</b>	\$119,000.00				
<b>Performance Indicators</b>	Provide technical assistance as needed to Cuyahoga County and its municipalities in economic development				
<b>Actual performance versus performance indicators (include statistics):</b>	National Development Council has provided technical assistance as required.				
<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>	National Development Council is nationally recognized for its expertise in community based economic development. The same staff who teach its nationally recognized training programs also provide technical assistance to Cuyahoga County and its municipalities as needed.				
<b>Dept. Contact</b>	Bob Flauto				
<b>User Dept.</b>	Development				
<b>Date</b>	8/25/2021				

**Ohio Aerospace Institute**

Title: Ohio Aerospace Institute Support Program for Small Business Entities in Cuyahoga County

Department: Department of Development – 2022

Ohio Aerospace Institute - \$1,000,000.00

RQ - 6222

**Scope of Work Summary**

Department of Development requesting approval of an Economic Development Grant with Ohio Aerospace Institute for the anticipated cost of not to exceed \$1,000,000.00 with a term from 3/1/2022 – 2/29/2024.

The primary goals of the project are:

- A. Provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
- B. Operate a Marketing Support Initiative to help these businesses gain access to customers.
- C. Operate a Talent Support Initiative to assist these businesses in bolstering areas of human capital infusion into their IT, accounting, legal, human resources, marketing, and benefits management systems.
- D. Operate Capital Support Initiatives to help these businesses obtain capital to accelerate their growth.

**Procurement**

The procurement method for this project was RFQ. The total value of the RFQ is \$3,000,000.00.

The RFQ was closed on July 19, 2021.

There were nineteen (19) proposals pulled from OPD, seven (7) submitted for review, and seven (7) proposals approved for review.

**Contractor and Project Information**

Ohio Aerospace Institute

22800 Cedar Point Road

Brook Park, Ohio 44142

Council District 2

Dr. John Sankovic, President and CEO

**Project Status and Planning**

The project is new to the County.

**Funding**

The project is funded 100% by the Economic Development Fund.

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6222
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	1294
CM Contract#	2180

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	CF-Updated	<input type="checkbox"/>

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <b>X</b>
---	------------------------------	-------------

<b>FULL AND OPEN COMPETITION</b>		
<b>Formal RFQ</b>		
<b>Reviewed by Purchasing</b>		
	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)	CF	OK Jgas 1/24/2022
Bid Specification Packet	CF	<b>OK Jgas 1/24/2022</b>
Evaluation Summary (names of evaluators to be included)	CF	<b>OK Jgas 1/24/2022</b>
Diversity Documents – <i>if required (goal set)</i>	N/A	<b>N/A no diversity goals set to this procurement.</b>
Award Letter (sent to awarded vendor)	CF	<b>OK Jgas 1/24/2022</b>
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>	N/A	N/A
Tabulation Sheet	CF	<b>OK Jgas 1/24/2022</b>
IG#      19-0018-REG    31DEC2023	CF	OK Jgas 1/24/2022
Debarment/Suspension Verified    Date:    1/4/2022	CF	OK Jgas 1/24/2022
Auditor’s Finding                      Date:    11/30/2021	CF	OK Jgas 1/24/2022
Vendor’s Submission	CF	OK Jgas 1/24/2022
Independent Contractor (I.C.) Requirement    Date:    11/30/2021	CF	OK Jgas 1/24/2022
Cover - <i>Master contracts only</i> Ohio Aerospace Institute 34-1621676 22800 Cedar Point Road Brook Park, Ohio 44142 Dr. John Sankovic 440.962.3000	N/A	
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	CF	<b>OK Jgas 1/24/2022</b>

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	CF-Updated 02/09 attached Jgas 1/24/2022
Matrix Law Screen shot	CF attached Jgas 1/24/2022
COI	CF attached Jgas 1/24/2022
Workers’ Compensation Insurance	CF attached Jgas 1/24/2022

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
3/1/2022 - 12/31/2022	DV220110	55130	DEVECD001	\$1,000,000.00
1/1/2023 - 12/31/2023	DV220110	55130	DEVECD001	0.00
1/1/2024 – 2/29/2024	DV220110	55130	DEVECD001	0.00
			<b>TOTAL</b>	1,000,000.00

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	20000752-PMNT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	M/A

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$102,000.00		6/1/2020-12/31/2020	6/1/2020	BC2020-309
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions	BC2020-309
CM#:	2180
Vendor Name:	Ohio Aerospace Institute
ftp:	3/1/2022 - 2/29/2024
Amount:	NTE 1,000,000.00

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

History/CE:	20000752-PMNT
EL:	OK
Procurement Notes:	Department of Development requesting approval of an Economic Development Grant with Ohio Aerospace Institute for the anticipated cost of not to exceed \$1,000,000.00 with a term from 3/1/2022 - 2/29/2024 to provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
Purchasing Buyer approval:	OK Jgas 2-10-2022

### Village Capital Corporation

Title: Village Capital Corporation Support Program for Small Business Entities in Cuyahoga County

Department: Department of Development – 2022

Village Capital Corporation - \$500,000.00

RQ - 6222

### Scope of Work Summary

Department of Development requesting approval of an Economic Development Grant with Village Capital Corporation for the anticipated cost of not to exceed \$500,000.00 with a term from 3/1/2022 – 2/29/2024.

The primary goals of the project are:

- A. Provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
- B. Operate “Grow U”, an accelerator for these small, entrepreneurial ventures that have been in business for three years, but need support as young businesses to move from startup capacity to “scale-up” delivery. Launches of the Contractors on the Rise & Equitable Development Initiative cohorts within the program.
- C. Offer these businesses one-on-one financial coaching and developmental services to become more efficient and effective, to reach more customers, and generate better returns and profitability on their investment.
- D. Offer affordable capital in the forms of flexibly structured loan products and grants for these businesses particularly located in distressed and underserved neighborhoods and markets.

### Procurement

The procurement method for this project was RFQ. The total value of the RFQ is \$3,000,000.00.

The RFQ was closed on July 19, 2021.

There were nineteen (19) proposals pulled from OPD, seven (7) submitted for review, and seven (7) proposals approved for review.

### Contractor and Project Information

Village Capital Corporation

11327 Shaker Boulevard – Suite 500W

Cleveland, Ohio 44104

Council District 7

Ms. Dione Alexander, President and CEO

### Project Status and Planning

The project is new to the County.

### Funding

The project is funded 100% by the Economic Development Fund.

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6222
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	1294
CM Contract#	2181

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	CF-Updated	<input type="checkbox"/>

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION</b>		
<b>Formal RFQ</b>		
<b>Reviewed by Purchasing</b>		
	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)	CF	OK Jgas 1/20/2022
Bid Specification Packet	CF	<b>OK Jgas 1/20/2022</b>
Evaluation Summary (names of evaluators to be included)	CF	<b>OK Jgas 1/20/2022</b>
Diversity Documents – <i>if required (goal set)</i>	N/A	<b>N/A. No diversity goals set for this procurement.</b>
Award Letter (sent to awarded vendor)	CF	<b>OK Jgas 1/20/2022</b>
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>	N/A	N/A
Tabulation Sheet	CF	<b>OK Jgas 1/20/2022</b>
IG# 21-0404-REG 31DEC2025	CF	OK Jgas 1/20/2022
Debarment/Suspension Verified Date: 1/4/2022	CF	OK Jgas 1/20/2022
Auditor’s Finding Date: 11/30/2021	CF	OK Jgas 1/20/2022
Vendor’s Submission	CF	OK Jgas 1/20/2022
Independent Contractor (I.C.) Requirement Date: 1/18/2022	CF	OK Jgas 1/20/2022
Cover - <i>Master contracts only</i> Village Capital Corporation 34-1704488 11327 Shaker Boulevard – Suite 500W Cleveland, Ohio 44104 Dione Alexander 216-830-2770	N/A	
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	CF	<b>OK Jgas 1/20/2022</b>

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	CF-Updated 02/09 attached OK Jgas 1/20/2022
Matrix Law Screen shot	CF attached OK Jgas 1/20/2022
COI	CF attached OK Jgas 1/20/2022
Workers’ Compensation Insurance	CF attached OK Jgas 1/20/2022

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
3/1/2022 – 12/31/2022	DV220110	55130	DEVECD001	\$500,000.00
1/1/2023 – 12/31/2023	DV220110	55130	DEVECD001	\$0.00
1/1/2024 – 2/29/2024	DV220110	55130	DEVECD001	\$0.00
			<b>TOTAL</b>	\$500,000.00

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>					
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions	N/A
CM#:	2181



## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

Vendor Name:	Village Capital Corporation
ftp:	3/1/2022 - 2/29/2024
Amount:	NTE \$500,000.00
History/CE:	N/A
EL:	OK
Procurement Notes:	Department of Development requesting approval of an Economic Development Grant with Village Capital Corporation for the anticipated cost of not to exceed \$500,000.00 with a term from 3/1/2022 - 2/29/2024 to provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County.
Purchasing Buyer approval:	OK 2-10-2022



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 6222/Event #1294	TYPE: RFQ	ESTIMATE: \$3,000,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: July 19, 2021	NUMBER OF RESPONSES: 19/7
REQUESTING DEPARTMENT: Department of Development	COMMODITY DESCRIPTION: Support Programs for Small Business Entities	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
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 PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PEF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)				
1.	Economic and Community Development Institute Inc. (ECDI) 475 East Mound Street Columbus, OH 43215	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No*  IG Number:  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Subcontractor Name(s):</td> <td style="width: 50%;"></td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes <input type="checkbox"/>SBE <input type="checkbox"/>MBE <input type="checkbox"/>WBE  <input type="checkbox"/>No           </td> </tr> </table>	Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):													
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No												

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)								
				<input checked="" type="checkbox"/> 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 Initials: cmk 7/21/2021			<table border="1"> <tr> <td data-bbox="1378 272 1612 407">Total %</td> <td data-bbox="1612 272 2150 407">SBE: ___ % MBE: ___ % WBE: ___ %</td> </tr> <tr> <td data-bbox="1378 407 1612 646">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 407 2150 646"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 646 1612 812">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 646 2150 812"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1378 812 1612 852"></td> <td data-bbox="1612 812 2150 852"></td> </tr> </table>		Total %	SBE: ___ % MBE: ___ % WBE: ___ %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:					
Total %	SBE: ___ % MBE: ___ % WBE: ___ %																	
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																	
SBE/MBE/WBE Comments and Initials:																		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)												
2.	Economic Growth Foundation 1240 Huron Rd. East Cleveland, Ohio 44115	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 19-0090 NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes/Greater Cleveland Partnership <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 type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1378 272 1612 527">Subcontractor Name(s):</td> <td data-bbox="1612 272 2150 527"></td> </tr> <tr> <td data-bbox="1378 527 1612 706">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1612 527 2150 706"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 706 1612 836">Total %</td> <td data-bbox="1612 706 2150 836">SBE: ___% MBE: ___% WBE: ___%</td> </tr> <tr> <td data-bbox="1378 836 1612 1079">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 836 2150 1079"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 1079 1612 1274">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 1079 2150 1274"></td> </tr> <tr> <td colspan="2" data-bbox="1378 1274 2150 1446" style="background-color: #cccccc;"></td> </tr> </table>		Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: ___% MBE: ___% WBE: ___%	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:					<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):																						
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																					
Total %	SBE: ___% MBE: ___% WBE: ___%																					
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
SBE/MBE/WBE Comments and Initials:																						

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				<input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: cmk 7/21/2021					

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.	Jump Start, Inc. 6701 Carnegie Avenue Suite 100 Cleveland, OH 44103	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 19-0210 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
						Total %		SBE: ___% MBE: ___% WBE: ___%		
						SBE/MBE/WBE Comply: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:				

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: cmk 7/21/2021					

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.	Manufacturing Works 4885 W. 130 <sup>th</sup> Street, Suite 1 Cleveland, Ohio 44135	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *  IG Number:  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes/The Mezzanine Fund <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 type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1381 272 1612 526">Subcontractor Name(s):</td> <td data-bbox="1612 272 2153 526"></td> </tr> <tr> <td data-bbox="1381 526 1612 704">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1612 526 2153 704"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1381 704 1612 834">Total %</td> <td data-bbox="1612 704 2153 834">SBE: ___% MBE: ___% WBE: ___%</td> </tr> <tr> <td data-bbox="1381 834 1612 1078">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 834 2153 1078"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1381 1078 1612 1279">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 1078 2153 1279"></td> </tr> <tr> <td colspan="2" data-bbox="1381 1279 2153 1448" style="background-color: #cccccc;"></td> </tr> </table>		Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: ___% MBE: ___% WBE: ___%	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:					<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):																						
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																					
Total %	SBE: ___% MBE: ___% WBE: ___%																					
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
SBE/MBE/WBE Comments and Initials:																						

Transaction ID:



	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				<input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: cmk 7/21/2021					

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.	National Development Council (NDC) 1111 Superior Avenue East, Suite 1114 Cleveland, Ohio 44114	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0227 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
						Total %		SBE: ___% MBE: ___% WBE: ___%		
						SBE/MBE/WBE Comply: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:				

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: cmk 7/21/2021					

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.	Ohio Aerospace Institute 2001 Aerospace Parkway Brookpark, Ohio 44142	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 19-0018 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
						Total %		SBE: ___% MBE: ___% WBE: ___%		
						SBE/MBE/WBE Comply: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:				

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: cmk 7/21/2021					

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.	Village Capital Corporation 11327 Shaker Blvd. Suite 500W Cleveland, OH 44104	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 18-0121 Neighborhood Progress, Inc. 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 type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1378 272 1612 527">Subcontractor Name(s):</td> <td data-bbox="1612 272 2153 527"></td> </tr> <tr> <td data-bbox="1378 527 1612 706">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1612 527 2153 706"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 706 1612 836">Total %</td> <td data-bbox="1612 706 2153 836">SBE: ___% MBE: ___% WBE: ___%</td> </tr> <tr> <td data-bbox="1378 836 1612 1079">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 836 2153 1079"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 1079 1612 1274">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 1079 2153 1274"></td> </tr> <tr> <td colspan="2" data-bbox="1378 1274 2153 1448" style="background-color: #cccccc;"></td> </tr> </table>		Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: ___% MBE: ___% WBE: ___%	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:					<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):																						
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																					
Total %	SBE: ___% MBE: ___% WBE: ___%																					
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
SBE/MBE/WBE Comments and Initials:																						

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				<input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: cmk 7/21/2021					

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0045

<b>Sponsored by: County Executive Budish/Department of Information Technology</b>	<b>A Resolution</b> authorizing an Agreement with State of Ohio/Department of Administrative Services/Office of Information Technology in the amount not-to-exceed \$1,000,000.00 for Data Center Co-location services for the period 1/1/2022 – 12/31/2026; authorizing the County Executive to execute Agreement No. 2224 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Information Technology has recommended an Agreement with State of Ohio/Department of Administrative Services/Office of Information Technology in the amount not-to-exceed \$1,000,000.00 for Data Center Co-location services for the period 1/1/2022 – 12/31/2026; and

WHEREAS, the primary goals of this project are (a) operate, repair, replace network and related devices, (b) service, installation and maintenance for equipment and (c) space for IT telecommunications servers, rack cabinets and equipment; and

WHEREAS, the 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 Agreement with State of Ohio/Department of Administrative Services/Office of Information Technology in the amount not-to-exceed \$1,000,000.00 for Data Center Co-location services for the period 1/1/2022 – 12/31/2026.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 2224 and all other documents consistent with said award and this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or





Title: Department of Information Technology; 2022-2026; State of Ohio-Department of Administrative Services (DAS); Agreement (CM#2224); Data Center Co-Location Services Agreement

#### Scope of Work Summary

Department of Information Technology requesting approval of an agreement with State of Ohio-Dept. of Administrative Services (DAS) for the anticipated cost of \$1,000,000.00; or \$200,000.00 annually for period of 5 years.

The Project is not new to the County. This is a new agreement. The anticipated start-completion dates are 1/1/2022 thru 12/31/2026.

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

- I. Space for IT telecommunications servers, rack cabinets, equipment
- II. Service, installation and maintenance for equipment
- III. Operate, repair, replace network and related devices

Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval – NA
- b) Are the purchases compatible with the new ERP system? NA
- c) Is the item ERP approved
- d) Are the services covered by the original ERP budget NA

#### Procurement

This is a new agreement for a government purchase for Data Center Co-Location Services.

Initial project was an inter-agency government agreement AG1700007 County Council Resolution R2017-0038 approved 3/14/2017 for \$1,750,000.00 for the period 1/1/2017 thru 12/31/2021.

Dept. of Procurement instructed a new agreement be processed for the current period instead of an amendment.

#### Contractor and Project Information

State of Ohio DAS OIT

30 East Broad Street

Columbus, OH 43215

The Director is Kathleen Madden

#### Project Status and Planning

The project is an extension of the existing project.

#### Funding

The project is funded 100% by the General Fund – IT Administration.

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	na
Infor/Lawson PO# Code (if applicable):	na
CM Contract#	2224 State of Ohio -DAS *New

	Department	Clerk of the Board
Briefing Memo	mn	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Late Dept. request; delay from State of Ohio with Agreement; DoP disapproval of amendment processing-required to do new contract.	
What is being done to prevent this from reoccurring?	Na Dept. of Purchasing Note: Per department’s justification: <b>Department pre-planning</b>	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> email from AMolls
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION		
Government Purchase		
Reviewed by Purchasing		
	Department initials	Purchasing
Justification Form	mn	OK
Debarment/Suspension Verified	Date: 12/23/2021	mn OK
Auditor’s Finding	Date: 12/23/2021	mn OK
Vendor’s Submission	na	OK (vendor’s contract not signed by vendor)
Cover - Master contracts only	na	OK
Contract Evaluation – if required	mn	OK (attached 1/24/2022 (dated 1/28/2022))
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	Na Email from A.Molls	OK (uploaded 1/24/2022)
Checklist Verification	mn	OK

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	mn
Matrix Law Screen shot	Email from JMcGory
COI	na

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers’ Compensation Insurance	na
---------------------------------	----

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022 – 12/31/2022	IT100100	55130		\$200,000.00
1/1/2023 – 12/31/2023	IT100100	55130		\$200,000.00
1/1/2024 – 12/31/2024	IT100100	55130		\$200,000.00
1/1/2025 – 12/31/2025	IT100100	55130		\$200,000.00
1/1/2026 – 12/31/2026	IT100100	55130		\$200,000.00
			<b>TOTAL</b>	<b>\$1,000,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	na
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	na
<b>Lawson RQ# (if applicable)</b>	na
<b>CM Contract#</b>	2224 State of Ohio -DAS *New

### History provided in 1/24/2022 submission

<b>CM#1136 State of Ohio DAS</b>	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period/Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$1,750,000.00		1/1/2017-12/31/2021	3/14/2017	R2017-0038
		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$1,750,000.00			

	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period/Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$1,000,000.00		1/1/2022 – 12/31/2026		
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

<b>Total Contact Amount</b>		<b>\$1,000,000.00</b>		
-----------------------------	--	-----------------------	--	--

**Purchasing Use Only:**

Prior Resolutions:	R2017-0038
CM#:	2224
Vendor Name:	Ohio Department of Administrative Services / Office of Information Technology
ftp:	1/1/2022 – 12/31/2026
Amount:	\$1,000,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	<p>1/25/2022: contract not signed by vendor – department has stipulated that the vendor will not sign prior to our approval – contract department with inquiries.</p> <p>1/24/2022: Must DELETE the 2022 line from CM1136 and correct that contract’s start/end dates prior to this contract approval; Attach revised checklist with late submittal question #2 answered and prior contract’s History completed; Attach prior contract evaluation; contract not signed by vendor; Contract has to pay the Ohio DAS specifically, not auditor of state – does not match the vendor/supplier payment information – attach confirmation by Fiscal supplier 612 is the same as this vendor for payment purposes or correct supplier/vendor. Attach TAC approval or waiver for this contract specifically (item attached references an amendment)</p>

Purchasing Buyer approval: **OK, ssp 1/25/2022**

# Department of Purchasing – Required Documents Checklist

## Upload as “word” document in Infor

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Mail - Samantha Powell - Outlook, https://ccprod.cloud.infor.com/, +
- Address Bar:** ccprod.cloud.infor.com/SitePages/InforSuite.aspx?LogicalID=LId://infor.hrsd.1
- Navigation:** Apps, Google, NEW E-Mail-07-2017, Legal Requests, BuySpeed Online, Google, MyChart - The Metr..., Cuyahoga County C..., EMAIL Help, Test Public Portal S...
- Page Header:** Lawson, Bookmarks, Contract Mgmt & Sourcing
- Page Title:** Update Contract Comment
- Contract Group:** CUYA CUYAHOGA COUNTY ENTERPRISE
- Contract:** 2224 State of Ohio DAS Co-Location Agreement
- Supplier:** 612 Auditor of State of Ohio Contract Status: Released
- Comment Type:** Manual
- Vendor Agreement Comment Type:** (Dropdown menu)
- Title:** 1/24/2022 DEPT CORRECTIONS
- Description:**
  - Must DELETE the 2022 line from CM1136 and correct that contract's start/end dates prior to this contract approval; COMPLETED
  - Attach revised checklist with late submittal question #2 answered and prior contract's History completed; COMPLETED
  - Contract has to pay the Ohio DAS specifically, not auditor of state - does not match the vendor/supplier payment information - attach confirmation by Fiscal supplier 612 is the same as this vendor for payment purposes or correct supplier/vendor. COMPLETED
  - Attach TAC approval or waiver for this contract specifically (item attached references an amendment); COMPLETED
  - Attach prior contract evaluation; COMPLETED
  - Contract not signed by vendor; IT IS A STATE OF OHIO CONTRACT, WHERE THEY DO NOT SIGN FIRST, WE DO, AND WE HAVE THE HISTORICAL REFERENCE FOR THAT.
- Send Comment To Sourcing:**
- Attachment:** 01\_24\_2022 Email from M.Thomas re.vendor supplier no..pdf, 01\_24\_2022 Email from M.Thomas re.vendor supplier no..pdf, application/pdf
- Taskbar:** Windows Start button, search bar (Type here to search), taskbar icons (File Explorer, Edge, etc.), system tray (21°F Sunny, 10:10 AM 1/25/2022)

## CONTRACT EVALUATION FORM

<b>Contractor</b>	State of Ohio Dept. of Admin. Services				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#1136 AG1700007				
<b>RQ#</b>	38814				
<b>Time Period of Original Contract</b>	1/1/2017 – 12/31/2021				
<b>Background Statement</b>	Initial contract approved as inter-agency agreement, County Council Resolution R2017-0038 approved 3/14/2017; for the period 1/1/2017 thru 12/31/2021 in the amount of \$1,750,000.00 for Data Center Co-Location Services.				
<b>Service Description</b>	Data Center Co-Location Service.				
<b>Performance Indicators</b>	Equipment, maintenance and service as described in the agreement.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Agreement terms and services were met with no issue.				
<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>	na				
<b>Department Contact</b>	Michelle Norton				
<b>User Department</b>	Dept. of IT				
<b>Date</b>	1/28/2022				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0046

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,335,121.69 for child support services for the period 1/1/2022 - 12/31/2022; authorizing the County Executive to execute Agreement Nos. 2214, 2215, 2215, 2217 & 2218 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services (“CJFS”) has recommended Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,335,121.69 for child support services for the period 1/1/2022 - 12/31/2022 as follows:

- a) Agreement No. 2214 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,701,642.74;
- b) Agreement No. 2215 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,656,314.84;
- c) Agreement No. 2216 with Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$3,876,036.68;
- d) Agreement No. 2217 with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$77,980.34;
- e) Agreement No. 2218 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$23,147.09; and

WHEREAS, the Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services, which will be rendered by each of these two (2) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and,



WHEREAS, the primary goal of these cooperative agreements is to enable the County to recover a portion of the expenses incurred by the Domestic Relations Court, Juvenile Court and the County Prosecuting Attorney's Office in providing Title IV-D services to CJFS Office of Child Support Services; and

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these three (3) agencies; and

WHEREAS, the agreement costs will be funded as follows: (a) 49.26% Federal Funds, (b) 17.36% Health and Human Services Levy Funds (c) 0.23% Revenue Fees and (d) 9.49% State Funds (e) 13.46% Program Income and (f) 10.20% Federal Incentives; 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 Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,335,121.69 for child support services for the period 1/1/2022 - 12/31/2022 as follows:

- a) Agreement No. 2214 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,701,642.74;
- b) Agreement No. 2215 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,656,314.84;
- c) Agreement No. 2216 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,876,036.68;
- d) Agreement No. 2217 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$77,980.34;
- e) Agreement No. 2218 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$23,147.09; and

**SECTION 2.** That the County Executive is hereby authorized to execute Agreements Nos. 2214, 2215, 2216, 2217, 2218 and all other documents consistent with awards and this Resolution.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2022; CUYAHOGA COUNTY DOMESTIC RELATIONS; AGREEMENT (Government to Government); ADL: 2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: DOMESTIC RELATIONS COURT - COURT SERVICES

#### Scope of Work Summary

OCSS is requesting approval of a contract with DOMESTIC RELATIONS COURT for IV-D court related services in the amount of \$3,701,642.74. The term of the contract is January 1, 2022 to December 31, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0067

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

The primary goals of the project are:

The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.

This is a Cooperative Agreement between two County Agencies.

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

#### Procurement

The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$3,701,642.74.

#### Contractor and Project Information

DOMESTIC RELATIONS COURT  
1 LAKESIDE AVENUE ROOM 149  
CLEVELAND, OHIO 44113  
Council District 7

The project is located in Council District 7

#### Project Status and Planning

The project reoccurs annually.

The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the

county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.

Funding

The project is funded:

PROGRAM INCOME	13.46%
FEDERAL 66%	49.26%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.20%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.49%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.23%
HHS LEVY	17.36%

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption – GOVP N/A
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	2214

2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: DOMESTIC RELATIONS COURT (PART 1 OF 5)	Department	Clerk of the Board
Briefing Memo <del>See Note</del> –OK AHW	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY, AND MARCH EXPENDITURES</b></p>	
What is being done to prevent this from reoccurring?	N/A–See above	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION			
Government Purchase			
Reviewed by Purchasing			
Justification Form		Department initials	Purchasing
		DL	<del>See Note</del> OK AHW
Debarment/Suspension Verified	Date:	01/18/2022	DL <del>See Note</del>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

				OK AHW
Auditor’s Finding	Date:	01/18/2022	DL	OK AHW
Vendor’s Submission			DL	Signed Contract OK AHW
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			DL	OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A AHW
Checklist Verification			DL	OK AHW

**Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	N/A
Workers’ Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS245100	55130		<b>\$3,084,702.28</b>
01/01/2023 – 12/31/2023 “2022 invoices to be paid in 2023.”	HS245100	55130		<b>\$ 616,940.46</b>
			<b>TOTAL</b>	<b>\$3,701,642.74</b>

<b>Contract History CE/AG# (if applicable)</b>	1009
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	2214

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$3,701,642.74		01/01/2022 – 12/31/2022	Pending Approval	Pending Approval

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$3,701,642.74			

### Purchasing Use Only:

Prior Resolutions:	R2021-0066; R2020-0069 (for information purposes – this is a new annual contract)
CM#:	2214
Vendor Name:	Cuyahoga County Court of Common Pleas, Division of Domestic Relations
ftp:	1/1/2022 – 12/31/2022
Amount:	\$3,701,642.74 mm
History/CE:	OK
EL:	Wet Signature
Procurement Notes:	<p>1.25.2022:                      Line Tab: Spread Date should be 12.31.2022                      Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify.                      DSVF: Stale dated (1/18/2021) update and upload.</p> <p>1.27.2022:                      Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify – not adjusted as requested. Email to Department:                      I am still not understanding the different funding sources contained in the Justification and the Briefing Memo and nothing was changed (I only checked 2214) from the original submission. I can see that the Funding Source in the Briefing Memo combines funding sources but I think for clarity and transparency these sources should match – unless there is a Department reason, which then should be clarified with a statement on one of the documents. Additionally the Briefing Memo and the Funding Breakdown add up to 100.1%.</p> <p>Justification Funding Breakdown adds up to 100%:</p>



**Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

**2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).**

PROGRAM INCOME	13.5%
FEDERAL	49.3%
FEDERAL INCENTIVES	10.2%
STATE MATCH & MEDICAL INCENTIVES	9.5%
IRS RECOLLECTIONS + MISC.	0.2%
HHS LEVY	17.4%

Briefing Memo Funding Breakdown adds up to 100.1%: please correct.

**E. Funding**

1. The project is funded:

FFP and Federal Incentives (Federal)	59.3%
HHS Levy	22.2%
Revenue Fees Collected (Other)	10.9%
State	7.6%

This is from the attached spreadsheet that explains the funding, however it adds up to 100.1% (probably due to rounding. Please fix and match to which Funding Breakdown is created. And re-upload.

**2022 CSEA Funding Breakdown**

	<u>DOLLARS</u>	<u>PERCENTAGE</u>
PROGRAM INCOME	\$ 4,618,919.00	13.5%
FEDERAL 66%	\$ 16,897,541.00	49.3%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%
HHS LEVY	\$ 5,956,988.00	17.4%
<b>TOTAL</b>	<b>\$ 34,307,588.00</b>	<b>100.00%</b>

Can you create a Funding breakdown that matches both documents or an explanation as to why they appear to be different?

1.27.2022:

Briefing Memos and the Justifications, the contract amount are incorrect – they only include the amount that was allocated for the calendar year. Please revise both and upload.

1.27.2022:

All changes made as requested

Purchasing Buyer approval: **OK to approve AHW 1.27.2022**

**Cuyahoga County Court of Common Pleas/Division of Juvenile Court**

Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2022; CUYAHOGA COUNTY JUVENILE COURT; AGREEMENT (Government to Government); ADL: 2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: JUVENILE COURT - COURT SERVICES

**Scope of Work Summary**

OCCS is requesting approval of a contract with JUVENILE COURT for IV-D court related services in the amount of \$3,656,314.84. The term of the contract is January 1, 2022 to December 31, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0067

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court.

The primary goals of the project are:

The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.

This is a Cooperative Agreement between two County Agencies.

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

**Procurement**

The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$3,656,314.84.

**Contractor and Project Information**

JUVENILE COURT  
930 QUINCY AVE. 4<sup>TH</sup> FLOOR FISCAL  
CLEVELAND, OHIO 44106

**Council District 7**

The project is located in Council District 7

**Project Status and Planning**

The project reoccurs annually.

The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

**NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.**

**Funding**

The project is funded:

PROGRAM INCOME	13.46%
FEDERAL 66%	49.26%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.20%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.49%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.23%
HHS LEVY	17.36%

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	<del>Not Required for Exemption – GOVP</del>
Infor/Lawson PO# Code (if applicable):	<b>GOVP</b>
CM Contract#	2215

2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: JUVENILE COURT MAGISTRATE (PART 2 OF 5)	Department	Clerk of the Board
Briefing Memo <del>See Notes</del> –OK AHW	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p>	
What is being done to prevent this from reoccurring?	See Above	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DL	<del>See Notes</del> OK AHW
Debarment/Suspension Verified	Date:	01/18/2022	DL	<del>See Notes</del> OK AHW
Auditor’s Finding	Date:	01/18/2022	DL	OK AHW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission	DL	Signed Contract OK AHW
Cover - Master contracts only	N/A	N/A AHW
Contract Evaluation – if required	DL	OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A AHW
Checklist Verification	DL	OK AHW

**Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	N/A
Workers’ Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS245100	55130		<b>\$3,046,928.57</b>
01/01/2023 – 12/31/2023 “2022 invoices to be paid in 2023.”	HS245100	55130		<b>\$ 609,386.27</b>
		See Note OK	TOTAL	<b>\$3,656,314.84</b>

<b>Contract History CE/AG# (if applicable)</b>	1010
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	2215

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$3,656,314.84		01/01/2022 – 12/31/2022	Pending Approval	Pending Approval
<b>Prior Amendment Amounts (list separately)</b>		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$3,656,314.84</b>			

### Purchasing Use Only:

Prior Resolutions:	R2021-0066; R2020-0069 (for information purposes – this is a new annual contract)
CM#:	2115
Vendor Name:	Court of Common Pleas, Division of Juvenile Court
ftp:	1/1/2022-12/31/2022
Amount:	\$3,656,314.84 mm
History/CE:	OK
EL:	Wet Signature
Procurement Notes:	<p>1.25.2022</p> <ol style="list-style-type: none"> <li>1. Accounting Units: There’s a \$.56 discrepancy on the chart vs. the line. The line may need to be adjusted.</li> <li>2. Spread Date needs to be changed to 12/31/2022</li> <li>3. Justification: Answer 1b; Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify.</li> <li>4. DSVF: Stale dated (1/18/2021) update to current and upload.</li> </ol> <p>1.27.2022:</p> <p>Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify – not adjusted as requested. Email to Department:</p> <p>I am still not understanding the different funding sources contained in the Justification and the Briefing Memo and nothing was changed (I only checked 2214) from the original submission. I can see that the Funding Source in the Briefing Memo combines funding sources but I think for clarity and transparency these sources should match – unless there is a Department reason, which then should be clarified with a statement on one of the documents. Additionally the Briefing Memo and the Funding Breakdown add up to 100.1%.</p> <p>Justification Funding Breakdown adds up to 100%:</p>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

**2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).**

PROGRAM INCOME	13.5%
FEDERAL	49.3%
FEDERAL INCENTIVES	10.2%
STATE MATCH & MEDICAL INCENTIVES	9.5%
IRS RECOLLECTIONS + MISC.	0.2%
HHS LEVY	17.4%

Briefing Memo Funding Breakdown adds up to 100.1%: please correct.

**E. Funding**

1. The project is funded:

FFP and Federal Incentives (Federal)	59.3%
HHS Levy	22.2%
Revenue Fees Collected (Other)	10.9%
State	7.6%

This is from the attached spreadsheet that explains the funding, however it adds up to 100.1% (probably due to rounding. Please fix and match to which Funding Breakdown is created. And re-upload.

**2022 CSEA Funding Breakdown**

	<u>DOLLARS</u>	<u>PERCENTAGE</u>
PROGRAM INCOME	\$ 4,618,919.00	13.5%
FEDERAL 66%	\$ 16,897,541.00	49.3%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%
HHS LEVY	\$ 5,956,988.00	17.4%
 TOTAL	 \$ 34,307,588.00	 100.00%

Can you create a Funding breakdown that matches both documents or an explanation as to why they appear to be different?

1.27.2022:

Briefing Memos and the Justifications, the contract amount are incorrect – they only include the amount that was allocated for the calendar year. Please revise both and upload

The Justification Form as revised is incorrect.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p><b><u>OPERATING DEPARTMENT &amp; ACTIVITY: (Choose 1)</u></b></p> <p>The <b>OFFICE OF CHILD SUPPORT SERVICES (OCCS)</b> plans to contract with <b>JUVENILE COURT</b>, for the <b>January 1, 2022 to December 31, 2022</b> <b>FOR court services</b> in the amount of <b>\$3,656,314.28</b>.</p> <p>The total contract is \$3,656,314.84. Please revise and upload corrected version</p> <p>1.27.2022: All changes made as requested.</p>
--	---

Purchasing Buyer approval: OK to approve, AHW 1.27.2022



**Cuyahoga County Prosecuting Attorney's Office**

Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2022; CUYAHOGA COUNTY PROSECUTOR'S OFFICE; AGREEMENT (Government to Government); ADL: 2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: PROSECUTOR'S OFFICE - LEGAL SERVICES

Scope of Work Summary

OCCS is requesting approval of a contract with COUNTY PROSECUTOR'S OFFICE for IV-D legal services in the amount of \$3,876,036.68. The term of the contract is January 1, 2022 to December 31, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0067

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.

The primary goals of the project are:

Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.

This is a Cooperative Agreement between two County Agencies.

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

Procurement

The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$3,876,036.68

Contractor and Project Information  
CUYAHOGA COUNTY PROSECUTOR'S OFFICE  
1200 ONTARIO STREET 9th FLOOR  
CLEVELAND, OHIO 44113

Council District 7

The project is located in Council District 7

Project Status and Planning  
The project reoccurs annually.

The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.

#### Funding

The project is funded:

PROGRAM INCOME	13.46%
FEDERAL 66%	49.26%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.20%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.49%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.23%
HHS LEVY	17.36%

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption – GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	2216

2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: PROSECUTORS OFFICE (PART 3 OF 5)	Department	Clerk of the Board
Briefing Memo <u>See Notes</u> –OK AHW	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p>	
What is being done to prevent this from reoccurring?	See above	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DL	<u>See Notes</u> OK AHW
Debarment/Suspension Verified	Date:	01/18/2022	DL	OK AHW
Auditor's Finding	Date:	01/18/2022	DL	OK AHW
Vendor's Submission			DL	OK AHW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i>	N/A	N/A AHW
Contract Evaluation – <i>if required</i>	DL	OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	DL	OK AHW

**Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	N/A
Workers' Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS245100	55130		<b>\$3,230,030.57</b>
01/01/2023 – 12/31/2023 “2022 invoices to be paid in 2023.”	HS245100	55130		<b>\$ 646,006.11</b>
			<b>TOTAL</b>	<b>\$3,876,036.68</b>

<b>Contract History CE/AG# (if applicable)</b>	1008
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	2216

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$3,876,036.68		01/01/2022 – 12/31/2022	Pending Approval	Pending Approval
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Total Amendments		\$		
Total Contact Amount		\$3,876,036.68		

### Purchasing Use Only:

Prior Resolutions:	R2021-0066; R2020-0069 (for information purposes – this is a new annual contract)												
CM#:	2116												
Vendor Name:	Cuyahoga County Prosecuting Attorney’s Office												
ftp:	1/1/2022-12/31/2022												
Amount:	\$3,876,036.68 mm												
History/CE:	OK												
EL:	Wet Signature												
Procurement Notes:	<p>1.25.2022</p> <ol style="list-style-type: none"> <li>1. Spread Date needs to be changed to 12/31/2022</li> <li>2. Justification: Answer 1b; Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify.</li> </ol> <p>1.27.2022: Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify – not adjusted as requested. Email to Department: I am still not understanding the different funding sources contained in the Justification and the Briefing Memo and nothing was changed (I only checked 2214) from the original submission. I can see that the Funding Source in the Briefing Memo combines funding sources but I think for clarity and transparency these sources should match – unless there is a Department reason, which then should be clarified with a statement on one of the documents. Additionally the Briefing Memo and the Funding Breakdown add up to 100.1%. Justification Funding Breakdown adds up to 100%:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">PROGRAM INCOME</td> <td style="text-align: right; padding: 2px;">13.5%</td> </tr> <tr> <td style="padding: 2px;">FEDERAL</td> <td style="text-align: right; padding: 2px;">49.3%</td> </tr> <tr> <td style="padding: 2px;">FEDERAL INCENTIVES</td> <td style="text-align: right; padding: 2px;">10.2%</td> </tr> <tr> <td style="padding: 2px;">STATE MATCH &amp; MEDICAL INCENTIVES</td> <td style="text-align: right; padding: 2px;">9.5%</td> </tr> <tr> <td style="padding: 2px;">IRS RECOLLECTIONS + MISC.</td> <td style="text-align: right; padding: 2px;">0.2%</td> </tr> <tr> <td style="padding: 2px;">HHS LEVY</td> <td style="text-align: right; padding: 2px;">17.4%</td> </tr> </table> </div> <p>Briefing Memo Funding Breakdown adds up to 100.1%: please correct.</p>	PROGRAM INCOME	13.5%	FEDERAL	49.3%	FEDERAL INCENTIVES	10.2%	STATE MATCH & MEDICAL INCENTIVES	9.5%	IRS RECOLLECTIONS + MISC.	0.2%	HHS LEVY	17.4%
PROGRAM INCOME	13.5%												
FEDERAL	49.3%												
FEDERAL INCENTIVES	10.2%												
STATE MATCH & MEDICAL INCENTIVES	9.5%												
IRS RECOLLECTIONS + MISC.	0.2%												
HHS LEVY	17.4%												

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p><b>E. Funding</b></p> <p>1. The project is funded:</p> <p>FFP and Federal Incentives (Federal) 59.3%</p> <p>HHS Levy 22.2%</p> <p>Revenue Fees Collected (Other) 10.9%</p> <p>State 7.6%.</p>																										
	<p>This is from the attached spreadsheet that explains the funding, however it adds up to 100.1% (probably due to rounding. Please fix and match to which Funding Breakdown is created. And re-upload.</p>																										
	<p><b>2022 CSEA Funding Breakdown</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">DOLLARS</th> <th style="text-align: center; border-bottom: 1px solid black;">PERCENTAGE</th> </tr> </thead> <tbody> <tr> <td>PROGRAM INCOME</td> <td style="text-align: right;">\$ 4,618,919.00</td> <td style="text-align: right;">13.5%</td> </tr> <tr> <td>FEDERAL 66%</td> <td style="text-align: right;">\$ 16,897,541.00</td> <td style="text-align: right;">49.3%</td> </tr> <tr> <td>FEDERAL INCENTIVES (\$3,403,104 + \$422,864)</td> <td style="text-align: right;">\$ 3,500,685.00</td> <td style="text-align: right;">10.2%</td> </tr> <tr> <td>STATE MATCH &amp; MEDICAL INCENTIVES (\$2,902,711 + \$782,143)</td> <td style="text-align: right;">\$ 3,254,207.00</td> <td style="text-align: right;">9.5%</td> </tr> <tr> <td>IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)</td> <td style="text-align: right;">\$ 79,248.00</td> <td style="text-align: right;">0.2%</td> </tr> <tr> <td>HHS LEVY</td> <td style="text-align: right;">\$ 5,956,988.00</td> <td style="text-align: right;">17.4%</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 34,307,588.00</b></td> <td style="text-align: right;"><b>100.00%</b></td> </tr> </tbody> </table>				DOLLARS	PERCENTAGE	PROGRAM INCOME	\$ 4,618,919.00	13.5%	FEDERAL 66%	\$ 16,897,541.00	49.3%	FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%	STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%	IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%	HHS LEVY	\$ 5,956,988.00	17.4%	<b>TOTAL</b>	<b>\$ 34,307,588.00</b>	<b>100.00%</b>
	DOLLARS	PERCENTAGE																									
PROGRAM INCOME	\$ 4,618,919.00	13.5%																									
FEDERAL 66%	\$ 16,897,541.00	49.3%																									
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%																									
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%																									
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%																									
HHS LEVY	\$ 5,956,988.00	17.4%																									
<b>TOTAL</b>	<b>\$ 34,307,588.00</b>	<b>100.00%</b>																									
	<p>Can you create a Funding breakdown that matches both documents or an explanation as to why they appear to be different?</p>																										
	<p>1.27.2022: Briefing Memos and the Justifications, the contract amount are incorrect – they only include the amount that was allocated for the calendar year. Please revise both and upload</p>																										
	<p>1.27.2022: All changes made as requested.</p>																										

Purchasing Buyer approval: **OK to approve AHW 1.27.2022**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	CUYAHOGA COUNTY PROSECUTOR'S OFFICE
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	1008
<b>RQ#</b>	5095
<b>Time Period of Original Contract</b>	1/1/2021 - 12/31/2021
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.
<b>Service Description</b>	Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.
<b>Performance Indicators</b>	The Prosecuting Attorney's Office shall meet the following contract requirements: Make all reasonable efforts to provide services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Attend all scheduled meetings with the OCSS (every three months for four meetings/year); Shall prepare and file within thirty days of receipt, all motions and complaints with Domestic Relations or Juvenile Courts; Provide a response to any Prosecutor Consult Request made to them by OCSS within thirty days of receipt; Assist in the completion of the

	<p>Health Insurance Affidavit or Private Health Insurance Questionnaire for purposes of establishment and enforcement of cash medical benefits in Juvenile or Domestic Relations Court; Submit time sheets on a monthly basis for each Assistant Prosecuting Attorney or other staff included under this contract as part of monthly billing; Forward the "Service of Process" updates provided by the courts to OCSS; Send as many APAs as practicable to the trainings sponsored annually by the Ohio CSEA Directors' Association.</p>				
<p><b>Actual Performance versus performance indicators (include statistics):</b></p>	<p>Referral tracking reports for 2021 reflect a 21.9% decrease in referrals from 2020. Child support services and referrals to the Prosecuting Attorney's Office continue to be impacted by the COVID-19 pandemic. The Prosecuting Attorney's Office maintained full access to the agency and partner courts throughout 2021, whether the courts provided in-person or virtual hearings. OCSS services that had been suspended during 2020 were gradually reinstated during 2021, including advanced enforcement and collection actions. The Prosecuting Attorney's Office has met regularly with OCSS so that reinstatement of these actions was aligned.</p> <p>The Prosecuting Attorney's Office continues to be instrumental in representing OCSS's best interest in the discussions and follow-up with case processing for the families that we serve. The display of commitment continues to be displayed through regular and consistent meetings in variety of forums with the leadership team to address all issues and implementation of initiatives and legislative updates. Monthly expenses were submitted timely throughout 2021.</p>				
<p><b>Rating of Overall Performance of Contractor</b></p>	<p><b>Superior</b></p>	<p><b>Above Average</b></p>	<p><b>Average</b></p>	<p><b>Below Average</b></p>	<p><b>Poor</b></p>
<p><b>Select One (X)</b></p>		<p>X</p>			
<p><b>Justification of Rating</b></p>	<p>The Prosecuting Attorney's Office is the CJFS/OCSS's legal counsel for all actions referred to Court regarding paternity establishment, support order establishment and support order enforcement. CJFS/OCSS continues to recognize the hard work of the Prosecutor's Office - Division of Family Law, which has utilized "a holistic and coherent approach to serving vulnerable families and their children". They have provided professional legal services and creativity in the representation of our clients and improvements in our service delivery, including their commitment to be accessible on all child support related issues, as well as policy and process development.</p>				
<p><b>Department Contact</b></p>	<p>Jeffrey Bloom</p>				



<b>User Department</b>	Office of Child Support Services
<b>Date</b>	01/20/2022

**Cuyahoga County Treasurer's Office**

Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2022; CUYAHOGA COUNTY TREASURER'S OFFICE; AGREEMENT (Government to Government); ADL: 2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: TREASURER'S OFFICE - COLLECTION OF CASH CHILD SUPPORT PAYMENTS

Scope of Work Summary

OCCS is requesting approval of a contract with TREASURER'S OFFICE for IV-D related services to the collection of cash child support payments in the amount of \$77,980.34. The term of the contract is January 1, 2022 to December 31, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0066

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Treasurer's Office. The anticipated start-completion dates are 01/01/2022- 12/31/2022.

The primary goals of the project are:

The Treasurer's Office provides the collection of CASH Child Support payments.

This is a Cooperative Agreement between two County Agencies.

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

Procurement

The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$77,980.34.

Contractor and Project Information

~~JUVENILE COURT~~ **Treasurer's Office**  
2079 East 9th Street 1st Floor  
CLEVELAND, OHIO 44115  
Council District 7

The project is located in Council District 7

### Project Status and Planning

The project reoccurs annually.

The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.

### Funding

The project is funded:

PROGRAM INCOME	13.46%
FEDERAL 66%	49.26%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.20%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.49%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.23%
HHS LEVY	17.36%

The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption – GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	2217

2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: TREASURERS OFFICE (PART 4 OF 5)	Department	Clerk of the Board
Briefing Memo <b>See Notes</b> – OK AHW	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p>	
What is being done to prevent this from reoccurring?	See Above	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DL	<b>See Notes</b> – OK AHW
Debarment/Suspension Verified	Date:	01/18/2022	DL	OK AHW
Auditor’s Finding	Date:	01/18/2022	DL	OK AHW
Vendor’s Submission			DL	OK AHW
Cover - Master contracts only			N/A	N/A AHW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract Evaluation – <i>if required</i>	DL	OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A AHW
Checklist Verification	DL	OK AHW

**Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	N/A
Workers' Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS245100	55130		<b>\$64,983.62</b>
01/01/2023 – 12/31/2023 “2022 invoices to be paid in 2023.”	HS245100	55130		<b>\$12,996.72</b>
			<b>TOTAL</b>	<b>\$77,980.34</b>

<b>Contract History CE/AG# (if applicable)</b>	<b>1011</b>
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	<b>GOVP</b>
<b>Lawson RQ# (if applicable)</b>	<b>N/A</b>
<b>CM Contract#</b>	<b>2217</b>

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$77,980.34</b>		<b>01/01/2022 – 12/31/2022</b>	<b>Pending Approval</b>	<b>Pending Approval</b>
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$77,980.34			

### Purchasing Use Only:

Prior Resolutions:	R2021-0066; R2020-0069 (for information purposes – this is a new annual contract)												
CM#:	2217												
Vendor Name:	Cuyahoga County Treasurer’s Office												
ftp:	1/1/2022-12/31/2022												
Amount:	\$77,980.34 mm												
History/CE:	OK												
EL:	Wet Signature												
Procurement Notes:	<p>1.25.2022</p> <ol style="list-style-type: none"> <li>Spread Date needs to be changed to 12/31/2022</li> <li>Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify.</li> </ol> <p>1.27.2022: Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify – not adjusted as requested. Email to Department: I am still not understanding the different funding sources contained in the Justification and the Briefing Memo and nothing was changed (I only checked 2214) from the original submission. I can see that the Funding Source in the Briefing Memo combines funding sources but I think for clarity and transparency these sources should match – unless there is a Department reason, which then should be clarified with a statement on one of the documents. Additionally the Briefing Memo and the Funding Breakdown add up to 100.1%. Justification Funding Breakdown adds up to 100%:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">PROGRAM INCOME</td> <td style="text-align: right; padding: 2px;">13.5%</td> </tr> <tr> <td style="padding: 2px;">FEDERAL</td> <td style="text-align: right; padding: 2px;">49.3%</td> </tr> <tr> <td style="padding: 2px;">FEDERAL INCENTIVES</td> <td style="text-align: right; padding: 2px;">10.2%</td> </tr> <tr> <td style="padding: 2px;">STATE MATCH &amp; MEDICAL INCENTIVES</td> <td style="text-align: right; padding: 2px;">9.5%</td> </tr> <tr> <td style="padding: 2px;">IRS RECOLLECTIONS + MISC.</td> <td style="text-align: right; padding: 2px;">0.2%</td> </tr> <tr> <td style="padding: 2px;">HHS LEVY</td> <td style="text-align: right; padding: 2px;">17.4%</td> </tr> </table> </div> <p>Briefing Memo Funding Breakdown adds up to 100.1%: please correct.</p>	PROGRAM INCOME	13.5%	FEDERAL	49.3%	FEDERAL INCENTIVES	10.2%	STATE MATCH & MEDICAL INCENTIVES	9.5%	IRS RECOLLECTIONS + MISC.	0.2%	HHS LEVY	17.4%
PROGRAM INCOME	13.5%												
FEDERAL	49.3%												
FEDERAL INCENTIVES	10.2%												
STATE MATCH & MEDICAL INCENTIVES	9.5%												
IRS RECOLLECTIONS + MISC.	0.2%												
HHS LEVY	17.4%												

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p><b>E. Funding</b></p> <p>1. The project is funded:</p> <p>FFP and Federal Incentives (Federal) 59.3%</p> <p>HHS Levy 22.2%</p> <p>Revenue Fees Collected (Other) 10.9%</p> <p>State 7.6%.</p>																										
	<p>This is from the attached spreadsheet that explains the funding, however it adds up to 100.1% (probably due to rounding. Please fix and match to which Funding Breakdown is created. And re-upload.</p> <p><b>2022 CSEA Funding Breakdown</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 20%;"><u>DOLLARS</u></th> <th style="text-align: right; width: 20%;"><u>PERCENTAGE</u></th> </tr> </thead> <tbody> <tr> <td>PROGRAM INCOME</td> <td style="text-align: right;">\$ 4,618,919.00</td> <td style="text-align: right;">13.5%</td> </tr> <tr> <td>FEDERAL 66%</td> <td style="text-align: right;">\$ 16,897,541.00</td> <td style="text-align: right;">49.3%</td> </tr> <tr> <td>FEDERAL INCENTIVES (\$3,403,104 + \$422,864)</td> <td style="text-align: right;">\$ 3,500,685.00</td> <td style="text-align: right;">10.2%</td> </tr> <tr> <td>STATE MATCH &amp; MEDICAL INCENTIVES (\$2,902,711 + \$782,143)</td> <td style="text-align: right;">\$ 3,254,207.00</td> <td style="text-align: right;">9.5%</td> </tr> <tr> <td>IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)</td> <td style="text-align: right;">\$ 79,248.00</td> <td style="text-align: right;">0.2%</td> </tr> <tr> <td>HHS LEVY</td> <td style="text-align: right;">\$ 5,956,988.00</td> <td style="text-align: right;">17.4%</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 34,307,588.00</b></td> <td style="text-align: right;"><b>100.00%</b></td> </tr> </tbody> </table>				<u>DOLLARS</u>	<u>PERCENTAGE</u>	PROGRAM INCOME	\$ 4,618,919.00	13.5%	FEDERAL 66%	\$ 16,897,541.00	49.3%	FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%	STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%	IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%	HHS LEVY	\$ 5,956,988.00	17.4%	<b>TOTAL</b>	<b>\$ 34,307,588.00</b>	<b>100.00%</b>
	<u>DOLLARS</u>	<u>PERCENTAGE</u>																									
PROGRAM INCOME	\$ 4,618,919.00	13.5%																									
FEDERAL 66%	\$ 16,897,541.00	49.3%																									
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%																									
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%																									
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%																									
HHS LEVY	\$ 5,956,988.00	17.4%																									
<b>TOTAL</b>	<b>\$ 34,307,588.00</b>	<b>100.00%</b>																									
	<p>Can you create a Funding breakdown that matches both documents or an explanation as to why they appear to be different?</p> <p>1.27.2022: Briefing Memos and the Justifications, the contract amount are incorrect – they only include the amount that was allocated for the calendar year. Please revise both and upload</p> <p>1.27.2022: All changes made as requested.</p>																										

Purchasing Buyer approval: **OK to approve AHW 1.27.2022**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Treasurer's Office
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	1011
<b>RQ#</b>	5096
<b>Time Period of Original Contract</b>	1/1/2021 - 12/31/2021
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the County Treasurer's Office for accepting cash payments for court ordered child support obligations.
<b>Service Description</b>	The County Treasurer's Office takes Cash Child Support Payments at the County Administration building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.
<b>Performance Indicators</b>	Treasurer's Office Cash Collections 2021 Performance Standards: 1) The delivery of receipts for each transaction to the Office of Child Support Services (OCSS) and the deposit of cash into the OCSS depository account on a daily basis; 2) Prepare a weekly reconciliation of total transactions and amount of deposits for the OCSS to audit and be sent to OCSS by the beginning of each week for the week prior to reporting period; 3) The Treasurer's Office will discontinue accepting cashier's checks, certified checks, and money orders after providing a 30-day notice to clients; 4) During the transition described in #3, these forms of payments will be accepted, but will not be deposited into the established OCSS bank account, which is entitled "Cuyahoga Support Enforcement Agency- Cash Support Payments." In lieu of depositing these items, they will be forwarded directly to the OCSS with the cash receipts as addressed in performance standard #1. The Treasurer's Office will not provide a Cash Payment Receipt to the payer for these types of payments but may copy the instrument and provide a date received for the payer's records.



<b>Actual Performance versus performance indicators (include statistics):</b>	CY 2021 cash collections totaled \$595,042.33; which represents a 10.8% increase from the prior year. CY 2021 individual payment items collected were 2,188, which is a 1.8% decrease from the prior year.				
<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>	Based on the 2021 Performance Standards, the delivery of cash receipts to OCSS was timely. At times there were delays to the cash deposits into the OCSS Depository account, which OCSS is working with this location to resolve in the upcoming year. Additionally, there have been delays in the weekly reconciliation delivery to OCSS. Although an increase in collections from the prior year, the total amount collected continued to be less than in prior years. This is due to the continued COVID-19 crisis which resulted in building closures to the public and limited in office staff daily. Otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators; however, in the upcoming year, OCSS looks forward to working with this location to improve timely exchanges of information.				
<b>Department Contact</b>	Tammie Greer				
<b>User Department</b>	Office of Child Support Services				
<b>Date</b>	1/19/2022				

**Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department**

Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2022; CUYAHOGA COUNTY JUVENILE COURT FOR COLLECTION OF CASH CHILD SUPPORT PAYMENTS; AGREEMENT (Government to Government); ADL: 2022OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT WITH JUVENILE COURT FOR COLLECTION OF CASH CHILD SUPPORT PAYMENTS

**Scope of Work Summary**

OCCS is requesting approval of a contract with JUVENILE COURT clerks for IV-D related services to the collection of cash child support payments in the amount of \$23,147.09. The term of the contract is January 1, 2022 to December 31, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0066

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court clerks.

The primary goals of the project are:

The Juvenile Court clerks provides the collection of CASH Child Support payments.

This is a Cooperative Agreement between two County Agencies.

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

**Procurement**

The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$23,147.09.

**Contractor and Project Information**

JUVENILE COURT  
930 QUINCY AVE. 4<sup>TH</sup> FLOOR FISCAL  
CLEVELAND, OHIO 44106

**Council District 7**

The project is located in Council District 7

**Project Status and Planning**

The project reoccurs annually.

The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.

NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.

**Funding**

The project is funded:

PROGRAM INCOME	13.46%
FEDERAL 66%	49.26%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.20%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.49%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.23%
HHS LEVY	17.36%

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	<del>Not Required for Exemption</del> – GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	2218

2022 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: JUVENILE COURT CASHIERS (PART 5 OF 5)	Department	Clerk of the Board
Briefing Memo <del>See Notes</del> – OK AHW	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p>	
What is being done to prevent this from reoccurring?	See above	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DL	<del>See Notes</del> – OK AHW
Debarment/Suspension Verified	Date:	01/18/2022	DL	<del>See Notes</del> – OK AHW
Auditor’s Finding	Date:	01/18/2022	DL	OK AHW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission	DL	Signed Contract
Cover - <i>Master contracts only</i>	N/A	N/A AHW
Contract Evaluation – <i>if required</i>	DL	OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A AHW
Checklist Verification	DL	OK AHW

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	N/A
Workers’ Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS245100	55130		<b>\$19,289.24</b>
01/01/2023 – 12/31/2023 “2022 invoices to be paid in 2023.”	HS245100	55130		<b>\$ 3,857.85</b>
		<b>See Note OK</b>	<b>TOTAL</b>	<b>\$23,147.09</b>

<b>Contract History</b> CE/AG# (if applicable)	1007
<b>Infor/Lawson PO# and PO Code</b> (if applicable)	GOVP
<b>Lawson RQ#</b> (if applicable)	N/A
<b>CM Contract#</b>	2218

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$23,147.09		01/01/2022 – 12/31/2022	<b>Pending Approval</b>	<b>Pending Approval</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$23,147.09</b>			

### Purchasing Use Only:

Prior Resolutions:	R2021-0066; R2020-0069 (for information purposes – this is a new annual contract)
CM#:	2218
Vendor Name:	Court of Common Pleas, Juvenile Court Division
ftp:	1/1/2022-12/31/2022
Amount:	\$23,147.09
History/CE:	OK
EL:	Wet Signature
Procurement Notes:	<p>1.25.2022</p> <ol style="list-style-type: none"> <li>1. Accounting Units: There’s a \$100.00 discrepancy on the chart vs. the line. The line may need to be adjusted.</li> <li>2. Spread Date needs to be changed to 12/31/2022</li> <li>3. Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify.</li> <li>4. DSVF: Stale dated (1/18/2021) update to current and upload.</li> </ol> <p>1.27.2022:  Justification: Funding Breakdown in Briefing Memo and Justification Form appear to be different, please clarify – not adjusted as requested. Email to Department:  I am still not understanding the different funding sources contained in the Justification and the Briefing Memo and nothing was changed (I only checked 2214) from the original submission. I can see that the Funding Source in the Briefing Memo combines funding sources but I think for clarity and transparency these sources should match – unless there is a Department reason, which then should be clarified with a statement on one of the documents. Additionally the Briefing Memo and the Funding Breakdown add up to 100.1%.  Justification Funding Breakdown adds up to 100%:</p>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

**2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).**

PROGRAM INCOME	13.5%
FEDERAL	49.3%
FEDERAL INCENTIVES	10.2%
STATE MATCH & MEDICAL INCENTIVES	9.5%
IRS RECOLLECTIONS + MISC.	0.2%
HHS LEVY	17.4%

Briefing Memo Funding Breakdown adds up to 100.1%: please correct.

**E. Funding**

1. The project is funded:

FFP and Federal Incentives (Federal)	59.3%
HHS Levy	22.2%
Revenue Fees Collected (Other)	10.9%
State	7.6%.

This is from the attached spreadsheet that explains the funding, however it adds up to 100.1% (probably due to rounding. Please fix and match to which Funding Breakdown is created. And re-upload.

**2022 CSEA Funding Breakdown**

	<u>DOLLARS</u>	<u>PERCENTAGE</u>
PROGRAM INCOME	\$ 4,618,919.00	13.5%
FEDERAL 66%	\$ 16,897,541.00	49.3%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	\$ 3,500,685.00	10.2%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	\$ 3,254,207.00	9.5%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	\$ 79,248.00	0.2%
HHS LEVY	\$ 5,956,988.00	17.4%
<b>TOTAL</b>	<b>\$ 34,307,588.00</b>	<b>100.00%</b>

Can you create a Funding breakdown that matches both documents or an explanation as to why they appear to be different?

1.27.2022:

Briefing Memos and the Justifications, the contract amount are incorrect – they only include the amount that was allocated for the calendar year. Please revise both and upload

1.27.2022:

All changes made as requested.

Purchasing Buyer approval: **OK to approve AHW 1.27.2022**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Court of Common Pleas, Division of Juvenile Court
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	1007
<b>RQ#</b>	5098
<b>Time Period of Original Contract</b>	1/1/2021 - 12/31/2021
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the Juvenile Court's Cashiers Office for accepting cash payments for court ordered child support obligations.
<b>Service Description</b>	The Juvenile Court's Cashiers Office takes Cash Child Support Payments at the Juvenile Justice Center building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.
<b>Performance Indicators</b>	Juvenile Court Cash Collections 2021 Performance Standards: 1) The delivery of receipts for each transaction to the Office of Child Support Services (OCSS) and the deposit of cash into the OCSS depository account on a daily basis; 2) Prepare a weekly reconciliation of total transactions and amount of deposits for the OCSS to audit and be sent to OCSS by the beginning of each week for the week prior to reporting period; 3) The Juvenile Court will discontinue accepting cashier's checks, certified checks, and money orders after providing a 30-day notice to clients; 4) During the transition described in #3, these forms of payments will be accepted, but will not be deposited into the established OCSS bank account, which is entitled "Cuyahoga Support Enforcement Agency- Cash Support Payments." In lieu of depositing these items, they will be forwarded directly to the OCSS with the cash receipts as addressed in performance standard #1. The Juvenile Court will not provide a Cash Payment Receipt to the payer for these types of payments but may copy the instrument and provide a date received for the payer's records.
<b>Actual Performance versus performance indicators (include statistics):</b>	CY 2021 cash collections totaled \$127,258.88; which represents a 14.1% increase from the prior year. CY 2021 individual payment items collected were 553, which is a 22.9% decrease from the prior year.



<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>	Based on the 2021 Performance Standards, the delivery of cash receipts to OCSS was timely. At times there were delays to the cash deposits into the OCSS Depository account, which OCSS is working with this location to resolve in the upcoming year. Although an increase in collections from the prior year, the total amount collected continued to be less than in prior years. This is due to the continued COVID-19 crisis which resulted in building closures to the public and limited in office staff daily. Otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators.				
<b>Department Contact</b>	Tammie Greer				
<b>User Department</b>	Office of Child Support				
<b>Date</b>	1/19/2022				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0047

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing an agreement with Cuyahoga County Prosecutor’s Office in the amount not-to-exceed \$8,322,252.00 for legal services for the period of 1/1/2022 – 12/31/2023; authorizing the County Executive to execute the Agreement No. 2199 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended an agreement with Cuyahoga County Prosecutor’s Office in the amount not-to-exceed \$8,322,252.00 for legal services for the period of 1/1/2022 – 12/31/2023; and

WHEREAS, the agreement is for legal services as defined in Chapter 309 of the Ohio Revised Code in matters related to the adjudication and disposition of children within the jurisdiction of Chapter 2151 of the Ohio Revised Code, and to perform such other duties that may be required of it by operation of Title IV-E; and

WHEREAS, the funding for this project is: (a) 33% Title IV-E Admin and (b) 67% Health and Human Services Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an agreement with Cuyahoga County Prosecutor’s Office in the amount not-to-exceed \$8,322,252.00 for legal services for the period of 1/1/2022 – 12/31/2023.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 2199 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,



Title: DCFS Intra-Governmental Agreement with Cuyahoga County Prosecutor's Office for 2022 2023 Legal Services

#### Scope of Work Summary

DCFS requesting approval of an agreement with Cuyahoga County Prosecutor's Office for the anticipated cost \$4,161,126.00 + \$4,161,126.00 = \$8,322,252.00 Total.

Prior Resolution Numbers: R2020-0268

Drafts all complaints

Draft necessary motions, pleadings affidavits

Appear at every court hearing with CPS

Prepare CPS, experts and other witnesses for testimony

Provide on-call representation 24/7

Handle records subpoenas in Juvenile Court

Brief and argue all appeals in agency cases

Consult with DCFS staff when families are evasive

The anticipated start-completion dates are 1/1/22-12/31/23.

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

Provide representation and counsel whenever needed in abuse, neglect and dependency matters.

#### Procurement

~~An exemption is being requested as~~ this is an intra-governmental agreement

#### Contractor and Project Information

Cuyahoga County Prosecutor's Office

1200 Ontario Street

Cleveland, OH 44113

Council District County-Wide

The Cuyahoga County Prosecutor is Michael C. O'Malley

The project is located in Council District - Countywide

#### Project Status and Planning

The project reoccurs annually.

The project is on a critical action path because The Cuyahoga County Prosecutor's Office continues to represent the County in all cases of abuse, neglect and dependency matters. There is no other available representative.

#### Funding

The project is funded 33% Federal (Title IV-E Admin); 67% HHS Levy

The schedule of payments is monthly.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	<del>N/A</del> <b>GOVP</b>
CM Contract#	2199

<b>DCFS Intra-Governmental Agreement with Cuyahoga County Prosecutor’s Office for 2022 2023 Legal Services</b>	Department	Clerk of the Board
Briefing Memo	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The Cuyahoga County Prosecutor’s Office sent their funding request memo following final approval of the biennial budget, and we started working on the contract after receiving that request.	
What is being done to prevent this from reoccurring?	We could not move forward earlier due to uncertainty about the final budget amounts.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

<b>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>Government Purchase</b>				
<b>Reviewed by Purchasing</b>				
			Department initials	Purchasing
Justification Form			DL	OK AHW
Debarment/Suspension Verified	Date:	01/06/2022	DL	OK AHW
Auditor’s Finding	Date:	01/06/2022	DL	OK AHW
Vendor’s Submission			DL	Signed contract OK AHW
Cover - <i>Master contracts only</i>			N/A	N/A AHW
Contract Evaluation – <i>if required</i>			DL	OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A AHW
Checklist Verification			DL	OK AHW

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>		
		Department initials
Agreement/Contract and Exhibits		DL
Matrix Law Screen shot		DL

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	N/A
Workers’ Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022 - 12/31/2022	HS260130	55130	UCH00101	\$4,161,126.00
1/1/2023 - 12/31/2023	HS260130	55130	UCH00101	\$4,161,126.00
			<b>TOTAL</b>	<b>\$8,322,252.00</b>

<b>Contract History CE/AG# (if applicable)</b>	238
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	2199

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$8,322,252.00		1/1/2022-12/31/2023		
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$8,322,252.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	
<b>CM#:</b>	2199
<b>Vendor Name:</b>	Cuyahoga County Prosecutor
<b>ftp:</b>	1/1/2022 – 12/31/2023
<b>Amount:</b>	\$8,322,252.00 mm
<b>History/CE:</b>	OK
<b>EL:</b>	OK
<b>Procurement Notes:</b>	1.24.2022 Line 1: Change Line Expiration date to 12/31/2022; Change Commitment Spread to Spread with Annual Max Edit.

## Department of Purchasing – Required Documents Checklist

---

Upload as “word” document in Infor

	<p>2.1.2022 Line 1: Change Line Expiration date to 12/31/2022; Change Commitment Spread to Spread with Annual Max Edit. AHW</p> <p>2.1.2022 Revisions made as requested. OK to approve AHW</p>
--	--

Purchasing Buyer approval: **ok to approve AHW**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cuyahoga County Prosecutor's Office				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	238				
<b>RQ#</b>	3810				
<b>Time Period of Original Contract</b>	1/1/21-12/31/21				
<b>Background Statement</b>	<p>The following services are provided by CCPO: Drafts all complaints  Draft necessary motions, pleadings affidavits  Appear at every court hearing with CPS  Prepare CPS, experts and other witnesses for testimony  Provide on-call representation 24/7  Handle records subpoenas in Juvenile Court  Brief and argue all appeals in agency cases  Consult with DCFS staff when families are evasive</p>				
<b>Service Description</b>	Custody Representation, General Civil Representation, Appeals Representation and Parent-Relative Locator Services				
<b>Performance Indicators</b>	County Prosecutor is mandated to provide counsel to CFS on all matters as requested. Once CFS has reviewed recommendations and developed a plan which is in the best interest of a child and in accordance with law, provide legal representation to secure approval from the court in order to carry out the plan. Additionally, when the Juvenile Court grants custody to CFS, if a journal entry is not forwarded, they will facilitate securing one.				
<b>Actual Performance versus performance indicators (include statistics):</b>	The County Prosecutor's Office has represented DCFS on all matters as outlined above.				
<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 County Prosecutor's Office has fulfilled its objectives and has represented the agency in a positive and proactive manner.				



<b>Department Contact</b>	Paul Porter
<b>User Department</b>	Division of Children and Family Services
<b>Date</b>	01/11/2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0048

<b>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b>	<b>A Resolution</b> authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration services and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period 2/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 2182 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration services and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period 2/1/2022 – 12/31/2023; and

WHEREAS, the SPARK program is an early literacy program for toddlers aged 3 and 4 with the goal of improving school readiness levels among SPARK children entering kindergarten; and

WHEREAS, the project is funded 100% by 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 a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration services and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period 2/1/2022 – 12/31/2023.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 2182 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\_\_\_\_

Title: HHS: Office of Early Childhood/Invest in Children; 2022 Family Connections of Northeast Ohio, Contract for Supporting Partnerships to Assure Ready Kids (SPARK) Program.

HHS: Office of Early Childhood/Invest in Children; requesting approval of a contract with Family Connections of Northeast Ohio for the anticipated cost of \$1,028,000.00.

SPARK is our Early Literacy program for 3 and 4 year olds. Where a trained parent partner provides early literacy services in the home.

The effective date is February 1, ~~2021~~-2022.

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

- 1) Improve school-readiness levels among SPARK children entering kindergarten in targeted communities,
- 2) Increase SPARK participant scores on the 3rd grade Ohio Achievement Tests (OAT) in reading and math,
- 3) Improve school attendance rates.

#### Procurement

The procurement method for this project was by other, the total value of the exemption is \$1,028,00.00. Family Connections is the only agency that currently provides SPARK Services. They hold the replication agreement with SPARK Ohio to implement SPARK in Cuyahoga County.

#### Contractor and Project Information

Family Connections of Northeast Ohio

11811 Shaker Blvd., Suite 220,

Cleveland, OH 44120

Council District (7)

The executive director is Joanne Federman.

The address or location of the project is:

County Wide

#### Project Status and Planning

The project reoccurs annually.

#### Funding

The project is funded 100% by the Health and Human Services Levy

The schedule of payments is monthly by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	2182

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	MRC	<input type="checkbox"/>

<b>Late Submittal Required:</b>	<b>Yes X</b>	<b>No <del>X</del></b>
<b>Why is the contract being submitted late?</b>	Negotiations with vendor took longer than expected.	
<b>What is being done to prevent this from reoccurring?</b>	We started this process in September 2021. We did not anticipate the negotiations dragging for so long. We always strive to turn our contracts in on time.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No X
---	------------------------------	------

<b>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>RFP Exemptions (Contract)</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			MRC	OK
IG#	15-0202		MRC	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	1-4-2022	MRC	OK
Auditor’s Finding	Date:	1-4-2022	MRC	OK
Vendor’s Submission			N/A	Signed Contract OK
Independent Contractor (I.C.) Requirement	Date:	2/22/2021	MRC	OK
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			MRC	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MRC	OK

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>	
<b>RFP Exemptions (Contract)</b>	
<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	MRC

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	MRC
COI	MRC
Workers’ Compensation Insurance	MRC

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
2/1/2022 – 12/31/2022	HS260240	55130	UCH09999	\$514,000.00
1/1/2023 – 12/31/2023	HS260240	55130	UCH09999	\$514,000.00
			<b>TOTAL</b>	\$1,028,000.00

<b>Contract History CE/AG# (if applicable)</b>	229
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	EXMT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	2182

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$992,230.00		1/1/2020 – 12/31/2021	2/11/2020	R2020-0026
<b>Prior Amendment Amounts (list separately)</b>		\$0.00	12/31/2021	<del>7/27/2021</del> 7/27/2020	BC2020-434
		\$200,000.00	1/31/2022	4/19/2021	BC2021-180
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$1,192,230.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	
<b>CM#:</b>	2182
<b>Vendor Name:</b>	Family Connections of Northeast Ohio
<b>ftp:</b>	2/1/2022 – 12/31/2023
<b>Amount:</b>	\$1,028,000.00 MM

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	1/19/22: Late – Late explanation is missing, item will not make 3 readings in council before the start date. Activity Code is not listed on Budget Breakdown section of checklist, please confirm the Activity Code listed on the line is correct. TN

Purchasing Buyer approval: LATE – Late explanation on Checklist. OK to proceed to BOC for approval. TN 1/24/22

Supporting Partnerships to Assure Ready Kids (SPARK) Program

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Family Connections of Northeast Ohio				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM #147				
<b>RQ#</b>	N/A				
<b>Time Period of Original Contract</b>	1/1/2020 to 12/31/2021				
<b>Background Statement</b>					
<b>Service Description</b>	The SPARK program (Supporting Partnerships to Assure Ready Kids) is an early literacy program for toddlers aged 3 to 5. Early literacy activities are delivered in the home by a trained specialist working with the child and parent together.				
<b>Performance Indicators</b>	<p>Improve school-readiness levels among SPARK children entering kindergarten in targeted communities by increase the percentage of children who Demonstrate Readiness and increasing the percentage of children who are Approaching Readiness and decreasing those with Emerging Readiness on the KRA. (Kindergarten Reading Assessment).</p> <p>Demonstrating Readiness - Approaching Readiness and Emerging Readiness</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	Among children who entered kindergarten in fall 2017, SPARK children tended to perform better on the Kindergarten Readiness Assessment compared to other children in their school district. In three of four districts SPARK serves, a higher percentage of SPARK children were in the "Demonstrating" and "Approaching" categories, and a smaller percentage were in the "Emerging" category, relative to children in the school district.				
<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>	Family has done an excellent job managing this ever-changing program. They have provided a high quality of services despite the challenges of funding and engagement levels from the school districts. The results achieved have been continuously high.				



<b>Department Contact</b>	Marcos Cortes
<b>User Department</b>	HHS: Office of Early Childhood/Invest in Children
<b>Date</b>	9/22/2021

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0031

Sponsored by: <b>County Executive Budish and Councilmembers Sweeney and Miller</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Mayor Katherine Gallagher to serve on the Cuyahoga County Planning Commission representing the South-Central Region for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive, and confirmed by Council in accordance with Section 713.22 of the City of Cleveland representative, who is Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year term; and

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

WHEREAS, the County Executive has nominated The Honorable Mayor Katherine Gallagher (replacing Michael Byrne) to serve on the Cuyahoga County Planning Commission representing the South-Central Region for the term 1/1/2022 – 12/31/2024; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and-critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of 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 The Honorable Mayor Katherine Gallagher (replacing Michael Byrne) to serve on the Cuyahoga County Planning Commission representing the South-Central Region for the term 1/1/2022 – 12/31/2024.

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

**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 from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 8, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: February 14, 2022

Additional Sponsorships Requested: February 14, 2022

[Clerks Note: Technical correction made by Clerk at the request of the Law  
Department: February 16, 2022]

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



January 28, 2022

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Katherine Gallagher** (South Central Region), 3-year term, 1/1/2022-12/31/2024
  - Resides in Brooklyn (Cuyahoga County)
  - Replacing Michael Byrne

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.

There are three candidates on file for this position.

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

This board is uncompensated.

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

Sincerely,

Armond Budish  
Cuyahoga County Executive

Katherine A. Gallagher has been serving in the role of Mayor in the City of Brooklyn since January of 2016. She serves as Executive Board member of the First Suburbs Consortium, Cuyahoga County Mayors' Collaboration Committee Chair, Vice President of the NEORS Council of Governments, Cuyahoga County Economic Development Commission, and is a representative on the Cleveland Water Council of Governments. She is also a recent Leadership Cleveland graduate. In addition to her work on boards and commissions, Katherine frequently volunteers her time helping local Brooklyn organizations and serves as a mentor for Cleveland State University and John Carroll University students who are interested in public service careers.

Katherine is a 2003 graduate of John Carroll University with her B.A. in Political Science and a minor in Business Administration. She worked at the Cuyahoga County Bar Association out of undergraduate school before returning to earn her law degree from Cleveland Marshall College of Law and her Masters in Public Administration from Cleveland State University's College of Urban Affairs. While pursuing her post-graduate degrees, she worked full-time in the Cuyahoga County Court of Common Pleas as an Adult Probation Officer where she conducted criminal investigations and supervised high risk felony offenders. After graduating from law school she was elected to Brooklyn City Council in 2011. She served as the City Council Pro-Tem in 2013 and City Council President in 2014 and 2015.

Nov. 15th 2019	Planning Commission	Pamela Bobst
Nov. 25th 2019	None of the Below/Planning Commission	Anthony DiCicco
Jan. 19th 2022	None of the Below/County Planning Commission	Katherine Gallagher

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0032

<b>Sponsored by: County Executive Budish and Councilmembers Conwell and Baker</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2021 – 11/30/2025; and declaring the necessity that this Resolution become immediately effective.
---	---

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

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

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2021 – 11/30/2025:

Reappointments:

- a. Kenneth A. Bravo
- b. Chris H. Gerrett
- c. Isabel G. Klein

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:**





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



January 28, 2022

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

Re: Cuyahoga County Archives Advisory Commission

Dear President Jones:

Pursuant to Cuyahoga County Ordinance No. 0214-0028, Cuyahoga County has established an Archives Advisory Commission. This nine (9) member board promotes the identification and preservation of historical records and ensures access by Cuyahoga County and the general public. I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Archives Advisory Commission:

- **Kenneth Bravo**, 4-year term, 12/01/2021 – 11/30/2025
  - Resides in South Euclid (Cuyahoga County)
- **Chris Gerrett**, 4-year term, 12/01/2021 – 11/30/2025
  - Resides in Fairview Park (Cuyahoga County)
- **Isabel G. Klein**, 4-year term, 12/01/2021 – 11/30/2025
  - Resides in University Heights (Cuyahoga County)

Attached you will find copies of the nominee's bio/resume for your review. The members of this board are not compensated. There are five 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,

Armond Budish  
Cuyahoga County Executive

**KENNETH A. BRAVO**

**EDUCATION**

Legal The Ohio State University, Columbus, Ohio  
College of Law, J.D. cum laude, June 1967  
Undergraduate Rutgers University, New Brunswick, New Jersey  
B.A. in Economics, June 1964

**ADMITTED TO BAR**

Ohio and District of Columbia (inactive status)  
Supreme Court of the United States  
United States Court of Appeals for the Sixth Circuit  
United States District Court for the Northern District of Ohio  
United States District Court for the Southern District of Ohio  
United States District Court for the Western District  
of Pennsylvania  
United States District Court for the Eastern District of Michigan

**PROFESSIONAL**

1967 - 1969 Attorney with the United States Department of Justice, Criminal Division,  
Fraud Section, Washington, D.C.  
1969 - 1979 Special Attorney with the United States Department of Justice, Criminal  
Division, Organized Crime and Racketeering Section, assigned in  
Washington, Pittsburgh, Philadelphia and Cleveland  
1979 - 1983 Associated with the law firm of Benesch, Friedlander, Coplan and  
Aronoff, Cleveland, Ohio  
1983 - 1994 Partner in the law firm of Benesch, Friedlander, Coplan and Aronoff,  
Cleveland, Ohio, handling trial work involving corporate litigation,  
aviation law and white collar crime  
1994 - 2012 Partner at the law firm of Ulmer & Berne LLP, Cleveland, Ohio, handling  
trial work involving corporate litigation, securities litigation, white collar  
crime and aviation law  
2013 – Present Retired partner, Ulmer & Berne LLP, Cleveland, Ohio

**HONORS**

AV Martindale-Hubbell Rating  
Listed in Who's Who in the World, Who's Who in America and  
Who's Who in the Midwest

**BAR ASSOCIATION AND LAW-RELATED ACTIVITIES**

American Bar Association  
1990 - 1993 Vice Chair, Criminal Practice and Procedure Committee, Section  
of Antitrust Law  
1990 - 1993 Vice Chair, Aviation Litigation Committee, Section of Litigation

Ohio State Bar Association

- 1992 - 2013 - Member, Council of Delegates
- 1993 - 1999; 2006 - Present - Member, Antitrust Section Board of Governors
- 1998 - 2001 - Member, Special Committee to Review the Report of the Ohio Futures Commission
- 2001 - 2004 - Member, Board of Governors
- 2002 - Member, Planning Committee for 2002 Bench Bar Conference, which was jointly convened by the Supreme Court of Ohio, the Ohio Judicial Conference and the Ohio State Bar Association
- 2003 - 2004 - Chair, Government Affairs Committee
- 2006 & 2008 - Member, Commission on Judicial Candidates

Ohio State Bar Foundation

- 2002 - Member of Fellows Class
- 2002 - Present - Life Fellow
- 2011 - 2017 - Member, Grants & Programs Committee

The Ohio State University, Moritz College of Law

- 1990 - 2010 - Member, National Council of the Law Alumni Society
- 2010 - Present - Emeritus Member, National Council of the Law Alumni Society
- 2006 - 2008 - President of the Law Alumni Society

Cleveland Metropolitan Bar Association, Cleveland, Ohio

- 1984 - 1985 - Chair, Federal Court Committee
- 1989 - 1990 - Member, Ad Hoc Long Range Planning Committee
- 2001 - 2002 - Ex-officio Member, Board of Trustees

Cuyahoga County Bar Association, Cleveland, Ohio

- 1980 - 1982 - Chair, Federal Court Committee
- 1986 - 1988 - Chair, Certified Grievance Committee

Federal Bar Association

- 2002 - 2012 - Member, Board of Directors, Northern District of Ohio Chapter

Lawyer-Pilots Bar Association

- 1989 - 2008 - Member

Judicial Conference of the United States Court of Appeals for the Sixth Circuit

- Senior Life Member

Judicial Conference of the Eighth Judicial District, Cleveland, Ohio

- Life Member

United States District Court, Northern District of Ohio

- 2003 - Appointed by U.S. District Court Judge David A Katz to serve on the Merit Selection Panel to Assist in the Selection of Replacement

Magistrate Judge

## COMMUNITY ACTIVITIES

### The Park Synagogue, Cleveland Heights, Ohio

1983 - 1986 - Treasurer  
1983 - 1986, 1995 - 2007 - Chairman, Legal Committee  
1986 - 1992 - Vice President  
1987 - 1991 - Chair, Membership Committee  
1992 - 1998 - Member, Board of Trustees  
1995 - 2007 - Member, Executive Committee, Board of Trustees

### The Federation of Jewish Men's Clubs

1981 - 1983 - President, The Park Synagogue Mens Club  
1983 - 1988 - Vice President, Great Lakes Region  
1988 - 1990 - Executive Vice President, Great Lakes Region  
1990 - 1992 - President, Great Lakes Region

### Bureau of Jewish Education

1983 - 1991 - Member of the Board of Trustees  
1985 - 1991 - Chair, Educational Services Committee  
1987 - 1990 - Assistant Treasurer  
1990 - 1991 - Treasurer  
1991 - 1993 - President

### Jewish Education Center of Cleveland

1993 - Present - Life Member of Board of Trustees

### Jewish Federation of Cleveland, Ohio

1982 - 1983 - Leadership Development Course  
1985 - 1991 - Member, Heights Area Council Executive Committee  
1987 - 1991 - Chair, Heights Area Council Community Relations Committee  
1987 - 1988 - Member, Task Force of Personnel on Jewish Continuity  
1991 - 1993 - Member, Board of Trustees  
1994 - Present - Member, Government Relations Committee  
2010 - Present - Member, Commission on Cemetery Preservation  
2013 - Present - Member, Community Planning Committee  
2015 - Present - St. Petersburg Subcommittee of the Overseas Connection Committee  
2015 - 2017 - Alzheimer's/Dementia Task Force  
2015 - Present - Israel Advocacy Taskforce

### Jewish Genealogy Society of Cleveland

2009 - 2010, First Vice President for Programming  
2009 - Present, Member, Board of Trustees  
2010 - 2012, President

International Association of Jewish Genealogical Societies

- 2013 – 2014, Co-chair 33<sup>rd</sup> International Conference on Jewish Genealogy in Salt Lake City
- 2014 – 2017, Vice President
- 2017 – 2021, President
- 2018 – 2019, 39<sup>th</sup> Chair, International Conference on Jewish Genealogy, Cleveland, OH
- 2021 – Present, Immediate Past President

Cuyahoga County Archives Advisory Commission

- 2017 – Present, Member
- 2018 – Present, Chairperson

Gross Schechter Day School

- 2001 - 2010 - Member, Board of Directors
- 2007 - 2010 – Vice President
- 2005 – 2012 - Member, Finance Committee
- 2010 – 2011 - Member, Governance Committee

Visiting Nurse Association of Cleveland

- 1989 - 2008 - Medical-legal representative to the Professional Advisory Committee
- 2009 - 2012 - Member., Quality, Accreditation and Research Committee

Alzheimer's Association

- 1989 - 1997 - Member, Board of Trustees, Cleveland Area Chapter
- 1989 - 1992 - Chair, Public Policy Committee, Cleveland Area Chapter
- 1992 – Present – Member, Government Affairs Committee (formerly the Public Policy Committee), Cleveland Area Chapter
- 1991 - 1996 - Vice President, Cleveland Area Chapter
- 1989 - 2005 - Member of Ohio Council
- 1990 - 1992 - Vice President, Ohio Council
- 1993 - 1995 - Regional Delegate to National Board
- 1992 - 1993, 2003 - 2004 - President, Ohio Council
- 2000 - Recipient, Cleveland Area Chapter, Arlene L. Ellis Volunteer Service Award
- 2010 – Present – Ambassador to U.S. Senator Sherrod Brown
- 2016 – Recipient, The Sharen Eckert Leadership in Advocacy Award, The Ohio Council of the Alzheimer's Association

Cleveland Jewish News

- 1989 -1995 - Member, Board of Trustees

The Citizens League of Greater Cleveland

- 1990 - 1991 - Member, Current Issues Committee

Menorah Park Center for Senior Living

- 2008 – 2018, Member, Board of Trustees
- 2018 – Present, Life Member, Board of Trustees
- 2009 – Present, Member, Government Relations Committee
- 2010 – 2013, Member, Adaptive Living Shoppe Committee
- 2010 – 2020, Member, R.H. Myers Independent Living Committee
- 2011 – 2012, Member, Menorah Park Institute Committee
- 2011 – Present, Member, Aging Resources Committee
- 2013 – Present, Chair, Government Relations Committee
- 2014 Winner, Irving Stone Award awarded to Board member who has demonstrated commitment to Menorah Park’s mission and whose involvement has made a great impact at Menorah Park during his early tenure (under 10 years) on the Board
- 2018 Association of Jewish Aging Services (AJAS) 2018 Trustee of the Year Award, awarded annually to a board member of an AJAS member organization
- 2021 – Present, Member, Public Relations Committee
- 2021 – Present, Member, Residential Living Committee

Western Reserve Historical Society

- 2010 – 2016, Member, Cleveland Jewish Archives Advisory Committee
- 2016 – 2019, Chair, Cleveland Jewish Archives Advisory Committee

Mandel Jewish Community Center of Cleveland

- 2015 – Present, Member, Jewish FilmFest Committee

Chagrin Valley Camera Club

- 2015– 2017, President

Cleveland Museum of Art, Friends of Photography

- 2018 – Present, Board Member
- 2021 – Secretary of the Board

**PUBLICATIONS**

Contributor, Handbook on Antitrust Grand Jury Investigations, Second Edition, published 1988 by the Criminal Practice and Procedure Committee of the Antitrust Section of the American Bar Association

Co-author, “Applying the Federal Sentencing Guidelines to Sherman Act Prosecutions”, Antitrust, the magazine of the Section of Antitrust, American Bar Association, Spring 1990

**SPEAKING ENGAGEMENTS**

“Electronic Discovery-- Not Just for the Million Dollar Case”  
Ohio State Bar Association Digital Technology Law Committee



May 6, 2007, Akron, Ohio

“Electronic Discovery--How Have the Rules Changed?”

Federal Bar Association, Northern District of Ohio Chapter, Advanced Federal Practice Seminar

November 11, 2006

“Electronic Discovery--New Rules, New Responsibilities--

Dealing with our Clients, Opposing Counsel and the Courts”

Stark County Bar Association

April 2, 2007, Canton, Ohio

---

William J. O’Neill Great Lakes Regional Bankruptcy Institute

April 27, 2007, Cleveland, Ohio

---

Ohio State Bar Association Digital Technology Law Committee

May 17, 2007, Columbus, Ohio

---

Ohio State Bar Association Federal Bench Conference

October 5, 2007, Columbus, Ohio

“Avoiding the Pitfalls, Landmines and Perils of E-Discovery”

Federal Bar Association, Northern District of Ohio Chapter, Advanced Federal Practice Seminar

November 14, 2008

---

Federal Bar Association, Northern District of Ohio Chapter, New Lawyer Training Program,  
“What They Didn’t Teach You in Law School”, March 26, 2010

---

**SUMMARY**

Records researcher and document manager – result driven. Highly skilled at transforming information from records into a form of literature and data, providing history at a glance.

**SKILLS**

Detailed research methods  
Transcribe original material  
Evaluate sources  
Chronological Reasoning  
Analyze evidence

Historical significance  
Historical perspectives  
Cite sources  
Source Analysis  
Data management

Customer Focused  
Time management  
Continuous Improvement  
Excel power-user  
PowerPoint power-user

**EXPERIENCE**

Cuyahoga County Archives Advisory Commission \_\_\_\_\_ 2017– 2021  
*Vice Chairperson – meet quarterly*

- ✓ Promote the preservation of Cuyahoga County’s historical records
- ✓ Identify means to ensure Cuyahoga County’s historical records are availability
- ✓ Recommend practices, policies, and procedures to bridge the gap between the paper world and the technological world.

The City of Fairview Park, Ohio, Records Retention Commission \_\_\_\_\_ 2016– present  
*Resident member – meet quarterly*

- ✓ Review obsolete records to be disposed of in a systematic and controlled manner
- ✓ Ensure all city departments submit clear descriptions of records to be destroyed
- ✓ Review compliance to ensure records are kept as long as legally and operationally required

Cuyahoga County Archives \_\_\_\_\_ 2013 – present  
*Research Specialist – as needed*

- ✓ Familiar with the paper file system and records held at the county archives
- ✓ Research online probate court documents, property records, obituaries, and newspapers.
- ✓ Search Ancestry, Family Search, Fold3 for images of records outside of Cuyahoga County.
- ✓ Experienced searching property records
- ✓ Experienced searching historical maps.
- ✓ Experienced searching tax records
- ✓ Lead project team of eight members to restore order to the property records covering 1944 to 1968.
- ✓ Developed improvements while retaining existing file practices for the 1944-1968 property records.

Fairview Park Historical Society \_\_\_\_\_ 2012– present  
*President – attend six meetings annually*

- ✓ Ensure all board members are completing duties in a timely fashion
- ✓ Eliminate the mindset that history is for the old, make it interesting for the young
- ✓ Reduce wasted effort and encourage board members and committee members to try something new

**Chris H. Gerrett**



---

Fairview Park Historical Society \_\_\_\_\_ 2010– 2012

*Vice President*

- ✓ Developed programming plans
- ✓ Meet and greet all speakers
- ✓ Set up computer equipment for speakers.

Adopt-A-Tombstone \_\_\_\_\_ 2009– present

*Founder and project leader*

- ✓ Also known as 'Restoring a Landmark, One Stone at a Time' at the Fairview Park Cemetery, Fairview Park, Ohio.
- ✓ Donate time to lead 50+ community members on tombstone restoration
- ✓ Develop detailed database of all burials in the Fairview Park Cemetery
- ✓ Created 'family tree' showing the relationship of those buried in Fairview Park Cemetery
- ✓ Created and manage the website for Fairview Park Cemetery; FairviewParkCemetery.org
- ✓ Donated time to perform tombstone restoration at Adams Street Cemetery, Berea, Ohio

Historian – Fairview Park, Ohio (focus) \_\_\_\_\_ 1980– present

*Daily activity*

- ✓ Research Fairview Park history – in depth
- ✓ Create 'relationship chart' of the pioneering families.
- ✓ Create a database of past businesses
- ✓ Provide research for Forward Fairview group, related to businesses of the past
- ✓ Provide research per Mayor or staff's request
- ✓ Provide research for city council and various city departments
- ✓ Submit a monthly historical article for The City of Fairview Park eNewsletter
- ✓ Capture images of Fairview Park during the Covid19 pandemic; create a documentary.

Genealogy Research \_\_\_\_\_ 1970– present

*Family historian*

- ✓ Perform paper trail research; physically search archives, museums, courthouse, auditor property records, tax records, building departments and libraries.
- ✓ Interview older members of the family and associates of the family.
- ✓ Research vital records, obtain copy of original documents.
- ✓ Research church and immigration records.
- ✓ Research business and employment records.
- ✓ Develop relationship chart, family tree.
- ✓ Send copy of 'family tree' to other family members and request updates, changes, edits.
- ✓ Retain file system of revised 'family tree' received from other family members. Treat as 'source'.

# ISABEL G. KLEIN

---

## EDUCATION

**August 2017**

**Certified Archivist**, Academy of Certified Archivists

**May 2012**

**M.S., Library Science**, University of Maryland, College Park, MD

- Specialization in Archives and Records Management

**May 2009**

**B.A., Women's Studies**, University of New Hampshire, Durham, NH

- Magna Cum Laude

**January 2008 – May 2008**

**Study Abroad**, University College Utrecht, Utrecht, The Netherlands

## LIBRARY AND ARCHIVE EXPERIENCE

**August 2020 – Present**

**Children's Branch Services Supervisor**, Cuyahoga County Public Library – Warrensville Heights Branch, Warrensville Heights, OH

- Creates and facilitates original children's programs, including family storytimes, STEAM programs, school & community outreach, and a variety of literacy-based programs
- Spearheaded the library's virtual Trauma – Informed Programs Pilot in Spring 2021, which offered music, dance and art therapy to children throughout Cuyahoga County
- Oversees interactive outdoor learning experiences in the library branch's community learning garden for children and families
- Supervises professional library staff
- Directs daily departmental operations
  - Strategic collection organization to optimize use and customer engagement
  - Collection maintenance to promote diversity, equity and inclusion
- Collaborates with the library administration's Literacy & Learning Division to implement centrally planned and grant-funded initiatives, including Baby Club, Kindergarten Club, and Homework Center

**March 2020 – August 2020**

**Acting Children's Branch Services Supervisor**, Cuyahoga County Public Library – Warrensville Heights Branch, Warrensville Heights, OH

- Created and facilitated original children's programs, including family storytimes
- Established the interactive StoryWalk in the library branch's community learning garden for children and families
- Supervised professional library staff
- Directed daily departmental operations
- Collaborated with Literacy & Learning Division to implement centrally planned and grant-funded programs and initiatives

**January 2018 – March 2020**

**Teen Librarian**, Cuyahoga County Public Library – Warrensville Heights Branch, Warrensville Heights, OH

- Created and facilitated original teen programs
- Provided reader's advisory to teens and families
- Supervised and trained library pages
- Participated in collection maintenance
- Spearheaded 2018 grant-funded collaborative outdoor art project for library's garden
- Provided outreach services and programs at Cuyahoga Hills Juvenile Correctional Facility (CHJCF)
- Reestablished curriculum support with teachers at the Warrensville Heights Middle School and the Warrensville Heights High School
- Managed and facilitated the American Library Association's Great Stories Club grant at Cuyahoga Hills Juvenile Correctional Facility with a focus and theme of teaching empathy through literature with incarcerated youth
- Collaborated and advocated with colleagues to implement trauma informed practices and programs for at-risk youth
- Oversaw daily departmental operations
  - Strategic collection organization to optimize use and customer engagement, including organization of displays
  - Collection maintenance to promote diversity and inclusion

#### **April 2015 – December 2017**

##### **Youth Services Librarian, Hudson Library & Historical Society, Hudson, OH**

- Developed a successful Library Services and Technology Act (LSTA) grant funded arts education series called “Arts Around the World” for children in grades 3 – 5 in 2017; series included 7 hands-on workshops and performances and 7 hands-on educational sessions with the Cleveland Museum of Art
- Collaborated with colleagues to create a week-long History camp for 30 – 40 tweens each summer on a specific period in American History
- Created original art lessons and projects for Art Club. Each month highlighted one particular artist and art movement for children in grades 3 – 6
- Planned and led historic walking tours for children of Hudson, OH. “Kids only” walking tours included: Underground Railroad, Disasters, Transportation, and Spooky
- Created and distributed all press releases and promotional materials for original and ongoing programs of responsibility
- Prepared and presented history-oriented programs to outside children’s organizations
- Participated in collection development responsibilities
- Designed, promoted and incorporated early literacy skills in every story time from preschool to family drop-in
- Provided reader’s advisory to children, teens, and families.

#### **November 2014 – April 2015**

##### **Children’s Associate, Shaker Heights Public Library, Shaker Heights, OH**

- Created and conducted story time programming for preschool age children
- Provided reader’s advisory to children, teens and families

#### **February 2014 – November 2014**

##### **Library Assistant – Computer Center, Shaker Heights Public Library, Shaker Heights, OH**

- Assisted customers in navigating software applications and related computer questions
- Troubleshoot basic hardware issues on computers and printers
- Executed and maintained excellent administrative roles and tasks for customers and staff

#### **March 2014 - Present**

##### **Volunteer/Intern, The Cuyahoga County Archives, Cleveland, OH**

- Appraise, arrange, and describe archival records
- Assist in conducting research requests by patrons and staff

#### **March 2013 – March 2014**

##### **Gallery & Archive Assistant, Artists Archives of the Western Reserve, Cleveland, OH**

- Created new cataloging forms and procedures
- Provided guidance on archival related topics and questions; updated and organized records
- Assisted in lighting, hanging, and selecting art for gallery exhibits

#### **January 2013 – July 2013**

##### **Volunteer/Intern, Cleveland Heights-University Heights Public Library, Cleveland Heights, OH**

- Created arrangement and description of original photographs of the Cleveland Height – University Heights Library for the Local History Photography Collection, which is digitally available through the Cleveland Memory Project at: [clevelandmemory.org](http://clevelandmemory.org)

#### **September 2012 – Present**

##### **Librarian & Archivist, Herb Ascherman, Jr., Shaker Heights, OH**

- Catalog new material for Herb Ascherman Jr.’s private special collection of ca. 2,000 photography books
- Collaborate in the planning and reorganization of complete library collection
- Participate in the printing process of platinum photographs
- Assist with special projects

#### **September 2011 – June 2012**

##### **Volunteer/Intern, Prints & Photographs Division, Library of Congress, Washington, D.C.**

- Assisted in the re-housing project of prints from photographer Edwin Rosskam’s “Puerto Rico, 1944-46” collection as well as prints from the presidential files of President Warren G. Harding
- Reviewed captioning and indexing of untitled Farm Security Administration/Office of War Information (FSA/OWI) photographs, checking the accuracy of supplied titles and subject headings; edited records as necessary

**September 2011 – June 2012**

**Academic Intern**, Prints & Photographs Division, Library of Congress, Washington, D.C.

- Cataloged ca. 270 color slides of Sikkim, India from the Dr. Alice S. Kandell Collection, resulting in their digital availability through the Prints & Photographs Online Catalog (PPOC) at: [loc.gov/pictures/collection/kskm/](http://loc.gov/pictures/collection/kskm/)
- Created new subject headings for the Thesaurus for Graphic Materials (TGM)
- Scanned collection slides surrogates for patron use

**SUPERVISORY EXPERIENCE**

**July 2009 – June 2012**

**Graduate Administrative Coordinator of the Denton Community**, Department of Resident Life, University of Maryland, College Park, MD

- Supervised up to 45 students each semester and the operations of three 24-hour service desks serving a residential area of approximately 1,600 students
- Hired, trained, supervised, and evaluated 35 – 40 Community Assistants and three Customer Service Supervisors assigned to the service desks in the Denton Community on North Campus
- Assisted in developing and communicating to all staff policies and procedures related to hall openings and closings, desk operations, room assignments, room changes, and student billing
- Led Spring Open House Tours for accepted students of residence halls

**LEADERSHIP EXPERIENCE**

**December 2017 - Present**

**Secretary**, Cuyahoga County Archives Advisory Commission, County Council of Cuyahoga County, Cleveland, OH

- Promotes and advocates for the preservation of Cuyahoga County's historical records by helping to identify resources to support the work of the Cuyahoga County Archives
- Records and disseminates all meeting minutes for in-person and virtual meetings

**July 2017 – Present**

**Committee Member**, Coalition Building Committee, Intellectual Freedom Round Table, American Library Association, Chicago, IL

- Helps administer the Gerald Hodges Intellectual Freedom Chapter Relations Award, supporting the importance of effective coalition building necessary to defend censorship at the ground level

**July 2018 – June 2020**

**Secretary**, Executive Board, Intellectual Freedom Round Table, American Library Association, Chicago, IL

- Created agendas and recorded meeting minutes for all in-person and virtual meetings
- Supports libraries and staff around the country on intellectual freedom issues through advocacy work and innovative programs

**January 2018 – January 2019**

**Committee Member**, Sophie Brody Medal Committee, Reference and User Services Association (RUSA), American Library Association, Chicago, IL

- Helped administer the Sophie Brody Medal in 2018, which is given to encourage, recognize and commend outstanding achievement in Jewish literature.

**January 2017 – December 2017**

**Chair**, Intellectual Freedom Committee, Ohio Library Council, Columbus, OH

- Developed and presented educational sessions at various Chapter conferences on intellectual freedom
- Educated and supported Ohio public libraries on intellectual freedom issues
- Created and submitted program proposals for Ohio Library Council's Annual Convention and Expo, working collaboratively with fellow committee members and outside organizations

**November 2014 – December 2016**

**Committee Member**, Intellectual Freedom Committee, Ohio Library Council, Columbus, OH

- Developed and presented educational sessions at various Chapter conferences on intellectual freedom
- Educated and supported Ohio public libraries on intellectual freedom issues

## **RESEARCH EXPERIENCE**

### **Summer 2008**

**Summer Undergraduate Research Fellow**, Hamel Center for Undergraduate Research, University of New Hampshire, Durham, NH

- Wrote a proposal and received a \$3,500 research grant
- Conducted research at the University of Louisville, Special Collections and the Library of Congress
- Recovered the 1938 Farm Security Administration's photography exhibit, "How American People Live"
- Worked with primary documents, including correspondence and photographs

## **PROFESSIONAL ASSOCIATIONS**

- Academy of Certified Archivists
- American Library Association
- Society of American Archivists

June 20th 2019	Archives Advisory Commission	Jennifer Dieringer
June 19th 2019	Archives Advisory Commission	Jennifer Dieringer
Oct. 9th 2019	Archives Advisory Commission	Deborah Abbott
Jan. 20th 2022	Archives Advisory Commission	Kenneth Bravo
Jan. 22nd 2022	Archives Advisory Commission	Isabel Klein
Jan. 25th 2022	Archives Advisory Commission	Chris Gerrett



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0033

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 Corrections Planning Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Chapter 5149 of the Ohio Revised Code (ORC) provides for the organization of a community-based corrections program; and

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

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

WHEREAS, County Executive Budish has nominated the following individuals to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024:

Reappointments:

1. Chief Michael J. Cannon
2. Arthur B. Hill
3. Dean P. Jenkins

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to serve on the Cuyahoga County Corrections Planning Board for the term 1/1/2022 – 12/31/2024:

Reappointments:

- 1. Chief Michael J. Cannon
- 2. Arthur B. Hill
- 3. Dean P. Jenkins

**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:

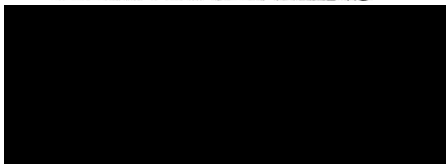
_____	_____
County Council President	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: February 8, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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

## DEAN P. JENKINS



### Summary of Qualifications

Experienced in many facets of the criminal justice system with expert specialty in domestic violence

Skilled in group facilitation and psycho educational group treatment

Experienced working as part of an interdisciplinary team

### Relevant Employment

#### **Baldwin Wallace University and Bryant & Stratton College**

2008-present

Berea and Parma, Ohio

**Adjunct Instructor** in the area of Criminal Justice

#### **CITY OF CLEVELAND, CLEVELAND MUNICIPAL COURT**

1993-Present

Cleveland, OH

#### **Chief Probation Officer**

2015- Present

- Develop procedures, programs, and policies to assure efficient functioning of the Probation Department.
- Direct the day to day operations
- Evaluate the performance of personnel; recommend promotions, salary increases, or terminations to the Judges.
- Conduct meetings and conferences with staff members.
- Recent Ohio Supreme Court Certified Court Executive graduate.

#### **Deputy Chief Probation Officer**

2006-2015

- Assist Chief Probation Officer in the administration of the Probation Department consistent with state laws and statutes.
- Serve as a liaison between the department and the Judges of Cleveland Municipal Court.
- Supervise, coordinate, and monitor specialized programs within the department.
- Direct assignments, schedule training, and supervise the evaluation of the Probation Supervisors.

#### **Probation Officer Supervisor**

2001-2006

- Directly supervise team of probation officers maintaining caseload consisting of domestic violence offenders
- Resolve daily issues with offenders and their corresponding officers
- Verify all correspondence to judicial officials in effort to ensure accuracy and serve as liaison between administration and line staff
- Compile and analyze monthly statistics

### **Probation Officer/Domestic Violence Supervision Officer**

1997-2001

- Supervise a caseload of approximately 100 clients who had been convicted of domestic violence
- Conduct in-depth interviews with clients as well as victims in an effort to assess unmet needs and to refer to proper treatment agencies
- Conduct home visits to ensure safety of the victim and to ascertain knowledge regarding home environment

### **Probation Officer/Domestic Violence Pre-Sentence Investigator**

1996-1997

- Conduct thorough investigation of all convicted domestic violence offenders, including research into his/her criminal and social history, education and employment.
- Formulate psychosocial history and wrote pre-sentence report outlining recommended sentence

### **Probation Officer/Bond Investigator**

1993-1996

- Conduct daily interviews with persons in custody in an effort to assess their eligibility for personal bond
- Advise families of those persons in custody briefing them as to the correction/probation processes
- Formulate post-sentence reports and documented statistical data of jail population

### **Cuyahoga County Department of Justice Affairs**

2000-2005

Batterer's Intervention Program, Cleveland, OH

Assessment Specialist (Part-Time)

- Co-facilitate psycho educational groups for court ordered domestic violence offenders
- Conduct psychosocial assessments
- Complete case notes and various reports

### **Berea Children's Home and Family Services**

Berea, OH

Nurturing Program Facilitator (Part-Time)

1993-1999

- Taught proper discipline techniques to children and adults enrolled in the family behavioral modification program
- Facilitated parental understanding of maintaining behavioral difficulties of emotionally disturbed children
- Prepared youths to reintegrate into society while maintaining their behavioral achievements

### **Community Respite Provider**

1992-1993

- Provided mentoring for emotionally disturbed children within the community
- Served as a liaison between parents, teachers and social workers associated with the youths
- Counseled youths regarding new social skill development and behavior modification

**City of Cleveland**

1988-1990

Cleveland, OH

**Assistant Councilman:** Ward 20, Dale Miller, Councilman

- Conducted various campaign activities and attended community meetings
- Received and resolved ward constituent complaints
- Completed special assignments and various administrative duties

**Special Qualifications**

**Federal Bureau of Investigation**

1998

Quantico, VA

- Completed special agent training at FBI Academy
- Successfully met all qualifications

**Licensed Social Worker**

1995-Present

License Number S21240

**LEADS and NCIC Certified**

1993

**Professional Activities**

- Member of Domestic Violence Coordinating Task Force of Cuyahoga County
- Chair monthly meetings of Cuyahoga County Fatality Review Committee
- Presented at several national and local trainings
- Presented at Ohio Chief Probation Officer Association
- Syscon and Courtview computer implementation team member
- Member of the American Association of Probation and Parole
- Participant in the American Association of Pre-Trial Services
- Member of the Ohio Domestic Violence Network
- Volunteer with the Victim/Offender Dialogue Program of ODRC
- Assisted in various grant development projects
- Domestic Violence and Child Advocacy Center Board Member
- Graduate of Ohio Supreme Court's Court Executive Program.
- Church Elder

**Education**

**Master of Arts: Criminal Justice**

6/2002

Kent State University, Kent, OH

**Bachelor of Arts: Criminal Justice**

6/1990

Minor: Psychology

Baldwin-Wallace College, Berea, OH

REFERENCES AVAILABLE UPON REQUEST



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0035

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing a contract with RF-Works Inc. in the amount not-to-exceed \$790,560.00 for a state contract purchase for the installation of wireless access points and maintenance services in (10) Cuyahoga County Health and Human Services facilities for the period 1/25/2022 – 1/24/2027; authorizing the County Executive to execute Contract No. 2122 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 Health and Human Services/Cuyahoga Job and Family Services has recommended a contract with RF-Works Inc. in the amount not-to-exceed \$790,560.00 for a state contract purchase for the installation of wireless access points and maintenance services in (10) Cuyahoga County Health and Human Services facilities for the period 1/25/2022 – 1/24/2027; and

WHEREAS, the primary goal for this project is to provide network access to the State of Ohio network required for use by Health and Human Service employees; and

WHEREAS, the project is funded 50% by Health and Human Services Levy Fund and 50% by Federal/State; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with RF-Works Inc. in the amount not-to-exceed \$790,560.00 for a state contract purchase for the installation of wireless access points and maintenance services in (10) Cuyahoga County Health and Human Services facilities for the period 1/25/2022 – 1/24/2027.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 2122 and all other documents consistent with said award and this Resolution.





Title: Cuyahoga County Job and Family Services (CJFS) Exemption State Contract Purchase (State Contract MCSA0022 RF-Works, Inc contract to provide Wireless Services to HHS buildings

Cuyahoga County Job and Family services requesting approval of a contract, with RF-Works In for the anticipated cost of \$790,560.00.

The project is new to the County.

This is a new contract to install and maintain WiFi access points in 10 HHS buildings. The contract will begin 1/25/2022 and end 1/24/2027.

The existing WiFi networks in HHS buildings do not provide access to the state network. This prevents HHS staff from accessing HHS resources while on WiFi, including files and applications, as they are all hosted on the state network. RF-Works is the only vendor authorized by the state to provide WiFi access to their network. The state procured these services through a competitive RFP and conducts an annual pricing review to keep prices competitive with market rates

#### Technology Items

- a) TAC Approval - TAC2022-HHS-001 approval date 1/6/2022
- b) Are the purchases compatible with the new ERP system? - Yes
- c) Is the item ERP approved – Not applicable, not part of ERP project
- d) Are the services covered by the original ERP budget – Not applicable, not part of ERP project

#### Procurement

The procurement method for this project was an Exemption State Contract Purchase. The total value of the contract is \$790,560.00.

The proposed contract is an Exemption State Contract Purchase. This process was used for the following reason: State Contract: MCSA0022

The WiFi access points being installed are to provide network access to the State of Ohio network required for use by HHS employees. The state only permits their authorized vendors to implement and maintain WiFi access on the state network, and only RF-Works was competitively selected by the state to provide this service. As such, the county cannot contract with any other vendor. The state contract has negotiated bulk rates on behalf of all counties that are far higher than the county can obtain through a separate purchase.

#### Contractor and Project Information

RF-Works, Inc  
1221 Worthington Woods Blvd,  
Columbus, OH 43085  
(614)800-2880  
Jim Portaro, Principal and Founder

#### Project Status and Planning

The project is new to the County

Funding 50% Health and Human Services Levy Funds and 50% Federal/State

The schedule of payments is by invoice

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO # Code (if applicable):	
CM Contract#	2122 RF-Works Inc

Briefing Memo	Department cm	Clerk of the Board
---------------	------------------	--------------------

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

<b>OTHER THAN FULL AND OPEN COMPETITION</b> <b>State Contract Contracts (not Government Coop)</b> <b>Reviewed by Purchasing</b>
---

			Department initials	Purchasing
Justification Form			CM	See Note OK AHW
IG#	21-0385-REG exp 12/31/2025 <b>RF-Works, Inc. 21-0385-REG 31DEC2025</b>		CM	OK AHW
Annual Non-Competitive Bid Contract Statement ( <i>only needed if not going to BOC or Council for approval</i> )	Date:	04282021	CM	N/A however attached and OK AHW
Debarment/Suspension Verified	Date:	11182021	CM	OK AHW
Auditor's Finding	Date:	11182021	CM	OK AHW
Vendor's Submission (must have state contract # listed)			CM	OK AHW
Independent Contractor (I.C.) Requirement	Date:	04302021	CM	OK AHW
State Contract Cover Sheet				See Note
Cover - Master contracts only			N/A	N/A AHW
Contract Evaluation – if required			N/A-new supplier	N/A AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				See Note OK AHW
Checklist Verification			CM	

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	CM (See Procurement Note – AHW)
Matrix Law Screen shot	CM
COI	CM
Workers' Compensation Insurance	CM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/25/2022 – 12/31/2022	HS260110	55130	UCH06100	\$144,936.00
1/1/2023 – 12/31/2023	HS260110	55130	UCH06100	\$158,112.00
1/1/2024 – 12/31/2024	HS260110	55130	UCH06100	\$158,112.00
1/1/2025 – 12/31/2025	HS260110	55130	UCH06100	\$158,112.00
1/1/2026 – 12/31/2026	HS260110	55130	UCH06100	\$158,112.00
1/1/2027 – 1/24/2027	HS260110	55130	UCH06100	\$13,176.00
			<b>TOTAL</b>	<b>\$790,560.00</b>

<b>Contract History CE/AG# (if applicable)</b>	MCSA0022 – State contract
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	2122

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$790,560.00</b>		<b>1/25/22-1/24/27</b>		
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>	<b>\$790,560.00</b>	\$			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	
<b>CM#:</b>	2122
<b>Vendor Name:</b>	RF-Works, Inc.
<b>ftp:</b>	1/25/2022 – 1/24/2027
<b>Amount:</b>	\$790,560.00
<b>History/CE:</b>	N/A

2 | Page

Revised 9/17/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	<p>12.16.2021                      TAC question not answered – upload revised checklist.                      Contract Tab: Proposed Total Amount blank, should be \$790,560.00                      Justification: Question 1 should include the total of the contract. Question 2 should have the Funding Source.                      State Contract Cover Sheet: Missing and required.                      TAC Approval: Either email from TAC Officer stating that this is not a TAC required purchase or the IT standards with page number noted uploaded.                      Note on Contract: The vendor signed contract is the SOW (Statement of Work) – no change</p> <p>1.12.2022:                      TAC Approval – need to clarify approval                      Questions: Need to add the TAC questions/responses.</p> <p>1.20.2022:                      TAC Approval revised as requested. All other changes made as requested.</p>

Purchasing Buyer approval: **OK to approve, AHW 1.20.2022**



**JUSTIFICATION FOR USE OF NON-COMPETITIVE PROCESS**

The County requires submitting departments to provide a business case which includes specific details supporting the Contract/Purchase being made.

As a consequence, departments need to provide detailed information justifying any purchases to be made non-competitively. The County has developed a justification packet for completion. If submitting a request for a non-competitive purchase, the department must complete this form, and attach it (along with supporting documentation) in the Procurement software system.

A review of the Contract/Purchase request will not be completed without a signed completed Justification packet uploaded as an attachment when submitting the contract/purchase request in the Procurement software system. It is critically important, and incumbent upon the department to fully and accurately complete the form in order to avoid any lengthy and unnecessary delays in processing the contract/purchase request.

Requestor	Carletta McCoy
Requestor Phone Number	216-987-7463
Date	12/17/2021
Requisition Number	N/A – Exemption, State Contract Purchase

**OPERATING DEPARTMENT & ACTIVITY: (Choose 1)**

The Department of Health & Human Services plans to contract with **RF-Works Inc** for the period **January 25, 2022 – January 24, 2027** for **WiFi Installation and Maintenance** in the amount of **\$790,560.00**

RQ# N/A for Exemptions

**Check the appropriate box:**

**Governmental Purchase - County Code 501.12 (B)(8)**

**State Contract Purchase – County Code 501.12(B)(19)**

**Lower than State Contract Purchase**

**Government Cooperative Purchasing - County Code 501.12(B)(18)**

**Federal Contracts**

**Joint Purchasing Programs (includes GSA)**

**Contract Amendment**

Contract # \_\_\_\_\_ RQ# \_\_\_\_\_

**RFP Exemption – County Code 501.12(D)**

**Community Rehabilitation Program (CRP) - O.R.C. 125.60 - O.R.C. 125.607**

**Ohio Industries for the Handicapped (OIH) - County Code 501.12(B)(13)**

**Public Utility (911 System) - O.R.C. 128.03 (F)**

**Exemption from Aggregation of Contracts -County Code 501.05(C)**

**Alternative Procurement Process – County Code 501.12(B)(15)**

**Federal, State, or Other Grant Application Program (County Code 501.12(B)(16)**

Revised: 08/14/2018

Page 2 of 5

**1. Description of Supplies or Services, amount of purchase; if a contract or an amendment list start date and end date, and/or scope change if an amendment.**

This is a new contract to install and maintain WiFi access points in 10 HHS buildings. The contract will begin 1/25/2022 and end 1/24/2027. The total amount of the contract is \$790,560.00

*If contract or contract amendment term has begun, please respond to questions 1a. and 1b below:*

**1a. Why is the contract/amendment being submitted late?**

N/A

**1b. What is being done to prevent this from reoccurring?**

N/A

**2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).**

50% HHS Levy  
50% Federal/State

**3. Was the specific project funding included in OBM-approved budget for the current year? If not, please explain.**

Yes

**4. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)**

State Contract: MCSA0022

The WiFi access points being installed are to provide network access to the State of Ohio network required for use by HHS employees. The state only permits their authorized vendors to implement and maintain WiFi access on the state network, and only RF-Works was competitively selected by the state to provide this service. As such, the county cannot contract with any other vendor. The state

contract has negotiated bulk rates on behalf of all counties that are far higher than the county can obtain through a separate purchase.

**5. What other available options and/or vendors were evaluated? If none, include the reasons why (*Attach supporting documentation such as other vendor quotes/pricing*).**

The state only permits their authorized vendors to implement and maintain WiFi access on the state network, and only RF-Works was selected by the state to provide this service.

**6. What ultimately led you to this product or service? Why was the recommended vendor selected? How was it determined that the anticipated cost is fair and reasonable? (*Attach supporting documentation*).**

The existing WiFi networks in HHS buildings do not provide access to the state network. This prevents HHS staff from accessing HHS resources while on WiFi, including files and applications, as they are all hosted on the state network. RF-Works is the only vendor authorized by the state to provide WiFi access to their network. The state procured these services through a competitive RFP and conducts an annual pricing review to keep prices competitive with market rates.

**7. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive process. (*Attach supporting documentation*).**

See prior answers; only state-authorized vendors may provide this service.

**8. Describe what future plans, if any, your department can take to permit competition before any subsequent purchases of the required supplies or services. In none, please explain why.**

If the state changes their policy, we would competitively procure these services.



## CERTIFICATION REQUIREMENTS

I certify that the information contained in and attached to this Justification is accurate and complete to support the recommendation.

I further certify that the attached narrative justification verifies Cuyahoga County's minimum need or schedule requirements and any rationale used to justify the non-competitive request.

Digitally signed by Paul  
Porter  
Date: 2021.12.17 11:51:28  
-05'00'

---

Signature of Director: **Paul Porter**

Date: 12/17/21

RQ# N/A – Exemption,  
State Contract  
Purchase

**Procurement software system title:** RF Works WIFI Contract

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0036

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 858 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for emergency shelter services for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2021 - 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$948,622.00; 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 Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. 858 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for emergency shelter services for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$948,622.00; and

WHEREAS, the primary goal for this project is to provide safe, high quality, temporary housing services for single adults and youth in Cuyahoga County; and

WHEREAS, this project is funded 100% by 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. 858 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for emergency shelter services for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for



First Reading/Referred to Committee: February 8, 2022  
Committee(s) Assigned: Health, Human Services & Aging

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

Office of Homeless Services; RQ3914 - 2022 - Mental Health Services for Homeless Persons, Inc. dba FrontLine Service; Amendment 1 - Emergency Shelter for Single Adults and Youth

Office of Homeless Services requesting an amendment to the with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service. This is the first amendment and will add funds in the amount of \$948,622.00 for the time period of 1/1/2022 – 8/31/2022. No change in scope of service.

The project is not new to the county:

Original Contract            R2021-0072                    3/23/2021

FrontLine Service operates North Point which serves single adults and youth aged 18-24 years. Residential services are provided 24-hours/day, 7 days a week. The program provides for basic material needs such as hygiene products, clothing, laundry services, and three meals a day. The program focuses on individuals with high barriers to housing stability and provides wraparound support for the young adults served. North Point case managers provide linkage to services that will assist clients to secure permanent housing and achieving self-sufficiency through a housing first model.

The primary goals of the Emergency Shelter program are to:

- a) Provide safe, trauma informed, low barrier, emergency shelter;
- b) Develop and implement a permanent housing plan with each person;
- c) Link clients with community services to secure sustainable income and physical and behavioral health services.

**Procurement**

An alternative procurement process was approved on by the Board of Control on November 2, 2020 (BC2020-592).

**Contractor and Project Information**

FrontLine Service  
1744 Payne Ave.  
Cleveland, Ohio 44114  
Council District 7

The executive director for the contractor is Susan Neth, (216) 274-3000

The address or location of the project is:

North Point Temporary Housing  
1550 Superior Avenue  
Cleveland, Ohio 44114

The project is located in Council District 7

**Project Status and Planning**

The project operates 365 days/year.  
The project's term has already begun.

**Funding**

The project is funded 100% by the Cuyahoga County Health and Human Services Levy.

The schedule of payments is monthly.

The project is an amendment to a contract, extending the term to 8/31/22 and adding \$948,622.00. This is the first amendment.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3914
BuySpeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	858

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	ER	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	This service will be covered under a master RFP for 2022 and OHS needed additional time to determine the master RFP term/process.	
What is being done to prevent this from reoccurring?	Master RFP process has been established.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Contract Amendments Reviewed by Purchasing				
Mental Health Services for Homeless Persons, Inc. DBA FrontLine Service – North Point			Department initials	Purchasing
Justification Form			DL	OK
IG#	12-3874 exp 12/31/2022 12-1897		ER	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	12/10/21	ER	OK
Auditor's Finding	Date:	12/10/21	ER	OK
Vendor's Submission			ER	Signed Amendment OK
Independent Contractor (I.C.) Requirement	Date:	11/23/21	ER	OK
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			ER	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			ER	

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	
Original Executed Contract (containing insurance terms) & all executed amendments	

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/22 – 8/31/22	HS260350	55130	UCH00000	\$948,622.00
			<b>TOTAL</b>	<b>\$948,622.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	210293-EXMT
<b>Lawson RQ# (if applicable)</b>	3914
<b>CM Contract#</b>	858

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$1,422,933.00		1/1/21 – 12/31/21	<del>3/9/21</del> 3/23/21	<del>R2021-0073</del> R2021-0072
<b>Prior Amendment Amounts (list separately)</b>					
<b>Pending Amendment</b>		\$948,622.00	8/31/2022	Pending	Pending
<b>Total Amendments</b>		\$948,622.00			
<b>Total Contact Amount</b>		\$2,371,555.00			

### Purchasing Use Only:

Prior Resolutions:	R2021-0072
Amend:	858
Vendor Name:	Mental Health Services for Homeless Persons, Inc. dba Frontline Service
ftp:	1/1/2021 – 8/31/2022; effective 1/1/2022
Amount:	Add'l \$948,622.00 MM
History/CE:	OK (Corrected by DoP)
EL:	OK

2 | Page

Revised 9/17/2021



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	1/12/22: Amendment checklist was updated 1/7/22, new checklist will be required for all items moving forward.
--------------------	---

**Purchasing Buyer approval: LATE – Late explanation is on the Checklist and Justification Form. OK to proceed to BOC queue for approval. TN 1/12/22**

3 | Page

Revised 9/17/2021

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Mental Health Services for Homeless Persons, Inc. DBA FrontLine Service				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1700281				
<b>RQ#</b>	40338				
<b>Time Period of Original Contract</b>	1/1/2018 – 12/31/2018				
<b>Background Statement</b>	North Point was developed to address the needs of homeless individuals with high barriers to housing stability who did not qualify for Permanent Supportive Housing services. The program has the capacity to provide approximately emergency shelter for 150 single adults and youth. North Point provides basic needs and individualized, trauma-informed activities designed to assist them with the transition to permanent housing.				
<b>Service Description</b>	<p>North Point's individualized approach to transitional housing services includes housing plan development, assistance with economic self-sufficiency, and assistance with self-care.</p> <p>North Point also provides an array of residential services including daily meals, personal care and hygiene items, as well as bus tickets as needed.</p>				
<b>Performance Indicators</b>	Exits to permanent housing, receipt of noncash benefits, self-sufficiency through income, education or training, recidivism, client satisfaction.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Since May 2017, the shelter has been at 100% capacity on a daily basis and exits to permanent housing have been within the 30-60 day time frame.				
<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>	Based on performance data, North Point has met the contractual expectations set by the Office of Homeless Services.				
<b>Department Contact</b>	Melissa Sirak				
<b>User Department</b>	Office of Homeless Services				
<b>Date</b>	12/3/2020				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0037

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 769 with Young Women’s Christian Association of Greater Cleveland (YWCA) for emergency shelter services for single adult women at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$1,834,529.00; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. 769 with Young Women’s Christian Association of Greater Cleveland (YWCA) for emergency shelter services for single adult women at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2021 – 12/31/2021 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$1,834,529.00; and

WHEREAS, the primary goal of this project is to provide operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland; and

WHEREAS, this project is funded 100% by the Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 769 with Young Women’s Christian Association of Greater Cleveland (YWCA) for emergency shelter services for single adult women at



First Reading/Referred to Committee: February 8, 2022  
Committee(s) Assigned: Health, Human Services & Aging

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

Office of Homeless Services; RQ3916 - 2022 - Young Women's Christian Association of Greater Cleveland dba YWCA; Amendment 1 - Emergency Shelter for Single Adult Women

Office of Homeless Services requesting the approval of an amendment to the contract with the Young Women's Christian Association, dba YWCA to extend the term to August 31, 2022 and add funds in the amount of \$1,834,529.00. The anticipated start- completion dates are 1/1/2022 – 8/31/2022. No change in scope of service.

Prior Board Approval Number or Resolution Number:

Original contract            R2021-0073                    3/23/2021

YWCA Greater Cleveland operates Norma Herr Women's Center 24 hours per day, 365 days per year. Outside of pandemic distancing requirements, the shelter can accommodate up to 226 people in 172 regular beds and 54 overflow beds or mats.

Services include development of an individualized housing plan, assessment and linkages to physical and mental health services, benefit eligibility assessment, and assistance with obtaining employment, education and/or training. Residents also receive basic services while in shelter, including nutritious meals, showers, laundry, lockers, telephones, and mail distribution.

Engagement with the Cleveland Mediation Center is available for unresolved grievances.

The primary goals of the Emergency Shelter program are to:

- a) Provide safe, trauma informed, low barrier, emergency shelter;
- b) Develop and implement a permanent housing plan with each person;
- c) Link clients with community services to secure sustainable income and physical and behavioral health services.

Procurement

An alternative procurement process was approved on by the Board of Control on November 2, 2020 (BC2020-593).

Contractor and Project Information

YWCA of Greater Cleveland

4019 Prospect Ave.

Cleveland, Ohio 44103

Council District 7

The executive director for the contractor is Teresa Sanders, (216) 881-6878

The address or location of the project is:

Norma Herr Women's Shelter

2227 Payne Avenue

Cleveland, Ohio 44114

The project is located in Council District 7

**Project Status and Planning**

The project operates 365 days/year.

The project is on a critical action path because the current contract expires 12/31/2021.

**Funding**

The project is funded 100% by the Cuyahoga County Health and Human Services Levy.

The schedule of payments is monthly.

The project is an amendment to a contract, extending the end date to 8/31/22 and adding \$1,834,529.00.  
This is the first amendment.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3916
BuySpeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	EXMT
CM Contract#	769

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	ER	

Late Submittal Required:	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Why is the amendment being submitted late?	This service will be covered under a master RFP for 2022 and OHS needed additional time to determine the master RFP term/process.	
What is being done to prevent this from reoccurring?	Master RFP process has been established.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
---	------------------------------	--

Contract Amendments Reviewed by Purchasing				
<b>YWCA – Norma Herr Women’s Shelter</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			ER	OK
IG#	12-3874 exp 12/31/2022-12-3784		ER	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	12/10/21	ER	OK
Auditor’s Finding	Date:	12/10/21	ER	OK
Vendor’s Submission			N/A	Signed Amendment OK
Independent Contractor (I.C.) Requirement	Date:	11/22/21	ER	OK
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			ER	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			ER	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	ER
Matrix Law Screen shot	ER
COI 06/30/2022	ER
Workers’ Compensation Insurance 07/01/2022	ER



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	ER
---	----

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/22 – 8/31/22	HS260350	55130	UCH00000	<b>\$1,834,529.00</b>
			<b>TOTAL</b>	<b>\$1,834,529.00</b>

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# Code (if applicable)	210202 EXMT
Lawson RQ# (if applicable)	3916
CM Contract#	769

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,751,793.00		1/1/21 – 12/31/21	<del>3/9/21</del> 3/23/21	R2021-0073
<b>Prior Amendment Amounts (list separately)</b>					
<b>Pending Amendment</b>		\$1,834,529.00	8/31/2022	Pending	Pending
<b>Total Amendments</b>		\$1,834,529.00			
<b>Total Contact Amount</b>		\$4,586,321.67			

### Purchasing Use Only:

Prior Resolutions:	R2021-0073
Amend:	CM769
Vendor Name:	Young Women’s Christian Association of Greater Cleveland, Ohio
ftp:	1/1/2021 – 8/31/2022; effective 1/1/2022
Amount:	\$1,834,529.00 MM
History/CE:	OK (corrected by DoP)
EL:	OK

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	1/12/22: Revised Amendment checklist has been uploaded and will be required for all items moving forward. Question 5 updated to reflect the correct action being requested. TN
--------------------	---

Purchasing Buyer approval: LATE – Late explanation is on the Checklist and Justification Form.  
OK to proceed to BOC queue for approval. TN 1/12/22

3 | Page

Revised 9/17/2021

## CONTRACT EVALUATION FORM

<b>Contractor</b>	YWCA of Greater Cleveland				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800167-01				
<b>RQ#</b>	40102				
<b>Time Period of Original Contract</b>	5/01/2018 -12/31/2018				
<b>Background Statement</b>	The YWCA manages the Norma Herr Women's Center (NHWC), a 173 bed Emergency Shelter for Single Women located at 2227 Payne Avenue. The goal of the emergency shelter program in Cuyahoga County is to eliminate street homelessness by providing high quality temporary shelter and access to services focused on returning persons to permanent housing as quickly as possible.				
<b>Service Description</b>	Services include development of an individualized housing plan, assessment and linkages to physical and mental health services, benefit eligibility assessment, and assistance with obtaining employment, education and/or training. Residents also receive basic services while in shelter, including nutritious meals, showers, laundry, lockers, telephones, and mail distribution. Engagement with the Cleveland Mediation Center is available for unresolved grievances.				
<b>Performance Indicators</b>	Number of persons served; Exits to permanent housing; Average Length of Stay; Client Grievance Resolution.				
<b>Actual Performance versus performance indicators (include statistics):</b>	YWCA provided shelter for over 1,582 unduplicated individuals over the previous 12-month period, with 34% exiting to a permanent housing option. The average length of stay remains at 76 days due to challenges due to the pandemic. YWCA has managed Client Grievances appropriately over the past 12 months.				
<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>	YWCA provides a client centered shelter; anticipates and accommodates the needs of the populations accessing shelter with empathy and responsiveness.				
<b>Department Contact</b>	Melissa Sirak				
<b>User Department</b>	Office of Homeless Services				
<b>Date</b>	12/4/20				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0007

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, by Ordinance O2011-0037, codified as Section 202.12 of the County Code, Council created the Department of Public Safety and Justice Services to perform the functions and duties of the former Department of Justice Affairs, as well as other duties and activities as determined by the County Executive and the Director of Public Safety and Justice Services; and

WHEREAS, Article II, Section 2.03(2) of the Charter provides for the appointment of County directors by the County Executive, subject to confirmation by the Council; and

WHEREAS, the County Executive has nominated Brandy Carney for appointment to the position of Director of the Department of Public Safety and Justice Services; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on February 8, 2022; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Brandy Carney to the position of Director of the Department of Public Safety and Justice Services; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of Brandy Carney to serve as Director of the Department of Public Safety and Justice Services, upon her taking the oath of office.

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

First Reading/Referred to Committee: January 11, 2022  
Committee(s) Assigned: Committee of the Whole

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



Cuyahoga County  
Together We Thrive

Armond Budish  
Cuyahoga County Executive

December 20, 2021

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administrative Headquarters  
2079 East 9th Street, 8th Floor  
Cleveland, OH 44115

*Re: Cuyahoga County Director of Public Safety and Justice Services*

Dear President Jones:

Pursuant to Section 2 of County Ordinance 021011-0037, I am pleased to nominate Brandy Carney to serve as the Director of Public Safety and Justice Services. Currently, Mrs. Carney serves as the Chief of Special Operations for Cuyahoga County.

Mrs. Carney has been with Cuyahoga County since 2010 and has served in the following roles: Chief, Public Safety and Justice Services; Director, Public Safety and Justice Services; Administrator, Public Safety and Justice Services; Emergency Services Administrator; and Manager, Office of Emergency Management.

A copy of Mrs. Carney's resume is attached hereto which details her relevant work history and background.

I am honored to nominate Mrs. Carney for the position of Director of Public Safety and Justice Services as she is well suited to address the new challenges and opportunities of this office. I ask that the nomination of Mrs. Carney be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,

Armond Budish  
Cuyahoga County Executive



## Brandy Carney

---

**Statement:** Career professional strategizing, implementing, and accomplishing public safety, criminal justice and government projects and initiatives. Innovative, passionate, strategic and results driven.

### Qualifications/Accomplishments

- Proven leader with over 15 years Public Safety and Criminal Justice experience in population rich county (Cuyahoga County)
- Responsible for Cuyahoga County Opioid Litigation Settlement Agreement including the appropriate distribution and use of over \$115 Million Dollars.
- Led the Implementation and Opening of the Cuyahoga County Diversion Center, a first of its kind in the State of Ohio allowing individuals with Mental Illness or Substance Abuse Disorder the opportunity to receive treatment in lieu of jail for non-violent crimes.
- Responsible for Cuyahoga County Public Safety & Justice Services budget and program management – approximately 100 staff and over \$35 Million budget (includes general fund, grants, and special revenue)
- Project Manager/Lead for implementation of Countywide 911 equipment and network upgrade. Over 35 Dispatch Centers (all in Cuyahoga County) participating. Over \$12.5 Million
- Cuyahoga County 9-1-1 Consolidation Plan - Implementation of 48 Public Safety Answering Points (PSAPs) to current 20.
- POC/lead for Department of 7 divisions; Office of Emergency Management (OEM), Cuyahoga Emergency Communications System (CECOMS), Witness/Victim Services, Administration, Fiscal and Grants, Criminal Justice Information Sharing (CJIS), Northeast Ohio Regional Fusion Center (NEORFC).
- Significant Budget and Grant Management experience including internal County Budget Funds and Countywide distribution and use of annual Department of Homeland Security Funds for the region.
- Initiated and led relocation and expansion of Countywide 9-1-1 Center to include Dispatching for municipalities. Handles approximately 800,000 calls annually. (\$1.5M)
- Implementation of Countywide Text to 911 capability.
- Led build out of Cuyahoga County Emergency Operations Center (EOC) and future co-location of Office of Emergency Management with EOC.
- Responsible for COVID-19 Cuyahoga County Emergency Management Operations including County EOC Activation and procurement and distribution of over 22 million units of PPE to health care workers, first responders, and other essential service providers. The EOC and JJC also provided support to FEMA's Type 1 Mass Vaccination Clinic, which provided more than 260,000 doses over a 12-week period.
- Emergency Operations Center/Disaster Support Lead during Cuyahoga County Emergency Operations Center emergency events and activations including Republican National Convention.
- Lead for countywide 9-1-1 Planning, Implementation, Operations and Execution including Countywide Interoperability and 9-1-1 Consolidation.
- County administrative lead/POC for County Boards including the Cuyahoga County Emergency Services Advisory Board (CCESAB), Cuyahoga County Technical Advisory Committee (9-1-1 and IT), contracting board (Board of Control) and information technology board (TAC). Appointed to

represent County on Northern Ohio Regional Trauma System (NOTS) Board and the Cuyahoga Community Based Correctional Facility.

- Led and directed Cuyahoga County Public Safety Union representation and contract negotiations (OPBA membership).
- Cuyahoga County Public Safety & Justice Services POC for public speaking arrangements, meetings, performance reviews/disciplinary actions and media engagements.

## **Professional Experience**

### **Chief, Special Operations Cuyahoga County – January 2020 to current**

- **Responsible for Opioid Settlement of \$179 Million including over \$115 Million Opioid Cash Settlement funds and all projects or uses of the funds.**
- **Responsible for all in-kind and/or other Opioid Settlement terms.**
- **Lead for development and implementation of new Countywide Cuyahoga Diversion Center including but not limited to RFP's, Contracts, Selection and continued oversight of Operators, Design and Build-Out of Space, Countywide Law Enforcement Training Outreach/Media/Education, all Funding and Budget including fundraising from local large businesses, foundations, etc.**
- **Management of Department of Public Safety & Justice Services agencies, staff, operations, and budget.**

### **Public Safety and Justice Services Chief – July 2018 to January 2020**

- Sheriff's Office/Jail, Clerk of Courts, Medical Examiner, Consumer Affairs and Public Safety and Justice Services Department
- Cluster consist of approximately 1,500 employees and a budget of over \$140 million.

### **Public Safety and Justice Services Director – June 2016 to July 2018**

#### **Projects and new Initiatives – not a comprehensive list:**

- Data Sharing throughout Cuyahoga County Law Enforcement (up to 66 agencies) and Criminal Justice agencies – 1<sup>st</sup> in Cuyahoga County
- Countywide Fixed License Plate Readers Project
- Countywide Protection Order Registry – 1<sup>st</sup> in Cuyahoga County
- Mobile Camera Trailer Units – Real time video streaming available to any community for any safety concern or event.
- Interoperability throughout County Public Safety Agencies including Cuyahoga County SWAT Teams – over 60% improvement for all County public safety communications
- Family Justice Center expansion – “One stop shop for victim services”
- Standardizing Domestic Violence response and prevention capabilities. Selected as a pilot from US Department of Justice. Approximately \$1 Million received including recent addition of \$550,000.



## **Public Safety and Justice Services Administrator - November 2015 to June 2016**

- Assisted the Director of Public Safety & Justice Services in managing the department of over 100 employees.
- Department representative for Cuyahoga County Council and County Boards and Commissions.
- POC/lead for department of 7 divisions and public safety or criminal justice events.
- Administration of 20+ million budget.
- Ensure most efficient and effective delivery of support and services for Cuyahoga County public safety and justice services colleagues and citizens.

## **Emergency Services Administrator – July 2013– November 2015**

## **Cuyahoga County Justice Affairs Manager– June 2010 – June 2013**

## **Software Skills and Certificates**

Microsoft Office, Microsoft Windows, Mac Systems, Adobe Suite, CAMEO Software

ICS= 100,200,700, 701, 775, 800,300,400; HSEEP, Senior Officials Workshop for All-Hazards Preparedness, Threat and Risk Assessment, Enhanced IC/UC, IS=120, 130, 139, 230, 235, 240, 241, 242, 244, 860, CAMEO in WMD Management and Planning, Advanced CAMEO, Incident Response to Terrorist Bombings, FEMA Land Transportation Antiterrorism Training Program, EOC Operations and Planning for All Hazards, DHS CAPTAP, PCII, Hazmat/WMD Awareness, EOC Management and Operations, Developing and Maintaining Local EOPs, Position specific IC/UC, Cost Documentation, DA/PA, Debris Management, Emergency Planning, BCA, Controller/Evaluator/Sim Cell Training.

Public Safety Telecommunicator and Emergency Medical Dispatch Trained through APCO (National/Industry Standard Leader)

Diversity and Equity Training

Certification for Center Manager Certification Program (CMCP) March 2014

## **Education**

Bachelor of Arts– Cleveland State University, Cleveland, OH ▪  
Urban Affairs  
Graduated Cum Laude

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0013

<p>Sponsored by: <b>County Executive Budish on behalf of Court of Appeals of Ohio, Eighth Appellate District</b></p>	<p><b>A Resolution</b> authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; authorizing the County Executive to execute Contract No. 2099 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive on behalf of Court of Appeals of Ohio, Eighth Appellate District has recommended a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; and

WHEREAS, the primary goals of this project are to bring the Buckeye application up to date by developing it as a web-based application and overhauling of the current database to enable the development of new application-Buckeye Mobile implementation; and

WHEREAS, the funding for this project is 100% from 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 a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 2099 and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

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

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

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

First Reading/Referred to Committee: January 11, 2022  
Committee(s) Assigned: Finance & Budgeting Committee

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

Title: Court of Appeals; RQ6169; effective 2022; InfoPro Computer Solutions;  
Contract Renewal for Computer Consulting Services

#### Scope of Work Summary

Court of Appeals is requesting approval of a contract with InfoPro Computer Solutions for the anticipated cost not-to-exceed \$299,000.00 per year for the three year period 4/1/2022- 3/31/2025

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.  
BC2019-246

Describe the exact services being provided. The anticipated start-completion dates are 04/1/2022 – 3/31/2025

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

To bring the Buckeye application up to date by developing it as a web-based application.

Overhauling of the current data base to enable the development of new application.

Buckeye Mobile implementation.

Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval 10/7/2021
- b) Are the purchases compatible with the new ERP system?
- c) Is the item ERP approved
- d) Are the services covered by the original ERP budget

#### Procurement

**Procurement Method – Sole Source – The department posted a public notice of intent to purchase. The request was reviewed by the Department of Purchasing and determined that it is compliant with the requirements of a sole source purchase. The vendor provided a sole source affidavit.**

The procurement method for this project is Sole Source.

The sole source was closed 10/15/2021.

There were No bids pulled from OPD, submitted for review.

The proposed contract is an OPD approved sole source item with materials attached.

#### Contractor and Project Information

InfoPro Computer Solutions

5862 Holly Glenn Drive

Toledo, OH 43612

Council District N/A

The owner for the vendor is Jeffrey Dreps

The address or location of the project is:

8<sup>th</sup> District Court of Appeals

Old Courthouse  
1 Lakeside Avenue  
Cleveland, OH 44113

The project is located in Council District 7

**Project Status and Planning**

The contract or agreement needs a signature in ink by March 31, 2022.

**Funding**

The project is funded 100% by the General Fund.

The schedule of payments is monthly.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

\*\*All items requiring your attention are in red text regardless of placement on the form. Items highlighted in turquoise document changes I made to the item. Any items in green text are things I need to do. Please address any questions on this checklist and attach in Info. For items marked need\*\* see Contracts Checklist Glossary for Required Documents (or Document Longevity List) on the intranet for additional information. FYI’s are highlighted in pink

Infor/Lawson RQ#:	6169
Infor/Lawson PO# Code (if applicable):	FPSR (on requisition)/SOLC (on contract)
Event #	1812
CM Contract#	2099

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	jpg	<input type="checkbox"/>

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Sole Source Purchases (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Sole Source Justification Form			jpg 4/7/21	Ok cmk 12/6/2021
IG#	<del>Need IG# of vendor and expiration date</del> 21-0383 Reg expiring 12/31/2025		jpg 11/23/21	ok cmk 12/6/2021 InfoPro Computer Solutions 21- 0383-REG 31DEC2025
Annual Non-Competitive Bid Contract Statement (only needed if not going to BOC or Council for approval)	Date:			n/a item goes to Board of Control or County Council for a vote.
Debarment/Suspension Verified	Date:	11/23/21 11/24/21	jpg	Ok cmk 12/6/2021; 12/14/2021 dated within 60 days/InfoPro Computer Solutions/Jeffrey J. Dreps
Auditor’s Finding	Date:	10/28/21	jpg	Ok cmk 12/6/2021 dated within 60 days
Vendor’s Submission			jpg	ok cmk 12/6/2021
Independent Contractor (I.C.) Requirement Form needs to be completed by vendor. Form is available on the Intranet.	Date:	12/7/2021	jpg	ok cmk 12/14/2021
Sole Source Affidavit			jpg	Ok cmk 12/6/2021
Sole Source 5-day Posting	Dates:	10/7/21-10/17/2021-10/15/21		Ok cmk 12/6/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i>		DOP Buyer cmk 12/14/2021 finalized cover and uploaded to CM
<i>Note: Currently DOP Buyer prepares unless contract is a master contract</i>		
Contract Evaluation – <i>if required Add contracts time period in lieu of 3 years 4/1/19-3/31/2022</i>	jpg	Ok cmk 12/13/2021
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	jpg 10/7/2021	Ok cmk 12/6/2021
Checklist Verification	jpg	Ok cmk 12/6/2021

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	See email Awatef Assad
Matrix Law Screen shot	See email Awatef Assad
COI	See email Awatef Assad
Workers' Compensation Insurance	See email Awatef Assad

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2022 – 3/31/2023	CA100100	55130		\$299,000.00
4/1/2023 – 3/31/2023	CA100100	55130		\$299,000.00
4/1/2024 – 3/31/2025	CA100100	55130		\$299,000.00
			<b>TOTAL</b>	897,000.00

<b>Contract History CE/AG# (if applicable)</b>	CE1900147
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	CONV
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	10

In the future you need to complete all information in the table. I looked up approval # in OnBase and verified date on Council Legislation.

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$555,000.00		4/1/19-3/31/2022	3/25/2019 4/9/2019	R2019-0087
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount	\$555,000.00	\$			

**Purchasing Use Only:**

Prior Resolutions:	4/9/2019 R2019-0087
CM#:	2099
Vendor Name:	InfoPro Computer Solutions
ftp:	4/1/2022 – 3/31/2025
Amount:	Not-to-exceed \$897,000.00
History/CE:	ok
EL:	ok
Additional Comments	<del>Contract must be signed by vendor in order to approve item to move forward. Add lines for the County Executive signature.</del> Completed
Procurement Notes:	Sole Source posting resulted in no additional responses. Contract not late.
Purchasing Buyer approval:	12/14/2021 cmk

## CONTRACT EVALUATION FORM

<b>Contractor</b>	InfoPro Computer Solutions
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1900147 PO200174 CONV.
<b>RQ#</b>	6169
<b>Time Period of Original Contract</b>	4/1/2019-3/31/2022
<b>Background Statement</b>	<p>InfoPro designed and has maintained the Court’s custom case management system since 1990. InfoPro is uniquely qualified to provide general maintenance and support, system documentation, training and related products for the Eighth District Court of Appeals “Court”). Through this contract the Court can process cases internally as well as interface with the Proware case management system used by the clerk’s office and Common Pleas Court to maintain both courts’ official dockets. InfoPro’s hourly rate is reasonable in the industry. The vendor understands the Court’s case flow and is responsive to adapting the product to the changing needs of the Court with implementation of new technology, including supporting electronic filings, electronic signatures, secure remote access, generating quarterly case reporting for the Ohio Supreme Court, etc. InfoPro is the sole source provider of the Buckeye Case Management System. (See Vendor’s Sole Source Affidavit dated May 10, 2021)</p>
<b>Service Description</b>	<p>Renewal of Service Contract with Case Management Vendor, Contract No. CE1900147-01 CONV to extend the contract for a period of three years for continued general maintenance and support, system documentation, training and related products and services for the State of Ohio, Eighth Appellate District’s Case Management System at a rate of \$95 per hour in the amount not to exceed \$299,000 per year. InfoPro Computer Solutions developed and maintains the software critical to the court’s case management and operations. The contract is for a three-year term. The prior contract will expire on March 31, 2022 and the renewal contract would commence on April 1, 2022 with an end date of March 31, 2025.</p>

<b>Performance Indicators</b>	Work performed as needed and ongoing maintenance support as needed.				
<b>Actual Performance versus performance indicators (include statistics):</b>	N/A.				
<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>	Timely response and superior product customization and delivery.				
<b>Department Contact</b>	Stan Zakelj, Systems Manager. <a href="mailto:sjz@8thappeals.com">sjz@8thappeals.com</a> 216-443-6374				
<b>User Department</b>	InfoPro services the entire Court of Appeals.				
<b>Date</b>	11/3/2021				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0022

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days. An interim appointment may continue beyond 120 days by extension or reappointment or another person may be successively appointed to the same position on an interim basis only if confirmed by the Council prior to the expiration of the initial interim appointment; and

WHEREAS, the initial term of Interim Director of the Department of Human Resources, Sheba N. Marshall, is set to expire on March 1, 2022; and

WHEREAS, County Executive Armond Budish has recommended extending the term of Ms. Marshall's appointment as Interim Director of the Department of Human Resources until June 29, 2022; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the extension of the term of Interim Director of the Department of Human Resources, Sheba N. Marshall, until June 29, 2022, or until a permanent appointment is made, whichever is sooner.

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

that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: January 25, 2022

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

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