



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**FRIDAY, MAY 6, 2022**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE APRIL 19, 2022 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2022-0105: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
  - b) R2022-0109: A Resolution confirming the County Executive's reappointment of Yvette Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
  - c) R2022-0110: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective:
    - 1) Brandy Carney

2) Vincent D. Holland

3) Scott S. Osiecki

- d) R2022-0111: A Resolution confirming the County Executive's appointment of Alan Rosskamm to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027; and declaring the necessity that this Resolution become immediately effective.
- e) R2022-0112: A Resolution confirming the County Executive's reappointment of A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective.
- f) O2022-0003: An Ordinance providing for an amendment to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual ("Employee Handbook") to create a Tuition Assistance Program to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.

## 6. MISCELLANEOUS BUSINESS

## 7. ADJOURNMENT

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

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



## **MINUTES**

### **CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**

**TUESDAY, APRIL 19, 2022**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**10:00 AM**

#### **1. CALL TO ORDER**

**Chairwoman Baker called the meeting to order at 10:06 a.m.**

#### **2. ROLL CALL**

**Ms. Baker asked Assistant Deputy Clerk Johnson to call the roll. Committee members Baker, Gallagher, Miller and Sweeney were in attendance and a quorum was determined. Ms. Conwell was absent from the meeting.**

#### **3. PUBLIC COMMENT**

**There were no public comments given.**

#### **4. APPROVAL OF MINUTES FROM THE MARCH 29, 2022 MEETING**

**A motion was made by Mr. Miller, seconded by Mr. Sweeney, and approved by unanimous vote to approve the minutes from the March 29, 2022 meeting.**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2022-0090: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025, and declaring the necessity that this Resolution become immediately effective:

1) Appointment

i) Chief Dornat Drummond

2) Reappointment

ii) Akram Boutros, MD

**Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2022-0090. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Dr. Akram Boutros addressed the Committee regarding his nomination to serve on the Cuyahoga County Diversion Board. Discussion ensued.**

**Committee members asked questions of Dr. Boutros pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**A motion was then made by Mr. Sweeney, seconded by Mr. Gallagher and approved by unanimous vote to amend Resolution No. R2022-0090 to delete “Chief Dornat Drummond” throughout the Resolution.**

**On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0090 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as amended.**

**Mr. Miller, Ms. Baker, Mr. Gallagher and Mr. Sweeney requested to have their names added as co-sponsors to Resolution No. R2022-0090.**

- b) R2022-0088: A Resolution confirming the County Executive’s appointment of Basheer Jones to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2024; and declaring the necessity that this Resolution become immediately effective.

**Mr. Basheer Jones addressed the Committee regarding his nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.**

**Committee members asked questions of Mr. Jones pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2022-0088. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0088 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Mr. Miller and Mr. Sweeney requested to have their names added as co-sponsors to Resolution No. R2022-0088.**

- c) R2022-0082: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2022-0082. Discussion ensued.**

**Committee members asked questions of Mr. Bouchahine, pertaining to the item, which he answered accordingly.**

**On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0082 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- d) R2022-0089: A Resolution confirming the County Executive's reappointment of Donisha Greene to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2022-0089. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Ms. Donisha Greene addressed the Committee regarding her nomination to serve on the Cuyahoga County Advisory Board on Senior and Adult Services. Discussion ensued.**

**Committee members asked questions of Ms. Greene pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0089 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

e) R2022-0091: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Regional HIV Health Services Planning Council for various terms, and declaring the necessity that this Resolution become immediately effective:

1) Appointment for the term 4/1/2020 - 3/31/2023:

i) Karla Ruiz

2) Appointment for the term 4/1/2021 - 3/31/2024:

i) David Smith

3) Appointments for the term 2/1/2022 - 1/31/2025:

i) Jeannie Citerman-Kraeger

4) Appointments for the term 4/1/2022 - 3/31/2025:

i) Uleta Carter

ii) Bryan Jones

iii) Peter Scardino

iv) James Stevenson

v) Joye Toombs

5) Reappointment for the term 4/1/2020 - 3/31/2023:

i) Christy Nichols

6) Reappointments for the term 2/1/2021 - 1/31/2024:

i) Clifford Barnett

ii) Michael Dieghan

7) Reappointments for the term 4/1/2021 - 3/31/2024:

- i) Barbara Gripshover, MD
- ii) Naimah O’Neal
- iii) Leisha Yarbrough-Franklin

**Ms. Pomerantz; Mr. Terry Allan, Health Commissioner with the Cuyahoga County Board of Health; and Mr. Zachary Levar, Deputy Director of Prevention and Wellness with the Cuyahoga County Board of Health; addressed the Committee regarding Resolution No. R2022-0091. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz, Mr. Allan, and Mr. Levar pertaining to the item, which they answered accordingly.**

**Mr. David Smith, Ms. Uleta Carter, Mr. Peter Scardino, Mr. Clifford Barnett and Ms. Leisha Yarbrough-Franklin addressed the Committee regarding their nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.**

**Committee members asked questions of Mr. Smith, Ms. Carter, Mr. Scardino, Mr. Barnett and Ms. Yarbrough-Franklin pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**In lieu of their attendance, Mr. Levar, provided a brief background on the experience, expertise and qualifications of Ms. Karla Ruiz, Ms. Jeannie Citerman-Kraegar, Mr. Bryan Jones, Mr. James Stevenson, Ms. Joye Toombs, Ms. Christy Nichols, Mr. Michael Dieghan, Dr. Barbara Gripshover and Ms. Naimah O’Neal, to serve on the Cuyahoga Regional HIV Health Services Planning Council.**

**On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0091 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

#### **6. MISCELLANEOUS BUSINESS**

**Chairwoman Baker advised the Committee that there will be a Committee meeting on Tuesday, May 3, 2022 (Election Day), if there is legislation referred to the Committee at the April 26, 2022 Council meeting.**

#### **7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Baker adjourned the meeting at 11:42 a.m.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0105

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.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on April 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) 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: *Compensation Analyst*



Class Number: 14121  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to classification function, distinguishing characteristics, essential job functions, and general formatting and language. A technology requirement section was added. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Manager, Training (Manager, Training-HHS)*  
Class Number: 14054  
Pay Grade: 15A/Exempt  
\* PRC routine maintenance. Classification last revised in 2014.  
The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker, Foster Parent training, and HHS employees. As a result, planning factors were increased. Pay grade changed from 14A to 15A

Proposed Deleted Classification:

Exhibit C: Class Title: *Business Analytics and Project Management Specialist*  
Class Number: 14131  
Pay Grade: 12A/Exempt  
\* The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 26, 2022

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Compensation Analyst	<b>Class Number:</b>	14121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Human Resources	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to assist management level staff with the creation and implementation of compensation programs, to develop job descriptions for unclassified and bargaining unit positions, and to evaluate classified, unclassified, and bargaining positions to assign appropriate employee pay by reviewing relevant factors.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing and leading county-wide compensation projects under a framework of policies, procedures, regulations, and guidelines. This position assists management level staff with making recommendations regarding compensation practices and related activities for classified, unclassified, and bargaining positions and ensuring that practices comply with legal standards. The incumbents exercise discretion in applying procedures to resolve issues.

### Essential Job Functions

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

- 25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers, and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.
  
- 15% +/- 5%
- Evaluates classified and unclassified jobs to assign appropriate employee pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures, analyzes survey data, and develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs; reviews appropriate factors and recommends pay adjustments for individuals and employee groups; gathers, analyzes, and provides data for bargaining negotiations and advises agencies and Law Department.
  
- 10% +/- 5%
- Develops job descriptions for unclassified positions including the establishment of minimum requirements and related knowledge, skills, and abilities (KSAs); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions; submits job description to Law Department, engages in communications with Law Department and department management to assist with the determination of civil service status.

## Compensation Analyst

10% +/- 5%

- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures, and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.

10% +/- 5%

- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

10% +/- 5%

- Manages and administers the Position Audit program; participates in the audit process including discussion with consultant and management, conducting desk audits, making a final determination, and compensation analysis; testifies as the county's expert witness in the event of an employee Appeal Hearing or arbitration.

10% +/- 5%

- Facilitates the HR process for Class Plan Maintenance with the PRC; works with PRC to gather employee and job duty information from agencies; advises and informs HR management of new, revised, and proposed deletion of non-bargaining classifications; moves employees into new or revised positions and reviews and sets salary.

5% +/- 2%

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures, and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

5% +/- 2%

- Performs salary survey analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

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

- Bachelor's degree in human resources, human relations, labor relations, or related field with four (4) years of administering and facilitating compensation program experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, copier, calculator, and telephone.

Effective Date: 03.01.2017  
Last Modified: 03.01.2017

## Compensation Analyst

### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), and electronic mail software (Microsoft Outlook), and database software (Microsoft Access, HRIS).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.
- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret compensation terminology.
- Ability to communicate effectively with HR staff, department management, other County employees, employees from external partner agencies, and outside vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Compensation Analyst

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Health and Human Services (HHS) Training	<b>Class Number:</b>	14054
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Health and Human Services	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to manage, coordinate and implement County-level and State-level training programs and initiatives for Health and Human Services (HHS) employees, Ohio Department of Jobs and Family Services (ODJFS) employees, foster families, and caregivers.

### Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations, and the development and execution of training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower level HHS training supervisors, HHS Training Specialists, and other assigned personnel.

### 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%
- Plans, directs, and coordinates North Central Ohio Regional Training Center (NCORTC) training programs and initiatives; meets with ODJFS managers and department heads to identify and determine training and development needs for staff ; develops and approves all training provided by the NCORTC; develops an annual calendar of training and development opportunities including references to external opportunities; develops and maintains training procedures, materials, and manuals for trainings; plan and schedules the new-hire training for HHS employees; ensures that statutory training requirements are met; amends and revises training programs as needed; develops and maintains training budget; prepares training budget reports; prepares annual training reports for department; coordinates the upkeep to ensure the NCORTC (Westshore) building is functional and safe; reports any issues and need for repairs with the NCORTC (Westshore) building to HHS staff person responsible with communicating with building owner.
- 30% +/- 10%
- Supervises and directs the work of HHS Training Specialist, new HHS staff, social work interns, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date: 09.13.2011  
Last Modified: 04.14.2014

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

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

- Bachelor's degree in education or human resources with nine (9) years of training experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including course management system software (E-Track), electronic mail systems (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to evaluate the performance of assigned employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals, percentages, use routine statistics, and 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 employment job audit forms, needs analyses, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Analytics and Project Management Specialist	<b>Class Number:</b>	14131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Human Resources	<b>EXHIBIT C</b>	

**Classification Function**

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

**Distinguishing Characteristics**

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

**Essential Job Functions**

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

25% +/- 10%

- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.

25% +/- 10%

- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.

25% +/- 10%

- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

## **Business Analytics and Project Management Specialist**

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

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

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field; or an equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **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 comprehend a variety of informational documents including metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Business Analytics and Project Management Specialist**

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

### **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.*



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: April 7, 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 April 6, 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>
Compensation Analyst 14121	13A Exempt	13A Exempt (No Change)	Human Resources
Manager, Training 14054 (Manager, Health and Human Services (HHS) Training)	14A Exempt	15A Exempt	Human Resources and Health and Human Resources

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Business Analytics and Project Management Specialist 14131	14131	12A Exempt	Human Resources

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

Joseph Nanni, Council Chief of Staff  
Sheba Marshall, Interim HR Director  
Andria Richardson, Clerk of Council  
Kelli Neale, Program Officer 4

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14121	Compensation Analyst	Human Resources	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14121	Compensation Analyst	Human Resources	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Updates were made to classification function, distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Department of Human Resources
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<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>
Kelli Neale – PO3 HR	2/24/2022	Email	Class Spec Draft Review
Sheba Marshall – Interim Chief HR Officer	2/24/2022	Email	Class Spec Draft Review
Jim Battigaglia, Archer Consultant	3/7/2022	Email	Pay grade evaluation



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Compensation Analyst	<b>Class Number:</b>	14121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Human Resources		

### Classification Function

The purpose of this classification is to assist management level staff with the creation and implementation of compensation programs, to develop job descriptions for unclassified and bargaining unit positions, and to evaluate classified, unclassified, and bargaining positions to assign appropriate employee pay by reviewing relevant factors.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing and leading county-wide compensation projects under a framework of policies, procedures, regulations, and guidelines. This position assists management level staff with making recommendations regarding compensation practices and related activities for classified, unclassified, and bargaining positions and ensuring that practices comply with legal standards. The incumbents exercise discretion in applying procedures to resolve issues.

### Essential Job Functions

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

- 25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers, and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.
  
- 15% +/- 5%
- Evaluates classified and unclassified jobs to assign appropriate employee pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures, analyzes survey data, and develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs; reviews appropriate factors and recommends pay adjustments for individuals and employee groups; gathers, analyzes, and provides data for bargaining negotiations and advises agencies and Law Department.
  
- 10% +/- 5%
- Develops job descriptions for unclassified positions including the establishment of minimum requirements and related knowledge, skills, and abilities (KSAs); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions; submits job description to Law Department, engages in communications with Law Department and department management to assist with the determination of civil service status.

## Compensation Analyst

10% +/- 5%

- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures, and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.

10% +/- 5%

- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

10% +/- 5%

- Manages and administers the Position Audit program; participates in the audit process including discussion with consultant and management, conducting desk audits, making a final determination, and compensation analysis; testifies as the county's expert witness in the event of an employee Appeal Hearing or arbitration.

10% +/- 5%

- Facilitates the HR process for Class Plan Maintenance with the PRC; works with PRC to gather employee and job duty information from agencies; advises and informs HR management of new, revised, and proposed deletion of non-bargaining classifications; moves employees into new or revised positions and reviews and sets salary.

5% +/- 2%

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures, and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

5% +/- 2%

- Performs salary survey analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

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

- Bachelor's degree in human resources, human relations, labor relations, or related field with four (4) years of administering and facilitating compensation program experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, copier, calculator, and telephone.

Effective Date: 03.01.2017  
Last Modified: 03.01.2017

## Compensation Analyst

### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), and electronic mail software (Microsoft Outlook), and database software (Microsoft Access, HRIS).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.
- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret compensation terminology.
- Ability to communicate effectively with HR staff, department management, other County employees, employees from external partner agencies, and outside vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Compensation Analyst

*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
14054	Manager, Training	Human Resources and Health and Human Resources	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14054	Manager, Health and Human Services (HHS) Training	Health and Human Services	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker and Foster Parent training. As a result, planning factors were increased. Pay grade changed from 14A to 15A.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 14A: \$64,792.00 – \$90,729.60 PG 15A: \$69,388.80 – \$97,177.60 Employee’s current salary falls within new pay grade. Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<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>
Deborah Johnson, Director of HR – Talent Management	4/6/2021	Email	Review Draft
David Merriman, Director of Health and Human Services	4/7/2021  4/7/2021 08/13/2021 08/20/2021 09/02/2021	Phone Call  Email Email Email Email	Discussion with Albert B. about splitting position between HR and HHS Update on Process Update on Process Discussion Regarding PG Follow-up regarding Pay Grade
Leon Harris, Assistant Director HHS	09/02/2021	Email	Follow-up regarding Pay Grade
Brenda Payne-Riley, Manager, Training	4/7/2021 4/20/2021 08/13/2021	Email Email Email	Update her old CPQ Reminder Update on Process
Jim Battigaglia, Archer Consultant	6/08/2021 6/23/2021 6/30/2021	Email Email Email	Pay grade evaluation Reminder Reminder

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Health and Human Services (HHS) Training	<b>Class Number:</b>	14054
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to manage, coordinate and implement County-level and State-level training programs and initiatives for Health and Human Services (HHS) employees, Ohio Department of Jobs and Family Services (ODJFS) employees, foster families, and caregivers.

### Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations, and the development and execution of training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower level HHS training supervisors, HHS Training Specialists, and other assigned personnel.

### 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%
- Plans, directs, and coordinates North Central Ohio Regional Training Center (NCORTC) training programs and initiatives; meets with ODJFS managers and department heads to identify and determine training and development needs for staff ; develops and approves all training provided by the NCORTC; develops an annual calendar of training and development opportunities including references to external opportunities; develops and maintains training procedures, materials, and manuals for trainings; plan and schedules the new-hire training for HHS employees; ensures that statutory training requirements are met; amends and revises training programs as needed; develops and maintains training budget; prepares training budget reports; prepares annual training reports for department; coordinates the upkeep to ensure the NCORTC (Westshore) building is functional and safe; reports any issues and need for repairs with the NCORTC (Westshore) building to HHS staff person responsible with communicating with building owner.
- 30% +/- 10%
- Supervises and directs the work of HHS Training Specialist, new HHS staff, social work interns, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date: 09.13.2011  
Last Modified: 04.14.2014

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

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

- Bachelor's degree in education or human resources with nine (9) years of training experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including course management system software (E-Track), electronic mail systems (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to evaluate the performance of assigned employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals, percentages, use routine statistics, and 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 employment job audit forms, needs analyses, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>14131</b>	<b>Business Analytics and Project Management Specialist</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>12A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation Verona Blonde, Classification and Compensation Specialist
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<b>Human Resources Contact(s):</b>	Sheba Marshall, Director of Human Resources
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<b>Management Contact(s):</b>	Sheba Marshall, Director of Human Resources Jesse Drucker, Chief Human Resources Officer
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Analytics and Project Management Specialist	<b>Class Number:</b>	14131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

**Distinguishing Characteristics**

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

**Essential Job Functions**

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

25% +/- 10%

- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.

25% +/- 10%

- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.

25% +/- 10%

- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

## **Business Analytics and Project Management Specialist**

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

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

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field; or an equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **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 comprehend a variety of informational documents including metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Business Analytics and Project Management Specialist**

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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Posted: 3/30/2022  
 Meeting: 4/6/22

<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>					
Compensation Analyst	14121	13A Exempt	13A Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2017. Updates were made to classification function, distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Manager, Training <i>(Manager, Health and Human Services (HHS) Training)</i>	14054	14A Exempt	15A Exempt	Human Resources and Health and Human Resources	PRC routine maintenance. Classification last revised in 2014. The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker, Foster Parent training, and HHS employees. As a result, planning factors were increased. Pay grade changed from 14A to 15A.

<b>DELETED CLASSIFICATION</b>	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Business Analytics and Project Management Specialist 14131	12A Exempt	Human Resources	The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0109

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Yvette M. Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; 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 Yvette M. Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and

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

**SECTION 1.** The Council of Cuyahoga County hereby confirms the County Executive’s reappointment of Yvette M. Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: April 26, 2022

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

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





Cuyahoga County  
Together We Thrive

Armond Budish  
Cuyahoga County Executive

April 13, 2022

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

RE: Cuyahoga County Audit Committee

Dear President Jones:

Pursuant to Article XI, Section 11.01 of the Cuyahoga County Charter, I submit the following nominee for reappointment to the Cuyahoga County Audit Committee:

- **Yvette Ittu**, 4-year term, 01/01/2022 – 12/31/2025

The Charter broadly stipulates that the Audit Committee shall provide internal auditing in order to assist the County in providing taxpayers of the County with efficient and effective services. It also directs the functioning of the County's Department of Internal Auditing.

The Committee is comprised of five voting members. Four members are appointed by the County Executive, with the President of County Council or a member of Council appointed by the President serving as the fifth voting member. The County Executive and the County Fiscal Officer serve as ex-officio, non-voting members. The four members appointed by the County Executive shall be residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting.

I have attached Ms. Ittu's resume for review. There are two candidates on file for this position.

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

Sincerely,

Armond Budish  
Cuyahoga County Executive

**Yvette M. Ittu**  
**3580 Kings Post Parkway**  
**Rocky River, Ohio 44116**  
**(216)255-0221 (Cell) - (216)592-2363 (Work)**  
**LinkedIn:** <https://www.linkedin.com/in/yvette-ittu-9667297/>

Yvette Ittu is *the Executive Vice President of Finance and Operations* of the *Greater Cleveland Partnership (GCP)*, one of the largest chambers of commerce in the country and the leading business organization in the region driving catalytic projects and leading initiatives that impact and advance the business community and the region.

In addition, she is *President and CEO* of *Cleveland Development Advisors (CDA)*, an affiliate of GCP that is responsible for the management of real estate investment funds initiated, and in part capitalized, by certain GCP members. CDA-managed capital serves as a source of private-sector funding for catalytic real estate development projects that have significant impact on Northeast Ohio's growth and development. Under Yvette's leadership, CDA has successfully raised five private equity funds and secured more than \$250 million in tax credit equity allocations. These funds have supported over \$3 billion in economic and community development and business attraction and expansion, resulting in significant job creation and retention, through strategic investments in projects throughout the City of Cleveland and targeted areas of Cuyahoga County and the region.

Yvette is also a board member of *Digital C*, a non-profit focused on making Greater Cleveland's digital future equitable. One of its major initiatives is to provide reliable affordable high-speed broadband to the "unconnected." In addition, she was the chairperson of the *Cleveland International Fund (CiF)*, a private equity firm that operates as an EB-5 regional center authorized by U.S. Citizenship and Immigration Services. One of CiF's goals is to be a driving force for economic development throughout Northeast Ohio.

Prior to joining CDA, Yvette was an *associate* with the law firm of *Calfee, Halter and Griswold LLP* practicing in the areas of public law and public finance. She served as bond counsel on multiple financings for the Ohio Housing Finance Agency, the City of Cleveland, and several other Ohio local governments. In addition, Yvette served as *Finance Director* for the *City of Lakewood* and held several *financial management positions* for the *City of Cleveland* including the chief financial officer post for *Cleveland Public Power*, the city-owned power company.

Yvette obtained her *Juris Doctorate Degree* from *Cleveland-Marshall College of Law*. In addition, she is a *Certified Public Accountant* and has a *Bachelor's Degree in Business Administration* from *Cleveland State University*. She currently serves on the National New Markets Tax Credit Coalition and on several community and nonprofit boards including, Benjamin Rose Institute, Village Capital Corporation, as well as audit and financial advisory committees for several local governments including Cuyahoga County, City of Cleveland.

**Experience:**

- 2000 to Present **Cleveland Development Advisors, Inc.**  
*President*
- 2004 to Present **Greater Cleveland Partnership**  
*Executive Vice President, Finance and Operations*
- 1999 to 2000 **Calfee Halter & Griswold LLP.**  
*Associate*
- 
- 1996 to 1999 **City of Lakewood, Lakewood , Ohio**  
*Finance Director*
- 1985 To 1996 **City of Cleveland, Cleveland, Ohio**  
(Various positions of increasing responsibility over 11-year period)
- 1993 to 1996 **Department of Public Utilities**  
*Comptroller, Cleveland Public Power*
- 1991 to 1993 **Department of Finance**  
*Risk Manager, Finance Administration*
- 1987 to 1991 **Accounting Supervisor, Financial Reporting & Control**
- 1985 to 1987 **Financial Analyst, Treasurer's Office**

**Education:** Cleveland Marshall College of Law, Cleveland, Ohio  
Juris Doctor Degree, December 1994  
Student Bar Association Senator

Bar Admission: State of Ohio Bar, May 1995

Cleveland State University, Cleveland, Ohio  
BBA Accounting and Finance, August 1984

**Certifications:** Certified Public Accountant  
Certified, December 1989

**Current Boards/  
Appointments:**

- New Markets Tax Credit Coalition (President)  
Digital C (Board Member)  
Downtown Cleveland Alliance (Ex-Officio Member)  
Cleveland Neighborhood Progress – Village Capital Corporation (Board Member)  
Cuyahoga County – Audit Committee  
City of Cleveland – Audit Committee (Committee Chair)(Rolling off 2021)  
Benjamin Rose Institute – (Board Member)(Rolling off 2021)  
Cleveland International Fund – (Former Board Chair)(Rolloff 2020)

Oct. 27th 2020	Audit Committee	Michael Abouserhal
April 7th 2022	Audit Committee	Yvette Ittu

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0110

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 Community-Based Correctional Facility Governing Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Reappointments:

- a) Brandy Carney Term: 1/1/2022 – 12/31/2022
- b) Vincent Holland Term: 1/1/2022 – 12/31/2022

c) Scott Osiecki Term:1/1/2022 -12/31/2022

**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 following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Reappointments:

- a) Brandy Carney Term: 1/1/2022 – 12/31/2022
- b) Vincent Holland Term: 1/1/2022 – 12/31/2022
- c) Scott Osiecki Term: 1/1/2022 – 12/32/2022

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: April 26, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



April 13, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Jones:

Pursuant to Ohio Revised Code 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to nominate the following individuals for reappointment to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Re-appointment

- **Brandy Carney**, 3-year term, 01/01/2022 – 12/31/2024
  - Resides in Willowick (Lake County)
- **Vincent Holland**, 3-year term, 01/01/2022 – 12/31/2024
  - Resides in Cleveland (Cuyahoga County)
- **Scott Osiecki**, 3-year term, 01/01/2022 – 12/31/2024
  - Resides in Avon Lake (Lorain County)

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society. Members of the Board shall serve for three-year terms.

I have attached a copy of the nominee's resumes for your review. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are eight candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish  
Cuyahoga County Executive



# Brandy Carney

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**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 17 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 6 divisions; Office of Emergency Management (OEM), Cuyahoga Emergency Communications System (CECOMS), Witness/Victim Services, Administration, Fiscal and Grants, 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 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 27 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 Cuyahoga County Diversion Board, 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**

### **Public Safety and Justice Services Director – January 2022 – Current**

- **Responsible for Department of Public Safety and Justice Services including all staff, budget(s), projects, programs, and initiatives**
- **Responsible for Cuyahoga County Opioid Litigation Settlement including approximately \$120 Million cash and all programs, projects, and initiatives**
- **Responsible for Cuyahoga County Diversion Center Programs including Diversion Facility, 24/7/365 Hotline and Crisis Intervention Training Countywide to all Law Enforcement and Dispatch**

### **Chief, Special Operations Cuyahoga County – January 2020 to December 2021**

- 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**

- 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

## RESUME

Dr. Vincent D. Holland

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### **EDUCATION:**

Cleveland State University (June 1975), Bachelor of Arts in Political Science (Major)  
History (minor)

Case Western Reserve University (January 1979) Master of Arts Sociology

Cleveland State University (March 1991) Master of Public Administration

Thesis/Capstone: "In Search of A Method: Developing A Correctional AIDS Policy"  
(Thesis Advisor Dr. James Slack)

Cleveland State University (Spring 2014) PhD. Levin College of Urban Studies and  
Public Affairs

Dissertation: "Reform Where Is Thy Victory?: A Study Of The Reform Efforts in  
Summit, Allegheny and Cuyahoga Counties" (Chair: Dr. Lawrence Keller)

### **LICENSE:**

LICDC (License in Chemical Dependency Counseling)

Independent Chemical Dependency Counselor license number 943823

### **WORK HISTORY: Part-time & summers**

Swimming Instructor & Coach (1969-1985) Glenville YWCA; Swimming Instructor  
General Electric Nela Park (Summers 1971-1974); Swimming Instructor, Pool Captain &  
District Supervisor for Cleveland City Pools (Summers 1975-1979).

Cleveland Clinic: Alcohol and Drug Dependency Unit (part-time 1985-1994)

Cuyahoga Community College Law Enforcement Corrections Department: Taught  
Introduction to Corrections and Community Corrections classes (part-time fall 1997  
through fall of 1999)

**FULLTIME:**

**Cuyahoga Probation Department:** (May 1980 to December 2013 retired)

**Probation Officer (1980-1986)**

Direct Supervision and presentence Investigation; ADDU (Alcohol and Drug Dependence Unit) Officer;

**Supervisor (1986-1999)**

Oversaw officers who did direct supervision of felony level adult offenders; ADDU (Alcohol & Drug Dependency Unit) officers and staff; Intensive Supervision officers and staff and training.

**Manager (1999-2008)**

Special Projects: Mentally Disordered, Intensive Supervision, electronic monitoring, developmental disability, Security Threat Group & Shock probation (community control) offenders. Duties included training, grant writing, auditing, budget planning, preparing reports for the State of Ohio and overseeing a staff of over 60 people. Clifford Skeen Award winner in 2003 for Excellence in an Ohio Prison Diversion Program (407 Project).

**Chief Probation Officer (2008-2013)**

Responsible for a Department of 200 employees. Managed Budget, workflow monitoring, implementing an evidence based practices model, report writing, policy implementation, grant implementation and numerous trainings, committees and corrections related activities.

**Cuyahoga Community College:**

Adjunct Professor-Sociology 2015-2017 and 2020 to Present

Lecturer-Sociology 2018-2020

**Publications and Reports:**

“Street Gangs: The National, State and Local Experience”. In State of Corrections: Proceedings American Correctional Association (2002) 115-121.

“Security Threat Groups Manual Trends (1999)” Law Enforcement Training Document.

“Militias, Motorcycle and Domestic Terrorists Manual” (1999-2000) Law Enforcement Training Document.

“The Foundation of Modern Gang and Threat Group Theory: A Summary of the Three Modern Eras of Theoretical Work on America’s Gang Culture” (1999). Court and Law Enforcement Training Document.

“Cuyahoga County’s Mentally Disordered Offender’s Project: The First Fifteen Years” (2002) Report to the State of Ohio on model projects serving a felony population.

“Cuyahoga County’s Forensic Clients Fiscal Summary for 2001”. Report to the Mental Health Court Committee on the County’s mental health expenditures for the forensic population-(2002) pp.-1-19.

“Cuyahoga County Probation Department Special Programs Supervision Survey” (April 2009) 1-42. A report submitted to the State of Ohio on attitudes of probationers pertaining to their supervision.

“Alternative Work Schedule Survey” (2009) pp. 1-16. Report submitted to the Court Administrator that resulted in a policy change.

**GRANTS:**

(1) Principal writer of an awarded two-year \$10,000.00 security threat group training grant. The purpose was to train all local probation officers in municipalities, local counties, state and Federal staff on gang identification and trends in Northeastern Ohio and its surrounding communities.

(2) Principal writer of an awarded one-year \$40,000.00 grant to establish a liaison position between Cuyahoga County’s witness victim services and the Court’s mental health probation staff.

(3) Involved in numerous grants, grant reviews and grant monitoring activities.

**Committees & Organizations:**

Ohio Chief Probation Officers Association

American Probation and Parole Association

Co-Chairman of Cuyahoga County’s Re-Entry Coalition (2010-2013)

Community Action Against Addiction Board member (Presently)

Partners in Justice Coalition Board Member (Presently): dedicated to changing policy pertaining developmentally disabled person who enter the corrections system)

Cuyahoga County Mental Health Court Advisory Committee

County Government transition Committees (Justice Services and Health and Human Services).

State of Ohio's Mental Health and the Courts Committee

Opiate Death Review Coalition (Cuyahoga)

Workforce Development Coalition (Re-entry Population)

Cuyahoga County's Community Based Correctional Facility

Working with a few organizations dedicated to working with returning citizen, justice reform, gun control and mental health initiatives.

Case Western Reserve University African American Society's Board of Directors

**Membership & Committee Activities:**

Cleveland State's MPA Alumni Association

Maxine Goodman Levin Advisory committee on curriculum

Glenville Development Center (CDC)

Ohio Justice Alliance for Community Corrections (OJACC)

**TRAINER & PRESENTER**

Developmentally and Behaviorally Disabled, Security Threat Group (Gang), Addicted and Returning citizen offender populations. In addition, I have been involved in training, teaching and directing staff on evidence based practices, management, ethics, and evaluation paradigms.

**SOFTWARE:** Word, PowerPoint, Access, Excel, SPSS and other statistical software releases

Recommendations provided upon request



**◆ Profile**

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Public Sector Alcohol and Other Drug and Mental Health Services Executive with over 27 years of progressively responsible experience in the following areas:

Leadership	Community Affairs/Public Relations
Strategic Planning & Implementation	Governmental Affairs/Legislation
Media Relations/Spokesperson	Clients Rights
Advocacy	Program Administration
Fundraising	Levy Communication & Organization
Crisis Intervention Team Training	Recovery Oriented System of Care Planning & Implementation
Crisis Communication	Staff Supervision
Special Event Planning	Website/Facebook Design & Maintenance
Education & Training	Public Relations Plan Development & Implementation
Marketing Campaign Design & Implementation	Presentations/Public Speaking
Internal/Staff Communication	Budgeting
Executive Management Team	Speech Writing/Talking Points

**◆ Recent Career Achievements**

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- Selected as Chief Executive Officer of the ADAMHS Board and oversees a \$80+ million government agency responsible for advocacy, planning, and management of a recovery oriented system of care that delivers quality services through contract agencies.
- Former Chief of External Affairs promoted from Director of External Affairs that included expanded duties in Clients Rights, Crisis Intervention Team Training and the Department of Justice/City of Cleveland Mental Health Response Advisory Committee responsibilities.
- Implementation and Oversight of the Cuyahoga County Diversion Center – the first in the State of Ohio
- Overseeing transition of ADAMHS Board and behavioral health services during the COVID-19 pandemic
- Overseeing, completing and implementing the ADAMHS Board 2021-2025 Strategic Plan
- Overseeing the development of the ADAMHS Board Eliminating Structural Racism, Diversity, Equity and Inclusion initiative and plan
- Development of Annual Reports that highlight ADAMHS Board program accomplishment and finances.
- Design and completion of Mental Health Response Advisory Committee Reports to the City of Cleveland, as well as serving on the Executive Committee, agenda-setting and communication between the Committee and the Monitoring Team.
- Key member of the Cuyahoga County Health & Human Services Levies committees with continued successful passage of renewal and replacement levies.
- Development and presentation of workshops at statewide conferences concerning heroin prevention, faith-based initiative, Crisis Intervention Team training and the Mental Health Response Advisory Committee.
- Design and implementation of an award winning marketing campaign that increased calls to the suicide prevention hotline by 63%.
- Design and implementation of a heroin prevention campaign that averaged five calls per day to the hotline in 2015.
- Excellent relationships with the Ohio Department of Mental Health and Addiction Services, Ohio Association of County Behavioral Health Authorities, ADAMHS Board Executives throughout the State, client groups and members of the Cuyahoga County Council and County Executive Office.
- Over 400 positive media hits in 2021 through media outreach and relationships.
- Through continued development of a media partnership, Third Federal Savings and Loan donated a home for a safe house for women.



◆ **EDUCATION**

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Bachelor of Arts in Communication, Cleveland State University  
Cleveland State University Leadership Academy

◆ **COMPUTER SKILLS**

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Microsoft Word, Excel, PowerPoint, Outlook, Adobe InDesign, Adobe Acrobat X Professional, Photoshop, Constant Contact E-mail and Communication Database Software  
Windows and Mac operating systems

◆ **AWARDS, ORGANIZATIONS AND AFFILIATIONS**

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- Chair, Ohio Association of County Behavioral Health Authorities Governance Committee
- Executive Council Member, Ohio Association of County Behavioral Health Authorities
- Member, Ohio Department of Mental Health and Addiction Services Ohio Crisis Task Force and Stabilize and Thrive Committee
- Tri-Chair, Mental Health Response Advisory Committee
- Member, Community Based Correctional Facility Governing Board
- Member, Cuyahoga County Corrections Planning Board
- Member, Cuyahoga County Drug Court Advisory Board
- Member, Cleveland Drug Court Advisory Board
- Cleveland State University Mentor, 2015 & 2016
- Past President and Board Member of the Cleveland State University Leadership Academy Society
- Cleveland State University Leadership Academy: Proclamation - Dedicated Service to Advisory Board, 2016

◆ **EMPLOYMENT HISTORY & ACCOMPLISHMENTS**

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3/18 – present      **Chief Executive Officer, Alcohol, Drug Addiction and Mental Health Services (ADAMHS)**  
*Board of Cuyahoga County Note: Served as Acting Chief Executive Officer from 1/18 – 2/18*

Serves as the executive officer of the board subject to approval of the board and executes contracts for the provision of services and facilities which are provided, operated, contracted, or supported by the board. Consults with agencies, associations, or individuals providing services supported by the board. Be aware of and advocate for changes necessary to increase effectiveness of mental health, alcohol, drug and other addiction services necessary and desirable to carry out the mission of the board. Encourage the development and expansion of preventive treatment, rehabilitative, and consultative programs in both mental health and alcohol and other drug addiction. Explore, investigate, and consult with others as necessary and practical for the promotion of mental health and alcohol and other drug prevention programs. Hire, supervise, monitor, control, and remove, as required, employees and consultants in the classified civil service, and, subject to the approval from the board, employ and remove, fix the compensation and reimbursement, within set schedules, other employees and consultants as may be necessary for the work of the board, within a budget approved by the board. Prepare for board approval an annual report of the programs under the jurisdiction of the board, including a fiscal accounting of all services. Authorize payments, through the office of the county auditor, via warrants for the payment of board obligations approved by the board, for all services provided in accordance with the comprehensive community mental health and alcohol and drug addiction services plan.

4/01 – 3/18

**Chief of External Affairs, Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County/Director of External Affairs, ADAMHS Board & Cuyahoga County Community Mental Health Board (CCCMHB) NOTE: CCCMHB consolidated with Alcohol and Drug Addiction Services Board in July 2009 to form ADAMHS - duties expanded when promoted to Chief of External Affairs.**

- Develop and implement strategic communication and education and training plans and evaluate annual goals and objectives for a \$64 million government agency
- Report directly to the CEO and serve as a member of the Executive Council
- Serve as the staff liaison to the Board of Directors' Community Relations & Advocacy Committee, including agenda development, participating in meeting discussions, and developing, implementing and monitoring a yearly Advocacy Action Agenda
- Ensure compliance with the Mental Health Response Advisory Committee as required by the Settlement Agreement between the Department of Justice and the Cleveland Division of Police, including Crisis Intervention Team (CIT) Program and Training
- Respond to all public information and records requests
- Direct and oversee the ADAMHS Board Web site: [www.adamhsc.org](http://www.adamhsc.org), Facebook, and other social media
- Direct Health and Human Services levy campaigns as a member of the Core Management Team
- Plan and direct the Training Institute, special events, annual meetings and conferences
- Ensure the development of media relations, public relations, and multimedia campaigns focused on specific goals and objectives concerning mental health and addiction treatment and recovery services, including an award winning suicide prevention campaign
- Serve as main contact and secondary spokesperson to the media
- Track and report frequency and nature of media mentions and social media to the CEO and Board
- Provide briefings and talking points to the CEO and Board Chair on legislative and mental health and addiction topics
- Oversee the Board's Client Art Program
- Represent the ADAMHS Board and CEO at local and statewide meetings and events, including OACBHA membership meetings
- Develop and manage effective internal communications to provide timely information, promote positive staff relations and enhance morale
- Implement advocacy initiatives to promote the interest of individuals with mental illness and addiction disorders, ADAMHS Board services and mental health and addiction recovery programs
- Provide briefings to the CEO, Board of Directors, staff and community on local, state and national legislation that affect mental health and addiction issues
- Prepare and manage the External Affairs Division's budget, including drafting contracts
- Develop and oversee the creation and production of all video, audio and print materials, including annual reports, service directories, GEO Headliners, and multi-media campaigns
- Supervise External Affairs Officer, Training Officer, Crisis Intervention Team Program Officer, Clients Rights Officer and Clients Affairs Officer

◆ **OTHER PROFESSIONAL POSITIONS**

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- 7/00 – 4/01 **Communications Manager, Cuyahoga Metropolitan Housing Authority (CMHA)**
- 11/99 – 6/00 **Public Relations & Communications Consultant - Motorcycle, Recreation Vehicle and Boat Insurance Division, Progressive Insurance**
- 1/94 – 10/99 **Manager of Public Relations, Manager of Governmental & Community Affairs, Cuyahoga County Community Mental Health Board**
- 11/91 – 1/94 **Public Relations & Fundraising Coordinator, Interchurch Council Hunger Task Force**

Aug. 1st 2019	Community Based Correctional Facility Governing Board	Maggie Keenan
July 12th 2019	Community Based Correctional Facility Governing Board	Vincent Holland
July 1st 2020	Community Based Correctional Facility Governing Board	Tenisha Mack
March 3rd 2020	Community Based Correctional Facility Governing Board	Scott Osiecki
Dec. 28th 2020	Community Based Correctional Facility Governing Board	Alfonso Sanchez
April 7th 2022	Community Based Correctional Facility Governing Board	Scott Osiecki
April 11th 2022	Community Based Correctional Facility Governing Board	Vincent Holland
April 12th 2022	Community Based Correctional Facility Governing Board	Brandy Carney

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0111

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Alan Rosskamm to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

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

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

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

WHEREAS, County Executive Budish has nominated Alan Rosskamm (replacing J. David Heller) to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027.

### **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 Alan Rosskamm (replacing J. David Heller) to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives





Cuyahoga County  
Together We Thrive

Armond Budish  
Cuyahoga County Executive

April 13, 2022

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

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

Dear President Jones:

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

- **Alan Rosskamm**, 5-year term, 01/18/2022 - 01/17/2027
  - Replacing J. David Heller
  - Resides in Gates Mills (Cuyahoga County)

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

I have attached a copy of the nominee's bio for your review. There are no known conflicts of interest for which an advisory opinion has been requested. There are 10 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish  
Cuyahoga County Executive

## ALAN ROSSKAMM



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Alan Rosskamm was CEO of Breakthrough Public Schools, from 2009-2021. Breakthrough is a non-profit charter management organization supporting a network of free public charter schools in Cleveland. A national study from CREDO at Stanford University found Breakthrough to be the highest performing Charter Network in Ohio based on the academic growth of its students relative to their local school district. During these years, the network grew from four to twelve schools serving over 3,600 students. Breakthrough is a proud partner with Cleveland Metropolitan School District and participated in the drafting of the Cleveland Plan for Transforming Schools.

Mr. Rosskamm was President and CEO of Jo-Ann Stores, Inc., from 1985 until 2006, during which time Jo-Ann became the nation's largest retailer offering both fabrics and crafts, operating more than 800 stores. He joined Jo-Ann Stores in 1978, and remained a member of the Board of Directors until the Company went private in March, 2011.

Mr. Rosskamm served on the Board of Charming Shoppes, Inc., a 2,000 store women's apparel retailer (Lane Bryant, Fashion Bug, and Catherines) for 20 years, and served as Interim CEO during a turnaround from June, 2008, until April, 2009.

Mr. Rosskamm serves on the Board of Hawken School, the Mt. Sinai Health Care Foundation, and is a Life Trustee of the Diversity Center of Northeast Ohio.

Mr. Rosskamm holds a BA from Swarthmore College, a JD from the University of Chicago Law School, and an MBA from Case Western Reserve University.

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Jan. 15th 2020	Cuyahoga Community College Board of Trustees	Helen Forbes Fields
Jan. 17th 2020	Cuyahoga Community College Board of Trustees	John Skory
June 26th 2020	Cuyahoga Community College Board of Trustees	Dr. Terrence Robinson
Sept. 3rd 2019	Cuyahoga Community College Board of Trustees	Anthony Nathal
May 19th 2021	Cuyahoga Community College Board of Trustees	Geralyn Presti
June 23rd 2021	Cuyahoga Community College Board of Trustees	Cory Jenkins
Nov. 26th 2021	Cuyahoga Community College Board of Trustees	Joseph DiRocco
Feb. 8th 2022	Cuyahoga Community College Board of Trustees	Ted Tywang
Feb. 26th 2022	Cuyahoga Community College Board of Trustees	Victor Ruiz
April 4th 2022	Cuyahoga Community College Board of Trustees	Alan Rosskamm



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0112

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Lake Erie Energy Development Corporation (“Corporation”) was formed for charitable, educational and scientific purposes including supporting economic development by promoting alternative sources of energy in Northeast Ohio and to facilitate the production of energy from wind energy conversion technologies; and

WHEREAS, pursuant to the Code of Regulations of the Corporation, the Board Members shall be appointees of Ashtabula County, Cuyahoga County, Lorain County, Lake County, the City of Cleveland, NorTech and the Cleveland Foundation and the appointees of Ashtabula County, Cuyahoga County, Lorain County, Lake County and the City of Cleveland shall be appointed through resolution of such Board Member’s respective government board or officials; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submissions of appointments to County Council; and

WHEREAS, the County Executive has nominated A. Steven Dever to be reappointed to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/204; 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 A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024.

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

to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: April 26 2022

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

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



Cuyahoga County  
Together We Thrive

Armond Budish  
Cuyahoga County Executive

April 13, 2022

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

Re: Lake Erie Energy Development Corporation Board of Directors (LEEDCo)

Dear President Jones:

Pursuant to the 2006 County legislation enacting the Great Lakes Energy Development Task Force and the 2009 multi-party agreement enacting LEEDCo, I submit the following re-appointment nomination for service on the LEEDCo Board of Directors:

- **A. Steven Dever**, 2 - year term: 05/01/2021 - 04/30/2024
  - Resides in Lakewood (Cuyahoga County)

There are no specific requirements for this position. Directors serve two-year terms until they resign or are replaced.

I have attached a copy of the nominee's resume for your review.

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

ATTORNEY LICENSED  
IN OHIO & FLORIDA

**PROFESSIONAL EXPERIENCE**

**THE GANLEY MANAGEMENT COMPANY**

**GENERAL COUNSEL AND SECRETARY 2010 – PRESENT**

Serves as General Counsel and Corporate Secretary to Ohio's largest auto group of 23 independently operated automobile dealerships. Responsibilities include corporate matters, customer transactions, advertising, insurance, finance and consumer protection laws. Manages the company affairs related to all legal matters and issues effecting the 1,800 Ganley employees including wage and hour, workman's compensation, workplace conduct and discipline, regulatory compliance. Provides legal assistance for company acquisitions of new dealerships and expansion and upgrades to existing facilities.

**A. STEVEN DEVER CO., L.P.A. 1985 to Present**

Areas of practice include; Personal Injury and Accident, Real Estate, Wills and Probate, Business Transactions, Civil Litigation, Employment, and General legal advice.

**BOARD OF DIRECTORS 2010 – PRESENT**

**LAKE ERIE ENERGY DEVELOPMENT CORPORATION (LEEDCO)**

Founding member of the Lake Erie Energy Development Corporation, a regional non-profit development organization responsible for the construction of North America's first offshore fresh water wind farm. Serves as the Cuyahoga County Representative and provides strategic direction, policy advocacy and representation for the project. Assisted with the commencement of early stage feasibility studies for the creation of LEEDCo while acting as Executive Director for the Great Lakes Energy Development Task Force.

**BOARD OF DIRECTORS 2016 – PRESENT**

**GREEN ENERGY OHIO**

Serves as a board member for Green Energy Ohio (GEO), a statewide nonprofit organization dedicated to promoting economically and environmentally sustainable energy policies and practices in Ohio.

**EXECUTIVE DIRECTOR 2006 – 2012**

**GREAT LAKES ENERGY DEVELOPMENT TASK FORCE**

Organized the establishment of the Great Lakes Energy Development Task Force and was appointed by the Cuyahoga County Board of Commissioners to serve as Executive Director. In 2007, the Task Force began a 16-month, \$1.4 million feasibility study for the deployment of wind turbines on Lake Erie as an economic development opportunity for the region. Additional duties included Cuyahoga County advocacy in support of the Lincoln Electric Company for the installation of

a 2.5mw wind turbine in Euclid, Ohio. Assistance included facilitating meetings and attending business negotiations between wind turbine manufacturer Kenersys and Lincoln Electric in Cleveland, Chicago, and Munster, Germany.

**CHIEF TRIAL COUNSEL 1999 – 2010**

**CUYAHOGA COUNTY PROSECUTORS OFFICE**

Served as the Chief Trial Lawyer with the responsibility of acting as Cuyahoga County's Lead Attorney in high profile cases and matters of complex litigation. Successfully prosecuted some of Ohio's most notorious cases and provided key leadership and guidance within the Prosecutors office directed toward improving the quality of Justice in Cuyahoga County.

**ASSISTANT PROSECUTING ATTORNEY 1985 – 1999**

**CUYAHOGA COUNTY PROSECUTORS OFFICE**

Proven trial experience since 1985 includes over 200 criminal trials with a number of cases involving capital murder, public corruption, organized crime, white collar crime, arson, drug trafficking, sex crimes and abuse.

**ACCOMPLISHMENTS**

**CAPITAL REVIEW COMMITTEE 2001 – 2010**

Established a Prosecutor Capital Review Committee to evaluate potential death penalty cases. Assisted in the drafting of charging standards to insure fairness in the review of Death Penalty cases for the Cuyahoga County Prosecutor's Office. Served as chairman of the Committee that reviewed over 100 homicide cases and made recommendations to the Prosecuting Attorney regarding the appropriateness of pursuing the death penalty in a particular murder case.

**METROPOLITAN FORENSIC LABORATORY Planning Committee 2003 – 2008**

Directed a comprehensive planning initiative to establish a Metropolitan Forensic Laboratory for Cuyahoga County. This public/private partnership was designed to improve the quality of justice, to establish educational programs relating to forensic science and to support private laboratory expansion for economic development.

**SUPERVISOR, MAJOR DRUG OFFENDER UNIT 2002 – 2008**

Established a protocol and policy for the use and testimony of informants designed to safeguard the integrity of law enforcement investigations and to protect the innocent from fabricated evidence and false testimony. Coordinated with Federal law Enforcement regarding jurisdiction for the Prosecution of drug law violations.

**COMMUNITY BASED PROSECUTION PROGRAM 2000**

Established the first Community Based Prosecution Program in Ohio that focused crime-fighting strategies into high risk neighborhoods. Awarded a competitive Grant from the US Department of justice for the cost of a pilot program that was

established in East Cleveland, Ohio. The program was proven to be an effective strategy to improve the safety of the public by targeting neighborhood crime through citizen participation.

**STATE of OHIO v GRATTUDAURIA, ET AL. 2003**

Served as lead Prosecutor and secured \$10 million dollars for Cuyahoga County in a forfeiture from S.G. Cowen Co., Lehman Brothers and other financial institutions in a securities fraud investigation. Additional funds were returned to the Treasury of the State of Ohio in the amount of \$800,000.00. A large portion of the proceeds received from this forfeiture were subsequently used for the establishment of the Cuyahoga County Crime Laboratory.

**Estate of SAM SHEPPARD V. OHIO 2000**

Successfully Defended the State of Ohio and Cuyahoga County in a wrongful imprisonment lawsuit related to the 1954 conviction of Dr. Sam Sheppard for the murder of his wife Marilyn. The Plaintiffs were seeking \$5 million dollars in damages for wrongful imprisonment. A jury verdict was returned in favor of the State of Ohio following a nine week trial.

**SPECIAL PROSECUTOR FOR MAHONING COUNTY, OHIO 1999**

Appointed Special Prosecutor in Youngstown, Ohio for the investigation and prosecution of organized crime boss Lenine Strollo and other individuals. The Defendants were charged with the attempted murder of the Mahoning County Prosecutor Paul Gaines, the murder of crime boss Ernie Biondillo, bribery and public corruption. Served as lead trial attorney and obtained Guilty verdicts following a jury trial.

**FELONY MURDER LAW R.C. 2903.02(B) 1997**

Successfully lobbied for the creation of the Ohio Felony Murder Law R.C. 2903.02(B) (Ohio HB 5) by working with State Representative Robert Taylor and Governor George Voinovich including testimony and advocacy before the Ohio Legislature. The objective was to add language to Ohio's Murder Statute to expand the definition of murder to include individuals engaged in crimes of violence that directly result in death. Prosecutors and Defense Attorneys refer to Felony Murder in Ohio as "Murder B".

**LICENSES & ASSOCIATIONS**

- Admitted to the practice of law, State of Ohio 1985 and State of Florida 1988
- U.S. District Court, Northern District of Ohio, 6th Circuit Court of Appeals
- Cleveland Bar Association
- Member of Westshore Bar Association
- National Association of Dealer Counsel (NADC)

**ACCOLADES**

- Martindale-Hubbell AV Preeminent Attorney Peer Rated for Highest Level of Professional Excellence,

- Cranes Cleveland Business, Leaders in Law 2013
- Cleveland Bar Association Judicial Excellence Task Force 2015
- Certificate of Appreciation from the Drug Enforce Administration, 2000
- Certificate of Appreciation from FBI Director Louis Freeh for the Outstanding Assistance in a Joint Criminal Investigation, 1999
- Nominated for the Outstanding Advocacy Award to the National Association of District Attorneys in Capital Litigation by Cuyahoga County Prosecutor Stephanie Tubbs Jones, 1998
- Certificate of Merit for Tireless Efforts in Investigating and Prosecuting Corrupt Land Developers from the Inspector General, United States Department of Housing and Urban Development, 1993

### **PROFESSIONAL SPEAKING ENGAGEMENTS**

Featured speaker at continuing education programs including:

- Ohio Judicial Conference
- Ohio Common Pleas Judges Association
- The Ohio State Prosecutors Association
- Cleveland Bar Association
- The Ohio State Bar Association
- Cleveland Marshall College of Law
- Case Western Reserve University

Presenter at Advanced Energy Conferences including:

- The Great Lakes Commission
- The Great Lakes Wind Collaborative
- American Wind Energy Association
- Presentations made at meetings in Washington DC, Houston, Toronto, Milwaukee, Chicago, Buffalo, Detroit, Columbus, Erie, and Toledo.

### **EDUCATION**

#### **JURIS DOCTORATE, 1985**

CLEVELAND-MARSHALL COLLEGE OF LAW  
CLEVELAND STATE UNIVERSITY, CLEVELAND, OHIO

#### **BACHELOR OF SCIENCE URBAN AFFAIRS, 1981**

UNIVERSITY OF EVANSVILLE, EVANSVILLE, INDIANA

### **MILITARY**

**UNITED STATES NAVAL RESERVE 1976 – 1982**

HONORABLE DISCHARGE

July 7th 2021	Lake Erie Energy Development Corporation (LeedCo)	Maurice Smith
April 4th 2022	Lake Erie Energy Development Corporation (LeedCo)	A Steven Dever
April 18th 2019	Lake Erie Energy Development Corporation (LeedCo)	Steven A Dever
Oct. 15th 2019	Lake Erie Energy Development Corporation (LeedCo)	Brian Moore
August 20th 2020	Lake Erie Energy Development Corporation (LeedCo)	Anthony Benson



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2022-0003

Sponsored by: <b>County Executive Budish</b>	<b>An Ordinance</b> providing for an amendment to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to create a Tuition Assistance Program to be applicable to all County employees and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual, otherwise known as the Employee Handbook; and

WHEREAS, pursuant to Section 9.01 of the County Charter, the County’s human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination based on race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and

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

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

**SECTION 1.** Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby amends the County’s Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) by adding new Section 10.12, as detailed in the attachment hereto, which amendment shall be effective for all County employees and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees who are subject to the manual in accordance with the Department’s usual method of dissemination.

**SECTION 2.** Policies applicable to bargaining employees shall be effective in accordance with state law and any applicable collective bargaining agreement. This



First Reading/Referred to Committee: April 12, 2022

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

Journal \_\_\_\_\_

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

## **Tuition Assistance Program**

It is the policy of Cuyahoga County to support and encourage employees to reach their personal goals, to take advantage of educational opportunities to enhance their job-related skills and to promote career development. Acquiring new skills; staying current with best practices and new technology; and gaining access to new information improves employee productivity, creates a pool of qualified and productive staff, and strengthens the County's commitment to promote the economic well-being of its employees.

Participation is voluntary and is not a condition of continued employment.

### **Eligibility**

Employee Eligibility: To be eligible for any form of tuition reimbursement under this program an employee must:

1. Be a full-time, benefits eligible employee as defined section 6.01 Employment Status in the Employee Handbook.
2. Have completed one (1) year of full-time continuous service prior to the date on which the course(s) commences.
3. Be pursuing a degree or taking individual courses at an institution approved by the Human Resources Department. The courses must be related to the employee's current position or a probable future assignment; and
4. Be in active employment status when the course(s) is completed. The resignation, release, or discharge of a participating employee after enrollment, and prior to the class completion date, will result in the employee's automatic ineligibility for a tuition reimbursement.

Eligible Coursework:

1. Program must be offered by an institution approved by Human Resources.
2. Eligible education includes undergraduate and graduate classes and individual credit granting seminars.
3. Does not include conferences or courses required for licensure/certification or to maintain minimum job qualifications.
4. Does not include books, fees, lab charges, travel, mileage, room and board/lodging or other non-tuition expenses.

Reimbursement

1. Grade of "C" or better for undergraduate studies, "B" or better for graduate studies, and a "Pass" or "Completed" for seminars.
2. Classes taken for Audit purposes are not eligible for reimbursement.

3. Maximum reimbursement of \$3,600 per calendar year for undergraduate and graduate study.

#### Approved Institution

For purposes of this Tuition Assistance Program, Approved Institution means a non-profit, public or private institution of higher education that provides Associate's, Baccalaureate and Master's/graduate programs and is accredited by the Higher Learning Commission for the programs being offered, as selected by the Director of Human Resources from time to time through a request for proposals process. The Director of Human Resources shall, no less than once every calendar year notify County employees of those institutions identified by the Director of Human Resources as an Approved Institution.

#### Procedures

To be eligible to receive reimbursement for educational expenses, employees must follow the following procedures:

- Prior to enrolling in an educational course, the employee must provide their manager/supervisor with information about the course for which the employee would like to receive reimbursement/payment and discuss the job-relatedness of the continuing education.
- At least thirty (30) prior to the commencement of the course(s), a Tuition Reimbursement Request Form must be completed by the employee, signed by the employee's department head or designee and submitted to the Human Resources Department for approval.
- Once the course(s) have been approved via the Human Resources Department, employees shall execute a Tuition Reimbursement Agreement, which describes the terms under which reimbursement is provided.
- The Human Resources Department will maintain the original Tuition Reimbursement Request Form and all subsequent supporting documentation.
- Once the course is successfully completed, the employee shall submit documented receipts (or outstanding invoices) for tuition payment/reimbursement from the educational institution and documentation reflecting that the employee received the required passing grade or certification of a passing completion to the Human Resources Department.
- Requests for reimbursement received after the commencement of the course will not be approved. **Completing tuition reimbursement documentation or enrolling in a class is not a guarantee of payment. Tuition reimbursement requests will not be authorized unless it is approved by the employee's department head and authorized by Human Resources prior to the begin date of the class.**
- Employees are not permitted to take classes during their working hours under this program.

- The Human Resources Department will coordinate the reimbursement with the Fiscal Office.

### Repayment Rules

**Should an employee leave County employment *for any reason* during the three (3) year period following the completion date of the last course taken by the employee, the employee shall be responsible to repay the reimbursement per the following schedule\*:**

- Within 1 year one hundred percent (100%) of any reimbursements received by the County within the previous 12-month period immediately preceding the employees' last day of employment.
- Within 2 years, seventy-five percent (75%) of any payments made within the previous 12-month period immediately preceding the employees' last day of employment.
- Within 3 years, fifty percent (50%) of any payments made within the previous 12-month period immediately preceding the employees' last day of employment.

\*Special circumstances, as it relates to repayment will be reviewed and a determination will be provided by the Director of Human Resources.

Any exception granted by the Director of Human Resources is made on a case-by-case basis. All decisions will be final and not considered a precedent for future requests.