



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JUNE 14 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 MAY 17, 2022 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2022-0129: A Resolution confirming the County Executive's appointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for an unexpired term ending 10/14/2023; and declaring the necessity that this Resolution become immediately effective.
  - b) R2022-0130: A Resolution confirming the County Executive's appointment of Dornat Drummond 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.
  - c) R2022-0131: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms; and declaring the necessity that this Resolution become immediately effective:

1) Appointment for the term 7/1/2020 - 6/30/2024:

i) Gabriella Celeste

2) Appointment for an unexpired term ending 6/30/2023:

i) Daniel Kelly

- d) R2022-0139: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- e) R2022-0144: A Resolution confirming the County Executive's reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2022 – 9/27/2024; and declaring the necessity that this Resolution 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, MAY 17, 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 10:07 a.m.**

### **2. ROLL CALL**

**Ms. Baker asked Clerk Richardson to call the roll. Committee members Baker, Miller, Gallagher, Sweeney and Conwell were in attendance and a quorum was determined. Councilmember Turner was also in attendance.**

### **3. PUBLIC COMMENT**

**There were no public comments given.**

### **4. APPROVAL OF MINUTES FROM THE MAY 6, 2022 MEETING**

**A motion was made by Ms. Conwell, seconded by Mr. Sweeney, and approved by unanimous vote to approve the minutes from the May 6, 2022 meeting.**

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

- a) R2022-0121: A Resolution confirming the designation of Joyce Huang to serve as the alternate to Mayor Justin Bibb on the Cuyahoga County Planning Commission representing the Cleveland Region for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

**Ms. Michele Pomerantz, Director of Regional Collaboration, and Mr. Wesley Kretch, Assistant Law Director, addressed the Committee regarding Resolution No. R2022-0121. Discussion ensued.**

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

**In lieu of her attendance, Ms. Joyce Huang, provided a written statement expressing her interest in serving on the Cuyahoga County Planning Commission, and Ms. Mary Cierebiej, Executive Director of the Cuyahoga County Planning Commission, provided a brief background on the experience, expertise and qualifications of Ms. Huang to serve as the alternate to Mayor Justin Bibb on the Cuyahoga County Planning Commission. Discussion ensued.**

**Committee members asked question of Ms. Cierebiej pertaining to Ms. Huang's experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Baker with a second by Ms. Conwell, Resolution No. R2022-0121 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**

**There was no miscellaneous business.**

#### **7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Baker adjourned the meeting at 10:20 a.m.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0129

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for an unexpired term ending 10/14/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 164.21, the former Cuyahoga County Board of Commissioners created a County Natural Resources Assistance Council; and

WHEREAS, the Cuyahoga County Natural Resources Assistance Council oversees the implementation of the Clean Ohio Conservation Program in Cuyahoga County by evaluating, ranking and prioritizing projects submitted by eligible County entities; 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, County Executive has nominated Valerie Katz (replacing Monica Busam) to be appointed to serve on the Cuyahoga County Natural Resources Assistance Council for an unexpired term ending 10/14/2023.

### **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 Valerie Katz (replacing Monica Busam) to serve on the Cuyahoga County Natural Resources Assistance Council for an unexpired term ending 10/14/2023.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

or safety in the County; and any additional reasons set forth in the preamble. 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: May 24, 2022

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

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



May 13, 2022

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

Re: Cuyahoga County Natural Resources Assistance Council (NRAC)

Dear President Jones:

I am pleased to nominate the following to serve on the Cuyahoga County Natural Resources Assistance Council (NRAC) as an appointment as a Government – Municipal Representative on the NRAC:

- Valerie Katz, unexpired term ending 10/14/2023
  - Replacing Monica Busam
  - Currently resides in Shaker Heights (Cuyahoga County)
  - Currently serves on the Cuyahoga County Solid Waste District Board

The NRAC evaluates and selects open space and riparian corridor protection and/or preservation projects for funding from the Clean Ohio Green Space Conservation program. Cuyahoga County has (1) appointment to the NRAC.

There are no known conflicts of interest for which an advisory opinion has been requested. Ms. Katz's resume is attached for you to review. There is one candidate on file for this position.

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

Sincerely,

Armond Budish  
Cuyahoga County Executive

**Valerie Katz, M.S.Ed.**



**Objective:** To assist with the implementation of county-wide sustainability initiatives.

**Education** Master of Arts in Education with Ohio State Teacher's License in Adolescent & Young Adult Life Sciences  
Ursuline College, Pepper Pike, OH

Bachelor of Science  
Cornell University, Ithaca, NY

**Relevant Experience** Solar Program Fellowship/Go Solar Specialist, February 2021 - present  
Solar United Neighbors, Washington, D.C.

Provide technical assistance to prospective solar homeowners through the Solar United Neighbors co-op program. Perform roof evaluations, review solar proposals, review installer bid information, calculate pricing and financing information, calculate solar productivity information.

Volunteer, November 2020 – present  
Cuyahoga County Department of Sustainability  
Media outreach, drafting announcements, letter writing, promoting and scheduling information sessions and assisting with tabling events.

Volunteer, December 2020 – present  
Energy Subcommittee to the Shaker Heights Sustainability Committee  
Renewable energy and energy efficiency outreach. Promoted Cuyahoga County 2021 Solar Co-op to Shaker Heights residents. Organized 2021 Shaker Heights Solar Tour.

Biology & Environmental Science Teacher, August 2010 – June 2016  
Montessori High School at University Circle, Cleveland, OH  
Designed and implemented environmental science and life science lessons to meet the requirements of the International Baccalaureate curriculum. As advisor to the MHS Sustainability Club, worked with students to foster sustainable practices (including recycling, composting, the restoration of local wetlands, and the installation of rain barrels).



Biology & Environmental Science Teacher, August 2005 –June 2010  
Hathaway Brown School, Shaker Heights, OH

Utilized cooperative inquiry and discovery-based methods in the teaching of 9<sup>th</sup> grade life science. Introduced and implemented the AP Environmental Science course curriculum for 11<sup>th</sup> and 12<sup>th</sup> grade students. Implemented school-wide conservation initiatives, including the expansion of existing recycling program and waste reduction measures in the cafeteria. Advisor to student environmental club.

Teacher Apprenticeship Program, August – December, 2004  
Lakewood High School, Lakewood, OH

Teacher Apprenticeship Program, January – May, 2005  
Gilmour Academy, Pepper Pike, OH

**Professional  
Development  
Coursework**

Ecology: Ecosystem Dynamics & Conservation, Summer 2020  
American Museum of Nature History: Seminars on Science

Climate Change, September – November, 2019  
American Museum of Nature History: Seminars on Science

Evolution: Modern Evolutionary Biology, July – August, 2009  
American Museum of Nature History: Seminars on Science

The Ocean System: Integrated Science, June – August, 2008  
American Museum of Nature History: Seminars on Science

Ecosystem Science 506, January – May, 2007  
Cleveland State University, Cleveland, OH

Environmental Education in the Classroom, July – August, 2006  
Cleveland Museum of Natural History, Cleveland, OH

EE Just Environmental Leadership Institute, July, 2006  
National Summer Teacher Institute at Kimball Union Academy

**Additional  
Experience**

Volunteer  
South Euclid Humane Society, South Euclid, OH

Research Assistant  
Department of Plant Pathology, Cornell University, Ithaca, NY

May 3rd 2022	None of the Below - Natural Resources Assistance Council	Valerie Katz
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# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0130

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Dornat Drummond 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.
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WHEREAS, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

WHEREAS, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

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

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

WHEREAS, the County Executive has nominated Dornat Drummond (replacing Calvin Williams) to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025.

**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 Dornat Drummond (replacing Calvin Williams) to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025.

**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: May 24, 2022

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

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



May 16, 2022

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

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Diversion Board:

- **Dornat Drummond**, 3-year term, 3/1/2022 – 2/28/2025
  - Replacing Chief Calvin Williams
  - Resides in Cleveland (Cuyahoga County)
  - Does not currently serve on any boards or commissions

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

There are no known conflicts of interest for which an advisory opinion has been requested. Attached you will find the nominee's resume for your review. There are two candidates on file for this position.

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

Sincerely,

  
Armond Budish  
Cuyahoga County Executive



On January 3, 2022, City of Cleveland Mayor Justin Bibb administered the Oath of Office to Dornat (Wayne) Drummond as Interim Chief of Police.

Chief Drummond was appointed to the Cleveland Division of Police on May 8, 1989 and began his career in the First District. He was promoted to Sergeant in the year 2000 and Lieutenant in 2002, supervising the Fugitive Unit and Case Preparation Unit. During this time, he also served as the Division's Public Information Officer.

In 2005, Lieutenant Drummond was appointed to the rank of Commander, overseeing the Division's Sixth District on the city's northeast side, which includes the Collinwood and Glenville neighborhoods. On February 10, 2014, Commander Drummond was appointed to Deputy Chief of Field Operations, overseeing the five Neighborhood Districts, the Bureau of

Traffic, the Bureau of Community Policing, and Special Events for the division.

Chief Wayne Drummond grew up in the Cleveland-Cedar Avenue neighborhood. He is a graduate of the University of Toledo (B.A.) and a graduate of the Federal Bureau of Investigation National Academy Class 230. [REDACTED]

Former Deputy Chief Drummond will serve as the 41<sup>st</sup> Chief of Police.

March 11th 2022	Cuyahoga County Diversion Board	Dornat Drummond
March 24th 2022	Cuyahoga County Diversion Board	Akram Boutros

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0131

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms:

Appointments:

1. Gabriella Celeste for the term 7/1/2020 – 6/30/2024, (replacing Steve Killpack)
2. Daniel Kelly for an unexpired term ending 6/30/2023, (replacing Elsie Caraballo)



**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 various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms:

Appointments:

1. Gabriella Celeste for the term 7/1/2020 – 6/30/2024, (replacing Steve Killpack)
2. Daniel Kelly for an unexpired term ending 6/30/2023, (replacing Elsie Caraballo)

**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: May 24, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



May 13, 2022

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

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Gabriella Celeste**, 4-year term, 7/1/2020 – 6/30/2024
  - Replacing Steve Killpack
  - Resides in Shaker Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Ohio Public Defender Commission; Cuyahoga County Division of Children and Family Services Advisory Board; Ohio lead Free Kids Coalition; Lead Safe Cleveland Coalition; Right to Counsel Advisory Committee, Legal Aid; Ohio Multi-System Youth Coalition; and Greater Cleveland Children's Coalition
- **Daniel Kelly**, unexpired term ending 6/30/2023
  - Replacing Elsie Caraballo
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the Executive Committee for the Cuyahoga County Democratic Party

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

There are no known conflicts of interest for which an advisory opinion has been requested. The nominee's resumes are attached for your review. There are 21 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

Gabriella Celeste, JD, is Policy Director of the Schubert Center for Child Studies, Co-Director of the Childhood Studies Program and an Adjunct Assistant Professor in the College of Arts & Sciences at Case Western Reserve University. She works to build partnerships that promote effective public policy and practice for the well-being of children and adolescents. Gabriella also teaches an undergraduate child policy curriculum, supervises Schubert's child policy externship program, and conducts trainings and presentations on various topics related to child well-being and developmentally-informed policies and practices. She has worked extensively with vulnerable children and youth in various nonprofit and administrative roles, both directly and conducting applied research, evaluation and technical assistance for foundations, nonprofit and government agencies.

Beginning with creating a restorative justice court diversion program for youth in Oakland, CA in 1989, and later co-founding a statewide youth rights law office in Louisiana in 1997, Gabriella has worked with young people struggling with behavioral health challenges or caught up in the justice system throughout her career. In addition to her youth justice system reform efforts nationally and in Ohio, as Policy Director her other policy efforts include child lead poisoning prevention, child welfare and behavioral health supports, police-youth interactions and student discipline and school-based intervention reforms. In addition to serving as a Governor-appointed to the Ohio Public Defender Commission and a County-Executive appointee to the Cuyahoga County Advisory Board to the Division of Children and Family Services, Gabriella currently serves on numerous state and local committees and coalitions, including the Youth Risk Behavior Survey Community Advisory Board, the Mental Health Response Advisory Committee for the US DOJ Cleveland Consent Decree, the Multi-System Youth coalition, the Ohio Lead Free Kids Coalition and the Lead Safe Cleveland Steering Committee.

Gabriella received her B.S. from Northwestern University and J.D. from the University of Michigan Law School. [REDACTED]

*M. Gabriella Celeste, J.D.*  
*Schubert Center for Child Studies*  
*Case Western Reserve University*

**Policy Director,  
Co-Director Childhood  
Studies Program &  
Adjunct Assistant  
Professor, College of  
Arts & Sciences  
2009-present**

**Schubert Center for Child Studies, Case Western Reserve University, Department  
of Anthropology, Cleveland, OH**

- Work with *Schubert* staff and faculty associates to identify and implement strategies to bridge child-related research, education, policy and practice, and to enhance community partnerships in order to promote effective public policy and practice for the well-being of children. Co-created and led research-to-policy faculty professional development.
- Provide technical assistance as appropriate on child and youth related policy matters. Recent projects include engagement on state and local policies addressing child lead exposure, state and local youth justice and safety issues, school discipline and school resource officer improvements through state legislative reforms; and advancement of developmentally- appropriate and trauma-informed policy and practice through city of Cleveland and county agency collaborations.
- Supervise graduate students, prepare research and policy briefs and develop community forums on CWRU faculty child-related research. Supervise CWRU student volunteer organizations with detained youth including *CaseCares* and the founding and implementation of *Art Forward*, providing art as a therapeutic outlet for youth in detention.
- Present and train on various topics related to child well-being and developmentally-informed policies and practices. Coordinate special engagements and issue (policy research) briefs on specific topics of interest concerning vulnerable children and youth. Assist in other *Schubert* program and research activities as appropriate.
- Teach undergraduate child policy curriculum, consisting of the following courses: Child Policy (CHST 301/ANTH 305), Experiential Learning in Child Policy (CHST 302), Externship in Child Policy and Capstone (CHST 398, 398C).
- Co-Director of Childhood Studies Minor, Department of Anthropology.

**Consultant  
2008-2009,  
2004 – 2005**

- Provided child and youth services related research and organizational development consultation. Clients included the Southern Poverty Law Center, Voices for Ohio's Children, the Center for Innovative Practices, the National Juvenile Defender Center, and the Youth Law Center.

**Director  
May 2008-  
Sept. 2008**

**Cuyahoga County Office of Early Childhood/ Invest in Children, Cleveland, OH**

- Lead the county's Office of Early Childhood (OEC), a unique public-private partnership dedicated to mobilizing resources to ensure the well-being of all young children in the county, provide supportive services to parents and caregivers, and build awareness, momentum, and advocacy in the community around children and family issues. Serving over 65,000 children annually, the OEC is responsible for coordinating and managing early childhood and parent support services, with provider partner contracts.

**Executive Director  
Oct. 2005 –  
May 2008**

**Alliance of Child Caring Service Providers, Cleveland, OH**

- Lead an organization comprised of over thirty non-profit child-serving agencies that collectively focused on public-private partnership building and public policy advocacy in the child welfare, behavioral health care and juvenile justice systems in order to enhance their ability to effectively serve children and families in Cuyahoga County. Alliance agencies provide a range of child caring services, including foster care, residential treatment, adoption, partial hospitalization, school and community-based mental health services, special education services, in-home supportive services and numerous other specialized services.

**Co-Founder  
& Associate Director  
1997-2004**

**Juvenile Justice Project of Louisiana (“JJPL”), New Orleans, LA**

- Co-founded JJPL (now the Louisiana Center for Children’s Rights), moving it from a three-person start-up to a premier state-wide advocacy and legal reform organization of 19 staff dedicated to transforming the juvenile justice system and improving legal representation and treatment opportunities for youth. Conducted federal conditions of confinement litigation in juvenile prisons and pro bono impact litigation for young people in juvenile court.
- Management functions included: organizational development; fund development; training and supervision; and, incubating and facilitating incorporation of independent projects, including a family engagement organization and youth alternative program.
- Strategic research and policy development, with legislative, law committee and advisory board work resulting in major policy reform, including passage of Louisiana Act 1225, groundbreaking statewide juvenile justice reform. Appointed to Bipartisan State Joint Legislative Juvenile Justice Commission, Advisory Board (2002-2004). Served on Louisiana Law Institute, Children’s Code Committee (2001- 2004).
- Managed JJPL’s Youth Defender Initiative: developed resources and training for juvenile public defenders, organized a statewide coalition, conducted media outreach, coordinated and authored a state assessment of legal services, recruited speakers and testimony for public hearings and achieved key statutory reforms.
- Expert investigator for American Bar Association Juvenile Justice Center/ National Juvenile Defender Center juvenile court studies in Ohio (2003), Georgia (2001), Texas (2000) [and Florida (2006)] assessing access to and quality of counsel.

**Research Associate  
1991-1994**

**Harder+Co. Research & Consulting, San Francisco, California**

- Project manager and social research consultant serving foundations, government agencies and community-based organizations, with a focus on vulnerable populations. Conducted program evaluation, strategic planning, applied research, and qualitative and quantitative data design, collection and analysis. Co-authored numerous publications.

**Mediator/  
Case Manager  
1989-1990**

**Victim Offender Reconciliation Program, Catholic Charities, Oakland, California**

- Assisted in program planning and development for pioneering community restorative justice mediation and court diversion program for court-involved youth. Mediated cases; completed case intakes; monitored cases; advised probation officers; recruited, trained and supervised volunteer mediators; and conducted outreach.

**Counselor  
1989**

**LaCheim Residential Treatment Center, Richmond, California**

- Supervised, counseled, and gave crisis support to children emotional challenges.

**Hospice Volunteer  
1988**

**Missionaries of Charity, Calcutta, India**

- Gave basic health and hospice care to malnourished infants, children, and frail adults.

**Juris Doctor  
1996**

**University of Michigan Law School, Ann Arbor, Michigan**

Scholarships: Center for The Education of Women; Student-Funded Fellowship. Recipient of Criminal Trial Advocacy Award. Capital appellate law clerk, Equal Justice Initiative, Montgomery, Alabama (1996). Refugee law clerk, *Proyecto Adelante*, Dallas, Texas (1995).

**Public Policy Fellow  
1991**

**Coro Foundation, Public Policy Leadership Program, San Francisco, California**  
Interned at: Citibank F.S.B.; U.E.S.F. Teacher Union; The Children & Youth Policy Project, ISSC, UC Berkeley; Alameda County Administrator Office; and Oakland Community Organization.

**Bachelor of Science  
1988**

**Northwestern University, Evanston, Illinois**

Major: Communication Studies. Minor: Psychology. Urban Studies legal advocate internship, Lifespan (1987).

**SELECTED  
ACTIVITIES &  
ASSOCIATIONS**

Ohio Public Defender Commission, Governors DeWine and Kasich appointee, 2014-present  
Cuyahoga County Division of Children and Family Services Advisory Board, County Executive and Council Appointee, 2019-present  
Mental Health Response Advisory Committee, Policy and Quality Improvement Sub-Committees Co-Chair, ADMHAS CEO appointee, 2016-present  
Ohio Lead Free Kids Coalition, Co-Founder & Co-Chair, 2019-present  
Lead Safe Cleveland Coalition, Steering Committee appointee, 2019-present  
Right to Counsel Advisory Committee, Legal Aid, 2020-present  
Ohio Multi-System Youth Coalition, 2019-present  
Greater Cleveland Children's Coalition, member, 2021-present.  
Ohio Department of Education, Social Emotional Standards Advisory Group, 2018-2019  
Ohio Department of Education, Strategic Plan, Student Supports, Climate & Culture Workgroup, 2017-2018  
Magnolia Clubhouse, Board of Directors, 2011-present; Secretary 2016-present, Governance Committee Chair, 2015-2019  
Attorney General Mental Health Task Force, Juvenile Justice Sub-Committee, 2014-present  
Stand Together Against Neighborhood Crime Everyday (STANCE), U.S. Dept. of Justice U.S. Attorney Northern District of Ohio, member 2014-present  
Youth Risk Behavior Survey Advisory Board, CWRU PRC, 2013-present  
Cuyahoga County Defending Childhood, Governing Board, 2011-2016  
Community Police Commission Selection Committee, Mayor appointee, 2015-2019  
Cuyahoga County Court Appointed Special Advocates, Steering & Program Committee, 2014-2018  
Ohio Fostering Connections Task Force, 2014-2017  
Voices for Ohio's Children "Juvenile Justice Initiative", 2006-2010  
Juvenile Justice Coalition of Ohio, Board of Directors, 2005-2016  
Juvenile Justice Project of Louisiana, Board of Directors, 2005-2011  
United Way Strong Families = Successful Children Vision Council, Promoting Access to Behavioral Healthcare for Reentry Population Task Force, 2007-2008  
Cuyahoga County Transition-Age Youth Planning Initiative, 2007-2008  
Ohio Department of Mental Health, Childhood Trauma Strategic Plan Work Group, 2007-2008  
Ohio Department of Youth Services, Cognitive-Behavioral Treatment Group, 2007-2008  
COHHIO Youth Empowerment Program, Transitions Committee, 2005-2007  
Cuyahoga County Juvenile Court Citizens Advisory Board, 2005-2008  
Invest in Children, Sub-Committee: Effective Parents & Families, Ongoing Services, 2006-2008  
Ohio Early Care & Education Campaign (groundWork), 2006-2008  
Governor Strickland State Transition Workgroups, Team Member for: Child Welfare, Mental Health and Juvenile Justice work groups, 2006  
State of Louisiana, Bipartisan State Joint Legislative Juvenile Justice Commission, Advisory Board, 2002-2004.  
Louisiana Law Institute, Children's Code Committee, 2001- 2004.

**PROFESSIONAL  
LICENSES**

Member (currently inactive status): Louisiana Bar Association, 1998; Pennsylvania Bar Association, 1997

**SELECT HONORS**

*Alcohol and Drug Addiction Mental Health Services Board "Community Partner Collaboration Award", 2017 and "Child Advocate of the Year" Award, 2016.*

*Suzanne Brookhart Harrison Award for Exceptional Service to Children from Beech Brook, 2014.*

*Justice for Youth Award from JJPL, 2003*

**SELECTED  
LECTURES,  
TRAININGS &  
PRESENTATIONS**

United Way Community Conversations on Consent Decree, Youth & Policing, Panelist, October 2021

CWRU Medical School Advocacy Workshop, Presenter, Cleveland, OH, December 2021.

Federal Reserve Bank Summit, Policy "Deep Dive" Presenter and Panelist, June 2021

Ohio Lead Free Kids Coalition, Toward a Lead-Free Ohio Virtual Town Hall, April 2021; Lead Action Plan Statehouse Release, Co-Convener. Columbus, OH, February 2020.

Ohio Legislative Children's Caucus, "Strengthening State Efforts to Keep Children Safe from Lead" Virtual Presenter, October 2021; Healthy & Nourishing Homes Panel, "Ohio Lead Free Kids Coalition Briefing", Panelist. Columbus, OH, November 2019.

Schubert Center "The Ohio Budget for Child Researchers", Presenter. Cleveland, OH, October 2019.

Lead Solutions Summit, "Advancing Primary Prevention of Childhood Lead Poisoning in Ohio", Presenter. Cleveland, OH, June 2019.

Ohio Healthy Homes Network, Ohio Policy and Budget Initiatives in Lead Poisoning Prevention: Current Status and Future Possibilities, Co-Presenter; and Panel Moderator. Columbus, OH, June 2019.

Ohio Collaborative Community-Police Advisory Board, "How Do We Best Equip Police to Handle Youth? A Developmental Approach to Policing" Virtual Presentation, May 21; Presentation, Columbus, OH, March 2018.

Ohio Office of the Public Defender, 15<sup>th</sup> Annual Ohio Juvenile Defender Summit, "21<sup>st</sup> Century Policing: What Best Practices Should Look Like-A Developmental Approach to Policing", Plenary Speaker; "Policing without Standards-Strategies Promoting Constitutional Treatment of Youth by Law Enforcement", Panel Moderator. Columbus, OH, May 2019.

Columbus Community Safety Advisory Commission, "How Do We Best Equip Police to Handle Youth? A Developmental Approach to Policing" Columbus, OH, April, 2019.

CWRU Diversity 360, "Equity in the Era of Safe Schools & the School-to-Prison-Pipeline", Cleveland, OH, December, 2018.

National Association for Civilian Oversight of Law Enforcement, "Strengthening Police-Youth Interactions: A Developmental Approach to Policing" Cleveland, OH, November, 2018.

Inamori International Center for Ethics & Excellence, Co-Panelist on Ethical Leadership with Inamori Ethics Prize Winner Marian Wright Edelman, September, 2017.

Schubert Center Conversation Series, "From Strategies to Solutions: Cleveland's Evolving Story of Improving Youth & Police Interactions," Co-Presenter & Moderator, April, 2017.

Shooting Without Bullets Day of Justice, Co-Youth Workshop Leader, February, 2017.

Ohio Justice Alliance for Community Corrections Conference, "Keeping Peace in Schools in Partnership with Police," Co-Presenter, October, 2016.

Ohio Office of the Public Defender, 12<sup>th</sup> Annual Ohio Juvenile Defender Summit, Keynote Speaker, September, 2016.

Healing Justice Alliance Annual Conference, "Turning Tragedy into Opportunity: Reforming Police Interactions with Youth", Co-Panelist, Baltimore, MD, August, 2016.

National Association of Social Workers, Ohio Chapter Regional Conference, "Science of Social Work: Focus on Transitional Youth," Keynote Speaker, May, 2016.



National Blueprints Conference, “Getting it Right: Realigning Juvenile Corrections in Ohio to Reinvest in What Works,” Co-Presenter, Denver, CO, April, 2016.

Ohio Police Juvenile Officers’ Association, “As the Teen World Turns,” Co-Trainer, Columbus, OH, May, 2016.

University Hospitals Rainbow Babies Children, pediatric resident advocacy series, “Policing Children & Youth: Why Age Matters & How,” Presenter, April, 2016.

Coalition for Juvenile Justice Annual Conference, “Turning Tragedy into Opportunity: Reforming Police Interactions with Youth,” Presenter & Moderator, Washington D.C., April, 2016.

CWRU Social Justice Institute, “School Pushout and the Criminalization of Childhood,” Lecturer, April, 2016.

Council on State Governments Justice Center, “Improving Outcomes for Youth in the Juvenile Justice System: A 50-State Forum,” Plenary Panelist, Austin, TX, Nov., 2015.

Attorney General Conference on Law Enforcement, “School Police Partnerships” and “Promoting Procedural Justice to Improve Police-Youth Interactions”, Co-Trainer, Columbus, OH, Oct., 2015.

Strategies for Youth “Policing the Teen Brain” juvenile justice trainer, Cleveland Division of Police, 2015-present.

NAACP, Southeastern Ohio Branch, Keynote Speaker, Jackson, OH, Oct., 2015.

Ohio Office of the Public Defender, 11<sup>th</sup> Annual Ohio Juvenile Defender Summit, “Procedural Justice: Integrating Fairness into the Delinquency Process”, Presenter, Columbus, OH, 2015.

Vera Institute of Justice. *The State of Juvenile Justice: A National Conversation about Research, Results, and Reform* Congressional Briefing “Returning Home: Creating Paths for Success in Communities,” Washington D.C., Panelist, 2015.

Facing Race National Conference, “Implicit Bias: The State of Science and Moving from Research to Action”, Presenter, Dallas, TX, 2014.

Society for Research on Adolescence, “Bridging Research, Practice, and Policy for the Well-Being of Adolescents: The Story of Real-World Research-Informed Legislative Reform for Youth,” Panelist, 2014.

National Blueprints Conference, “Bridge to Somewhere: How Research Made Its Way into Legislative Juvenile Justice Reform in Ohio,” Co-Presenter, Denver, CO, April, 2014.

Ohio Association of Child Caring Agencies, “Moving from School ‘Pushout’ to Positive Discipline Practices & Partnerships,” Panelist, 2014.

Children’s Law Center Inc., “The ABC’s of covering the juvenile justice system,” Panelist, 2012.

MacArthur *Models for Change* Conference, Plenary Speaker, Washington D.C., December 2011.

Schubert Center for Child Studies, “Bridge to Somewhere: How Research Made Its Way into Juvenile Justice Reform in Ohio,” Presenter, 2011.

Ohio County Commissioner Association, Voices for Ohio’s Children Panelist, 2011.

Ohio Association of Child Caring Agencies, “Juvenile Justice Reform: Celebrating our Shared Successes and Opportunities to Improve Even More,” Panel Facilitator, 2010

Association for Public Policy Analysis and Management, “Translating Science to Inform Public Policy”, Panelist, Boston, MA, 2010.

Mandel School of Applied Social Sciences, Case Western Reserve University, Advocacy Seminar, Guest Lecturer, 2007

Youth Empowerment Program, Coalition on Homelessness and Housing in Ohio, Youth Issues Training, Presenter, 2007

Urban Child Research Center of the Maxine Goodman Levin College of Urban Affairs, Cleveland State University, 2007 Brown Bag Luncheon Speaker Series, "ABCs of Children's Mental Health" Guest Speaker, 2007

State Budget Children's Briefing Series, Voices for Ohio's Children, Presenter, Child Welfare and Juvenile Justice Budget Issues, 2006, 2007

We Believe Ohio "The State Budget as a Moral Document" Forum, Trinity Cathedral, Guest Speaker, State Budget Impact on Children, 2007

*Rethinking Juvenile Justice* Statewide Conference, Organizer and Panelist, Columbus, Ohio, 2006

LA Public Defender Association, Juvenile Section Coordinator & Trainer, 1999-2004

Tulane Medical School, Child & Adolescent Psychiatry Grand Rounds, Presentation, 2004

American Bar Association, Annual Juvenile Defender Leadership Summit, Workshop Presenter, 1998-2003

State Juvenile Justice Commission Planning Board, Retreat Facilitation, 2004

LSU Law School, Juvenile Law, Guest Lecturer, 2001, 2003, 2004

Students at the Center, New Orleans Public Schools, Youth Education Workshop Series, Presenter, 2003

Loyola University School of Law, Juvenile Law, Juvenile Reform Presentation 2000, 2003

Children's Services Collaborative/Pyramid Parent Training, Best Practices Workshop, Trainer 2001

Leadership Louisiana, Institute on Juvenile Justice, Adolescent Development Principles, Guest Speaker, 2001

Louisiana Environmental Action Network, Annual Youth Conference, Presenter, 2002

Governor's Conference on Juvenile Justice, Adolescent Development Workshop, Presenter, 2000

U.S. Department of Justice "National Defender Leadership Project", Vera Institute 1998

**PUBLICATIONS,  
ARTICLES & OPINION  
EDITORIALS\***

*"Youth violence is also a cry for connection," Cleveland.com Guest Columnist G. Celeste, (February 25, 2022).*

*Kobulsky, Julia M. & Cage, Jamie & Celeste, Gabriella, 2018. "The perceived effects of volunteer use by public child welfare agencies." Children and Youth Services Review. Elsevier, vol. 89(C), pages 27-33.*

*Owen J. and Larson, A. ed., Researcher-Policymaker Partnerships: Strategies for Launching and Sustaining Successful Collaborations. Routledge (2017). Chapter 2: Motivations for Collaboration, contributing author.*

*A Citizen's Guide to the Cleveland Consent Decree with a Special Focus on Implications for Children & Young People," Schubert Center for Child Studies (2017).*

*"Tamir Rice shooting was not reasonable, no matter what 'legal experts' say," Cleveland Plain Dealer Guest Columnist G. Celeste, (November 15, 2015).*

*Getting it Right: Realigning Juvenile Corrections in Ohio to Reinvest in What Works (2015).*

*A Bridge to Somewhere: How Research Made its Way into Legislative Juvenile Justice Reform in Ohio, a case study (2013).*

*"Housing young criminals in adult prisons may put public at risk," Cleveland Plain Dealer Guest Columnist G. Celeste, (June 2, 2012).*

*Schubert Center for Child Studies Research & Policy Briefings (2009-present).*

Celeste G. & Puritz, P., (2002-2003). *The Children Left Behind: An Assessment of Access to Counsel and Quality Representation in Delinquency Proceedings in Louisiana*. *Southern University Law Review*, 30 S.U. L. Rev.

*Framework for Transforming the Juvenile Justice System, Voices for Ohio's Children Briefing Paper (2008).*

*The Louisiana Juvenile Defender Trial Practice Manual, JJPL and Southern Juvenile Defender Center, contributing editor (2007).*

*Juvenile Justice is Youth Development, Voices for Ohio's Children White Paper (2006).*

*Fixing a Broken System: A Framework for a Juvenile Justice Community Based Services Continuum, JJPL and You Who Coalition (2004).*

*Making Your Voice Heard: Family Advocacy Handbook, JJPL (1999, 2000-2004 revised editions).*

*The Critical Role of Juvenile Defenders: Best Practices & Responsibilities, JJPL (2002).*

*Defending Our Future: A Call to Action, The Advocate, LACDL (September 2002).*

*The Children Left Behind: A Review of the Status of Defense for Louisiana's Children and Youth in Delinquency Proceedings, JJPL and ABA Juvenile Justice Center (2002).*

*On-site Investigator and Contributor for ABA Juvenile Justice Center (State Juvenile Counsel Assessments):*

- *An Assessment of Access to Counsel and Quality of Representation in Delinquency Proceedings in Florida, National Juvenile Defender Center (Fall 2006).*

- *Justice Cut Short: An Assessment of Access to Counsel and Quality of Representation in Delinquency Proceedings in Ohio, ABA Juvenile Justice Center and National Juvenile Defender Center, Central Juvenile Defender Center, Children's Law Center and Juvenile Justice Coalition, Inc. (March 2003).*

- *An Assessment of Access to Counsel and Quality of Representation in Delinquency Proceedings in Georgia, ABA Juvenile Justice Center and Southern Center for Human Rights with collaborators (July 2001).*

- *Selling Justice Short: Juvenile Indigent Defense in Texas, Texas Appleseed Fair Defense Project and ABA Juvenile Justice Center with collaborators (October 2000).*

*Child Resource Directory, Berkeley, CA, The Children and Youth Policy Project, Institute for the Study of Social Change (1991), database developer and editor.*

*There's No Place Called Home: A Needs Assessment of Homeless Children in Shelters in Alameda County, Acevedo, A., Celeste, G., Griswold, D., Hatamiya, L. Samaha, J.P., Coro Foundation, CA (March 1991), co-author and investigator.*

*\* Public testimony, research and evaluation consulting reports, brochures and promotional documents, and various other professional materials not included in this list.*

**Daniel J. Kelly**

**Experience:**

**Family Recruiter: Cleveland Metropolitan School District (CMSD) 2013-present**

- Recruited Families to choose CMSD schools
- Represented CMSD to the neighborhoods and community meetings to report current initiatives and facilitate relationships
- Supported current students and families with any school-related issues
- Facilitated students' high school choice options
- Connected families to resources in the Cleveland communities
- Worked to decrease student absenteeism

**School Resource Coordinator: Lincoln-West High School Community Wrap Around Academy (2009-present)**

- Interfaced between Lincoln-West High School faculty and students and surrounding businesses, faith-based leaders, local government leaders, and grassroots organizations to support the schools
- Planned, developed, built, and maintained school/neighborhood garden
- Provided nineteen free-standing wheel-chair and elder accessible garden boxes

**Family Liaison: CMSD Watterson-Lake Elementary School (2009 - 2010)**

- Work as a parent advocate
- Communicate with city leaders to create opportunities for my school and its neighborhood

**Laborer: 310 Local, Cleveland, OH (1978 - 2008)**

- General Laborer
- Foreman
- Union Steward of Local 310

**Director of Operations: Cuyahoga County Democratic Party (2004)**

- Managed the "Get Out the Vote" efforts for Democratic candidates in the primary election
- Oversaw teams of "Get Out the Vote" volunteers

**Director of Political Outreach: National Arab American Business Association (1997 -1998)**

- Coordinated Congressional Delegation on fact-finding mission to Syria, Lebanon, and occupied Palestinian territories
- Organized Arab merchants of Cuyahoga County into a merchandising guild

**Trustee: Cleveland AFL-CIO (1992-1997)**

- Assisted with the selection process of labor-endorsed candidates throughout Ohio
- Communicated with all affiliated AFL-CIO unions

**AFL-CIO Coordinator of Operations : Clinton/Gore Campaign (1992)**

- Organized labor support
- Assisted with fund raising efforts
- Managed phone banks in Cuyahoga County

**President of Cuyahoga County Young Democrats (1988)**

**Distinctions**

- **Cuyahoga County Fatherhood Initiative “Father of the Year Award” June 13, 2008**
- **Single father of four children**
- **Communicate with H.E.A.R.T award for exemplary customer service**

Aug. 26th 2019	ADAMHS Board	Ray Gonzalez
June 11th 2019	ADAMHS Board	Crystal Bryant
June 26th 2019	ADAMHS Board	Max Rodas
Oct. 23rd 2019	ADAMHS Board	Sonia Scott-James
Oct. 9th 2019	ADAMHS Board	Beverly Wisdom
Sept. 17th 2019	ADAMHS Board	Megan Van Voorhis
Nov. 17th 2020	ADAMHS Board	Bishara Addison
Dec. 17th 2020	ADAMHS Board	Tina Lining
March 9th 2021	ADAMHS Board	David Greenspan
July 2nd 2021	ADAMHS Board	Harvey Snider
Aug. 2nd 2021	ADAMHS Board	Reginald C Blue
Nov. 6th 2021	ADAMHS Board	Joy King
March 7th 2022	ADAMHS Board	Bethany Studenic
March 11th 2022	ADAMHS Board	Megan Rochford
March 15th 2022	ADAMHS Board	Alana Garrett-Ferguson
March 28th 2022	ADAMHS Board	Matt Carroll
March 31st 2022	ADAMHS Board	Basheer Jones
April 22nd 2022	ADAMHS Board	Gregory Boehm, MD
April 15th 2022	ADAMHS Board	Daniel Kelly
April 30th 2022	ADAMHS Board	Gregory Boehm, MD
May 6th 2022	ADAMHS Board	Gabriella Celeste

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0139

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 May 4, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) 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: *Benefits Analyst*

Class Number: 14071  
Pay Grade: 9A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019.  
Changes were made to distinguishing characteristics, essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Manager, Business Services*  
Class Number: 11041  
Pay Grade: 16A/Exempt  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, and language and formatting. A Technology Requirement section was added. Pay Grade increased from 15A to 16A.

Exhibit C: Class Title: *Manager, Investigation*  
Class Number: 19023  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Supervisor, Engineering Maps*  
Class Number: 18101  
Pay Grade: 12A/Exempt (No change)  
\* Update made per the Fiscal Office's request. The Department was changed from Public Works to the Fiscal Office as the County Charter placed this responsibility under the Fiscal Office. The licensure requirements were removed as they were determined by management to be unnecessary for this position-the Chief Surveyor is responsible for any official documents that require a license.

Proposed Deleted Classification:

Exhibit E: Class Title: *Crime Analyst*  
Class Number: 12141  
Pay Grade: 11A/Exempt  
\* This position is currently vacant and the duties previously performed by this position will be performed by an employee in the Intelligence Analyst classification.

**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: June 7, 2022

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Benefits Analyst	<b>Class Number:</b>	14071
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Human Resources	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs and to ensure compliance with County policies and applicable benefits legislation.

### Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees receive general direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

### Essential Job Functions

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

40% +/- 10%

- Assists Benefits Manager with day-to-day administration of the County's benefits programs; processes benefit changes, new hire and qualifying event enrollments, and terminations; revises and updates benefits plan documents; reviews data to ensure that payroll deductions are correct; receives employee requests for changes to benefits plans and determines whether an employee is eligible; prepares and disseminates information about employee benefits; calculates retroactive benefits deductions due to benefits changes; prepares notifications and invoices for employees on unpaid leave; removes ineligible dependents from employee benefits and notifies employee; processes Evidence of Insurability approvals and denials; submits enrollment information for ineligible dependents and employees on unpaid leave into vendor system for COBRA eligibility as appropriate; receives checks for benefits payments and submits for processing; prepares and submits death claims to vendor; performs audits of benefits information as necessary.

25% +/- 10%

- Acts as a point of contact for benefits program related support and communications; provides support and assistance to County employees, beneficiaries, and Human Resources with benefits plan options, eligibility, and claim questions and issues; responds to telephone and email inquiries from County employees and resolves or refers issues as appropriate; assists beneficiaries through the claims process for deceased employees and their dependents; coordinates with other County departments, vendors, and consultants to resolve issues or communicate information (e.g., vendor system issues, HRIS system issues, advise of enrollment updates, etc.).

## Benefits Analyst

25% +/- 10%

- Performs benefits program related data entry and reporting; performs data entry and updates to HRIS and vendor systems for benefits related data; reviews reports (e.g., vendor error reports, vendor reconciliation reports, MSA reconciliation reports, etc.) in vendor and HRIS systems, identifies discrepancies, and resolves errors; creates various biweekly and monthly reports (e.g., eligibility reports, retroactive deductions reports, FSA reports, DOE reports, Flex roster, etc.).

10% +/- 5%

- Performs research, analysis, and reporting to support and make recommendations for decisions regarding benefits program strategies, policies, and processes; assists with benefit analysis requests regarding unions; researches and remains abreast of government regulations, legislation, and benefits trends; assists with research and analysis to ensure that benefits plans meet healthcare law requirements; produces comprehensive benefits analyses reports as requested by management; identifies and makes recommendations for process improvements regarding administering and monitoring benefits programs.

5% +/- 2%

- Supports open enrollment by performing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system creation, testing, and verification.

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

- Bachelor's degree in business administration, human resource management, labor relations, employment relations, or a related field of study with three (3) years of benefits administration experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No certificates or licenses required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft Access), HRIS software (S3 Payroll, GHR), and benefits administration software (WageWorks, CVS, Guardian, P&A, etc.).

#### **Supervisory Requirements**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

## Benefits Analyst

### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, reconciliation reports, eligibility reports, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Health Insurance Portability and Accountability Act (HPAA), Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Internal Revenue Service (IRS) Guidelines, and Benefits Manual.
- Ability to prepare benefits and wellness communications, presentations, notices, invoices, various 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 human resource benefits terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, and the general public.

### Environmental Adaptability

- Work is typically performed in an office environment.

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



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Business Services	<b>Class Number:</b>	11041
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	All Departments	<b>EXHIBIT B</b>	

## Classification Function

The purpose of this classification is to manage and coordinate the business services activities for a County department.

## Distinguishing Characteristics

This is a management-level classification that is responsible for coordinating and managing the business service and fiscal management activities for an assigned County department(s) as well as supervising lower-level supervisors and other assigned staff. This class works under administrative direction and requires advanced knowledge of business administration and professional management techniques in order to plan, direct, and manage fiscal, administrative, and management functions for assigned department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. Duties and percentage of time spent will vary according to department assignment.

## Essential Job Functions

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

- 30% +/- 10%
- Plans, directs, and coordinates the fiscal management activities for a County department(s); participates in budget planning, review, and preparation activities in coordination with department leadership; oversees accounts receivable and accounts payable activities; monitors receipt and disbursement of funds and ensures compliance with policies and procedures; performs cash flow management activities for department's accounts and reconciles accounts; directs general procurement activities for department(s) including approving transactions in the procurement system; reviews and updates fiscal policies and procedures and ensures compliance with applicable local, state, and federal regulations; establishes and oversees implementation of fiscal controls; coordinates with other County departments to accomplish various fiscal activities (contract development, procurement reviews, budget development/defense, software training and use, etc.); participates in forecasting and strategic planning regarding budgetary and fiscal matters and financial performance; outlines needed adjustments
- 20% +/- 10%
- Coordinates and manages the business services activities for a County department; analyzes operations for fiscal and operating improvements and makes recommendations; communicates and coordinates with department leadership regarding fiscal activities and impact on business services; coordinates capital projects' fiscal management; coordinates and assists with contract management activities including determining purchasing requirements, vendor selections, contract negotiations, and contract awards, amendments, and terminations; coordinates grant management activities; ensures compliance with regulations in handling of federal/state funds; ensures that department and program fiscal operations are in compliance with applicable local, state, and federal regulations.

## Manager, Business Services

15% +/- 5%

- Supervises and directs the work of lower-level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Administers and manages various aspects of County, State, and Federal programs including program budget, expenditures, eligibility costs, random moment time studies, cost allocations, and contracts.

10% +/- 5%

- Coordinates preparation and maintenance of records, reports, and studies related to fiscal activities and operations; oversees preparation of department financial and budget reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, fiscal ledgers, and federal grant budget revisions and summaries; ensures all required reporting is completed in accordance with state and federal regulations and by the specified deadlines; cooperates and assists with state and federal auditing process.

10% +/- 5%

- Performs related administrative responsibilities; responds to emails and phone calls; attends and conducts various trainings and meetings; conducts and coordinates management studies; functions as liaison with other internal County departments and external government entities, organizations, and businesses;.

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

- Bachelor's degree in business administration, accounting, finance, or related field with six (6) years of accounting, fiscal, or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise business management software (Infor Lawson), and various database software depending on department assignment.

Effective Date: 1996

Last Modified: 05.31.2018

Manager, Business Services

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information, and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including financial reports, budget reports, assessment reports, invoice vouchers, payroll forms, disbursement reports, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Employee Handbook, state reporting requirements, federal and state funding and program regulations, purchasing manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, summary reports, contracts, budgets, budget projections and allocations, vouchers, performance reviews, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise 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 accounting and basic legal terminology and language.
- Ability to communicate with County Council, directors, managers, supervisors, subordinates, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.



Manager, Business Services

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Investigation	<b>Class Number:</b>	19023
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Health and Human Services	<b>EXHIBIT C</b>	

### Classification Function

The purpose of this classification is to organize, coordinate, and direct the activities of the Investigation Department and its personnel.

### Distinguishing Characteristics

This is a manager level classification that is responsible for managing investigations into fraud or overpayments for both public assistance programs and internal investigations across Health and Human Service agencies as well as supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. This position oversees the operations and promotes the efficiencies of the Investigation Department, incorporates process improvements, and ensures that work meets time and quality objectives. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 35% +/- 10%
- Supervises Investigation Supervisors, Internal Audit staff, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 35% +/- 10%
- Manages the Investigation Department and its activities; oversees and ensures that the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; gathers and analyzes department performance data; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives, and activities of department to ensure continuing operations.
  
- 20% +/- 10%
- Performs investigative duties; provides guidance and assistance to assigned staff on claims cases or internal cases; provides assistance to case prosecutors and federal and state agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.

## Manager, Investigation

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with federal and state fraud units, law enforcement, and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

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

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No additional license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (MS Publisher, PowerPoint), and case management information systems.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

Manager, Investigation

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook, program guidelines, and ethics policies.
- Ability to prepare monthly, quarterly, and annual summary reports, collections data, claims processed summary, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise 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 related legal and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, attorneys, auditors, law enforcement personnel, other County, State and Federal personnel, Unions, 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>	Supervisor, Engineering Maps	<b>Class Number:</b>	18101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Fiscal Office	<b>EXHIBIT D</b>	

## Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise the Tax Map Unit and maintain information for the Geographical Information System.

## Distinguishing Characteristics

This is the first line supervisory level classification, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit's activities are performed in a timely manner and according to requirements.

## 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%
- Approves all survey plats, condominium plats, lot splits and new legal descriptions for property within the County; maintain the property tax maps for the County; maintains the property information for the GIS.
- 25% +/- 10%
- Assists the public in the filing of plats and deeds.
- 20% +/- 10%
- Review, revises and corrects mistakes or errors in the tax maps.
- 15% +/- 5%
- Supervises and directs the work of Tax Map Technicians 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.
- 15% +/- 5%
- Assists the Fiscal Office in interpreting legal descriptions; assists the Prosecutor's Office in interpreting legal descriptions on foreclosed property; provides the Prosecutors Office with 1,000-foot radius maps.

Supervisor, Engineering Maps

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

- Bachelor's degree in civil engineering or surveying with five (5) years of land surveying experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certifications required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including three-dimensional computer aided design software (MicroStation), enterprise content management software (OnBase), and word processing software (MS Word).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including plats for recording, legal descriptions, employee timesheets, letters, survey plats, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, Ohio surveying laws, land surveyor reference manual, Ohio land subdivisions, conveyance standards and other related documents.

Effective Date: 07.10.2012  
Last Modified: 01.06.2021

## Supervisor, Engineering Maps

- Ability to prepare plat review forms, volume and page charts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with co-workers, supervisor, 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>	Crime Analyst	<b>Class Number:</b>	12141
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Sheriff's Department	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Sheriff's Department, Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

### Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

### Essential Job Functions

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

- 50% +/- 10%
- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%
- Provides support to other divisions of the Sheriff's Department, Department of Public Safety and Justice Services, and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%
- Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%
- Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

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

Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.



## **Crime Analyst**

### **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, 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 reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: May 18, 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 May 4, 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>
Benefits Analyst 14071	9A Exempt	9A Exempt (No Change)	Human Resources
Manager, Business Services 11041	15A Exempt	16A Exempt	All Departments
Manager, Investigation 19023	15A Exempt	15A Exempt (No Change)	Health and Human Services
Supervisor, Engineering Maps 18101	12A Exempt	12A Exempt (No Change)	Public works to Fiscal Office

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Crime Analyst	12141	11A Exempt	Sheriff's

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

Posted: 4/28/2022  
 Meeting: 5/41/22

<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><u>REVISED</u></b>					
Benefits Analyst	14071	9A Exempt	9A Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Manager, Business Services	11041	15A Exempt	16A Exempt	All Departments	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, and language and formatting. A Technology Requirements section was added. Pay Grade increased from 15A to 16A.
Manager, Investigation	19023	15A Exempt	15A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Supervisor, Engineering Maps	18101	12A Exempt	12A Exempt (No Change)	Public works to Fiscal Office	Update made per the Fiscal Office's request. The Department was changed from Public Works to the Fiscal Office as the County Charter placed this responsibility under the Fiscal Office. The licensure requirements were removed as they were determined by management to be unnecessary for this position – the Chief Surveyor is responsible for any official documents that require a license.

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	<b><u>Rationale</u></b>
Crime Analyst 12141	11A Exempt	Sheriff's	This position is currently vacant and the duties previously performed by this position will be performed by an employee in the Intelligence Analyst classification.

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14071	Benefits Analyst	Human Resources	Exempt	9A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14071	Benefits Analyst	Human Resources	Exempt	9A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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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>	Alexandra Hamame, 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>
Adrienne Nickerson, Senior Manager Benefits	3/7/2022	Email	Ask questions
Adrienne Nickerson, Senior Manager Benefits	3/15/2022	Email	Spec draft sent for review
Sheba Marshall, Director Human Resources	3/15/2022	Email	Spec draft sent for review
Adrienne Nickerson, Senior Manager Benefits	3/21/2022	Email	Ask questions
Sheba Marshall, Director Human Resources	3/21/2022	Email	Ask questions
Jim Battigaglia, Archer Consultant	3/22/2022	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	4/14/2022	Email	Reminder

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11041	Manager, Business Services	All Departments	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11041	Manager, Business Services	All Departments	Exempt	16A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, and language and formatting. A Technology Requirements section was added. Pay Grade increased from 15A to 16A.
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<b>No. of Employees Affected:</b>	Fourteen (14)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 15A: \$70,782.40 - \$99,112.00 PG 16A: \$77,084.80 - \$107,910.40 All current employees' salaries fall within the new pay range.
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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, HR	4/26/2022	Email	Notification of PG Change
Jim Battigaglia, Archer Consultant	3/22/2022	Email	Pay grade evaluation



CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19023	Manager, Investigation	Human and Health Services	Exempt	15A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19023	Manager, Investigation	Human and Health Services	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Human and Health Services
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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>
Arnell Hurt, SPA 5 – Client Support Services HHS	1/18/2022	Email	Class Spec Draft Review
	2/11/2022	Email	Reminder
	2/24/2022	Email	Reminder
Leon Harris, Assistant Director	1/18/2022	Email	Class Spec Draft Review
	2/11/2022	Email	Reminder
	2/24/2022	Email	Reminder
Jim Battigaglia, Archer Consultant	3/22/2022	Email	Pay grade evaluation

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18101	Supervisor, Engineering Maps	Public Works	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18101	Supervisor, Engineering Maps	Fiscal Office	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Update made per the Fiscal Office’s request. The Department was changed from Public Works to the Fiscal Office as the County Charter placed this responsibility under the Fiscal Office. The licensure requirements were removed as they were determined by management to be unnecessary for this position – the Chief Surveyor is responsible for any official documents that require a license.
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<b>No. of Employees Affected:</b>	None (0)
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<b>Dept.(s) Affected:</b>	Public Works, Fiscal Office
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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>
Lisa Rocco, Director of Operations	2/16/2022	Email	Copied on communications
Brian O'Malley, Administrator of Real Estate Services	2/16/2022	Email	Discussion of necessary changes
Kelli Neale, PO4 - HR	2/2/2022 2/16/2022 4/20/2022	Email Email Email	Notification of Request Discussion of necessary changes Request Form
Jim Battigaglia, Archer Consultant	4/27/2022	Email	Pay grade question

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>12141</b>	<b>Crime Analyst</b>	<b>Sheriff's Department</b>	<b>Exempt</b>	<b>11A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This position is currently vacant and the duties previously performed by this position will be performed by an employee in the Intelligence Analyst classification.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Sheriff's Department
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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 Contact(s):</b>	Latanya Jackson-Williams, Talent Acquisition and Employment Specialist Julie McNulty, Manager, Talent Acquisition and Employment Specialist
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<b>Management Contact(s):</b>	None
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# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0144

Sponsored by: <b>County Executive Budish</b>	A <b>Resolution</b> confirming the County Executive's reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2022 – 9/27/2024; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmember Miller</b>	

WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a region may appoint up to two representatives to the Great Lakes Regional Prevention Council of the Ohio Children's Trust Fund to represent the county on overseeing its work; and

WHEREAS, pursuant to Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; 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 Jennifer Croessmann for reappointment to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2022 – 9/27/2024; and

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's

Trust Fund representing the Great Lakes Region for the term 9/28/2022 – 9/27/2024.

**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: June 7, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



May 25, 2022

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

Re: Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Jones:

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for reappointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Jennifer Croessmann**, 2-year term, 09/28/2022 – 09/27/2024
  - Resides in Cleveland (Cuyahoga County)
  - Does not currently serve on any government, private, or non-profit boards or commissions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume is attached for you to review. 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



# Jennifer Croessmann

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## Education

Case Western Reserve University – Cleveland, Ohio  
2012-2015 Master of Science in Social Administration

Baldwin-Wallace College – Berea, Ohio  
1993-1995 Bachelor of Science in psychology/ minor sociology

Bowling Green State University – Bowling Green, Ohio  
Attended 1990-1992 undergraduate majoring in psychology/ minor sociology

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## Career Experience

### Cuyahoga County Cleveland, Ohio 1/15/97-present

- 4/13/16 – present **Social Program Administrator to the Office of the Director Cuyahoga County Department of Health and Human Services** Coordinates, leads, and participates in a variety of projects to support 2300 HHS staff in improving service delivery to the most vulnerable County residents. Drafts policy and procedures. Member of the senior leadership team. Facilitates groups in project development, innovation, and activities designed for employee skill-building and practice improvement. Collaborates with internal and external stakeholders to evaluate and impact practice. Attends meetings and leads correspondence on behalf of the Director.
- 1/6/14 – 4/12/16 **Social Program Administrator to the Director of Children and Family Services** responsible for project development and management, facilitator for work groups and focus groups; prepares Director for meetings and events; works with communications deputy director to prepare presentations, procedures, policy, and messaging; attends and facilitates meetings in the absence of the Director; oversees clerical work; member of the senior leadership team.
- 1/29/01 – 1/5/14 **Facilitator** for Team Decision Making (TDM) meetings involving critical decisions related to child safety, placement, well-being and permanency planning utilizing the six stage TDM model. Facilitates Semi-Annual Administrative Reviews for children in out-of-home care or court-ordered protective supervision; participates in permanency round tables and special reviews for youth in residential treatment and Permanent Planned Living Arrangement custody status; responsible for data collection, upholds agency policies and the Ohio Revised Code/ Ohio Administrative Code, prepares meeting reports while managing team dynamics, conflict and facilitating the TDM/ review process.
- 1/15/97-1/29/01 **Direct Services Child Protection Specialist** performs case management duties for children and families throughout Cuyahoga County with CCDCFS involvement; investigates child abuse, neglect and dependency; assesses child safety, risk, strengths, needs, well-being and permanency options; develops case plans with families; links families to supports; engages families and community partners in strength-based solution-focused interventions; consults with the Prosecutor's Office; attends and testifies in court hearings; places children with resource families.

## PROFESSIONAL LICENSURE

Counselor, Social Worker and Marriage and Family Therapist Board, State of Ohio

Licensed Independent Social Worker

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## **Activities and Honors**

- Received the Director's Award from the Cuyahoga County Division of Children and Family Services in 2000, 2005, 2007, 2009, and 2012 for outstanding service
- Co-facilitator Child Permanency Workshop Annie E. Casey Convening Phoenix AZ 2006
- Served in visitor panels, role plays, instructional video, and conferences in collaboration with the Annie E Casey Foundation and Casey Family Programs from 2001-2013
- Awarded the Child Welfare Fellowship by CCDCFS and Case Western Reserve University 2012
- Sibling workshop facilitator Building Bridges for Permanency Symposium September 2013
- Ohio Children's Trust Fund Great Lakes Region Council Member 2016 – 2020
- Workshop Facilitator federal LGBTQ+ Grant Project numerous local, state, and national conferences 2019 - 2021



**Ohio Children's Trust Fund**  
Ohio's Prevent Child Abuse America Chapter

**Rainbow Injury Prevention Center**  
10524 Euclid Avenue, WLK 3024  
Cleveland, OH 44106-6039  
216-983-1110 Phone  
216-983-1180 Fax

Jeane' Holley  
Deputy Director, Department of Regional Collaboration  
Diversity & Inclusion Officer  
Office of Cuyahoga County Executive Armond Budish  
2079 East Ninth Street  
Cleveland, Ohio 44115

Dear Ms. Holley:

Thank you for your request of Ms. Jennifer Croessmann's attendance of the Ohio Children's Trust Fund Great Lakes Regional Prevention Council meetings.

Ms. Croessmann served on the Great Lakes Prevention Council from September 28, 2016 through May 25, 2018 and a second term from September 28, 2018 through September 27, 2020.

According to our records, The Great Lakes Prevention Council held meetings on the following days listed below. Ms. Croessmann's attendance is indicated by marking "present" next to the meeting date. A marking of "absent," indicates Ms. Croessmann was not in attendance. The meeting dates are as follows:

Nov 9, 2016-Present/ Jan 27, 2017-Absent/ Feb 22, 2017-Present/ March 2, 2017-Absent/ May 24, 2017-Absent/  
June 16, 2017-Present/ Aug 23, 2017-Absent/ Nov 16, 2017-Present/ Jan 25, 2018-Present/ Feb 22, 2018-Present/  
May 17, 2018-Present/ June 7, 2018-Present/ Aug 23, 2018-Absent/ Oct 11, 2018-Present/ Nov 15, 2018-Present/  
Jan 24, 2019-Present/ April 4, 2019-Present/ April 25, 2019-Present/ July 25, 2019-Present/ Oct 24, 2019-Present/  
Nov 22, 2019-Present/ Jan 23, 2020-Present/ April 21, 2020-Present.

Please let me know if you have any additional questions.

Thank you,

**Stephanie Pennza**  
Coordinator, Community Outreach  
Ohio Children's Trust Fund Great Lakes Regional Prevention Coordinator  
UH Rainbow Injury Prevention Center  
University Hospitals Rainbow Babies & Children's Hospital  
10524 Euclid Ave, WLK 3024, Cleveland, OH 44106-6039  
PH: 216-983-1147 | F: 216-983-1180  
[Stephanie.Pennza@UHhospitals.org](mailto:Stephanie.Pennza@UHhospitals.org)

Nov. 5th 2018	Childrens Trust Fund Advisory Board	Maureen Draye
Oct. 14th 2019	Childrens Trust Fund Advisory Board	Sharone Thomas
Sept. 15th 2020	Childrens Trust Fund Advisory Board	Melaak Rashid
Nov. 29th 2021	Childrens Trust Fund Advisory Board	Jennifer Croessmann