



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 20, 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 JULY 12, 2022 MEETING** [See Page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2022-0257: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
  - b) R2022-0295: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2022 - 7/14/2025; and declaring the necessity that this Resolution become immediately effective: [See Page 34]
    - 1) The Honorable Annette M. Blackwell, Mayor
    - 2) Kenneth Chalker
    - 3) Habeebah R. Grimes

- c) R2022-0315: A Resolution confirming the County Executive's Reappointment of Glen Shumate to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2022 – 7/14/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 48]
  
- d) O2022-0009: An Ordinance providing for modifications to and adoption of, certain sections of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. [See Page 56]

## **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, JULY 12, 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 10:04 a.m.**

**2. ROLL CALL**

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

**3. PUBLIC COMMENT**

**There were no public comments given.**

**4. APPROVAL OF MINUTES FROM THE JUNE 28, 2022 MEETING**

**A motion was made by Mr. Sweeney, seconded by Mr. Gallagher, and approved by unanimous vote to approve the minutes from the June 28, 2022 meeting.**

**[Clerk's Note: Item No. 5.c.) was taken out of order and considered before Item Nos. 5.a) and 5.b)]**

**5. MATTERS REFERRED TO COMMITTEE**

- a) R2022-0210: A Resolution confirming the County Executive's appointment of Dr. Charles Modlin to serve on the Cuyahoga County Citizens' Advisory Council on Equity for unexpired term ending 7/14/2024; and declaring the necessity that this Resolution become immediately effective.

**Ms. Jeane Holley, Interim Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2022-0210. Discussion ensued.**

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

**Dr. Charles Modlin addressed the Committee regarding his nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.**

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

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2022-0210 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.**

- b) R2022-0211: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Monument Commission of Cuyahoga County for the term 9/1/2022 – 8/31/2025; and declaring the necessity that this Resolution become immediately effective:

- 1) Patti Choby
- 2) Patrick Hewitt
- 3) Matt Rymer

**Ms. Holley addressed the Committee regarding Resolution No. R2022-0211. Discussion ensued.**

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

**Ms. Patti Choby, Mr. Patrick Hewitt, and Mr. Matt Rymer addressed the Committee regarding their nomination to serve on the Monument Commission of Cuyahoga County. Discussion ensued.**

**Committee members asked questions of Ms. Choby, Mr. Hewitt, and Mr. Rymer pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**Mr. Joseph Nanni, County Council Chief of Staff, addressed the Committee regarding Resolution No. R2022-0211. Discussion ensued.**

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

**On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0211 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- c) R2022-0212: A Resolution confirming the County Executive's appointment of Marquez Brown to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2022 – 6/30/2025; and declaring the necessity that this Resolution become immediately effective.

**Ms. Holley addressed the Committee regarding Resolution No. R2022-0212. Discussion ensued.**

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

**Mr. Marquez Brown addressed the Committee regarding his nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.**

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

**On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0212 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**

**Mr. Sweeney, Mr. Miller, and Ms. Baker expressed gratitude for working with Ms. Holley while she worked with Council and congratulated her on her future endeavors.**

## **7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Baker adjourned the meeting at 11:01 a.m.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0257

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 July 13, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Supervisor, Payroll*  
Number: 14031

Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Manager, Health & Human Services Training*  
Class Number: 14054  
Pay Grade: 15A/Exempt  
\* PRC routine maintenance. The Manager, HHS Training classification was supposed to be approved as a new classification so as to leave the existing Manager, Training as part of the class plan. However, it was completed as a revised classification and the error needs to be corrected.

Exhibit C: Class Title: *Manager, Witness Victim Services*  
Class Number: 12061  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: August 2, 2022

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

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





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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: July 21, 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 July 13, 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>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	
Supervisor, Payroll 14031	11A Exempt	Fiscal	
<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>
Manager, Health and Human Services (HHS) Training 14054	15A Exempt	14A Exempt	Health and Human Services
Manager, Witness Victim Services 12061	15A Exempt	15A Exempt (No Change)	Public Safety & Justice Services

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

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14031	Supervisor, Payroll	Fiscal Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Fiscal Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	PG 11A \$57,179.20 - \$80,163.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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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>
Leigh Tucker - Assistant Fiscal Officer	2/14/2022	Email	Initial Request for Position
	2/24/2022	Teams Meeting	Job Analysis Meeting
	3/10/2022	Teams Meeting	2 <sup>nd</sup> Job Analysis Meeting
	3/16/2022	Email	Review of Draft
	5/24/2022	Email	Notification of PG
	5/25/2022	Email	Evaluation
	5/31/2022	Email	Discussion Regarding Evaluation Provision of Updated CPQ

	7/6/2022	Email	Notification of PG Evaluation
Heather Wagner – Manager, Payroll	2/14/2022 2/24/2022 3/10/2022 3/16/2022 5/24/2022  5/25/2022	Email Teams Meeting Teams Meeting Email Email  Email	Initial Request for Position Job Analysis Meeting 2 <sup>nd</sup> Job Analysis Meeting Review of Draft Notification of PG Evaluation Discussion Regarding Evaluation
Lisa Rocco – Operations Administration	2/14/2022	Email	Initial Request for Position
Jim Battigaglia, Archer Consultant	5/4/2022 5/31/2022 6/28/2022	Email Email Email	Pay Grade Evaluation Request for Revaluation Reminder

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Payroll	<b>Class Number:</b>	14031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Fiscal Office		

## Classification Function

The purpose of this classification is to oversee and perform the day-to-day functions of County payroll operations in the Fiscal Office and supervise payroll staff.

## Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising payroll staff and assisting the Manager, Payroll with County payroll operations. This position involves overseeing and reviewing the work of the payroll staff and completing, reviewing, and verifying payroll related information so that payroll is timely, accurate, and complies with local, state, and federal regulations. This class works under general direction from the Manager, Payroll but exercises discretion in applying established procedures to resolve payroll issues. The incumbent promotes the efficiencies of the payroll department, recommends and incorporates process improvements, and ensures that projects meet time and quality objectives.

## 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%
- Performs and supervises payroll operations in compliance with County policy and departmental procedures and schedules; establishes and enforces deadlines to ensure timely, consistent, and accurate payroll delivery; processes payroll transactions; oversees the updating of computerized payroll information in preparation for closing the payroll cycle; performs maintenance on payroll tables; prepares validation and pre-register reports; verifies accuracy of payroll register; coordinates with agency Payroll Officers regarding system changes (i.e., tax rates, Ohio Public Employees Retirement System (OPERS) rate changes, etc.); enters payroll changes received from Payroll Officers into the database; validates general deductions and separation payments to ensure amounts calculated are correct; coordinates with banks to set up direct deposit for employees; answers phone inquiries from county employees to answer their payroll process questions; assists with the development and implementation of payroll department policies and procedures.

- 20% +/- 10%
- Supervises the updating of computerized payroll information to ensure accurate payroll delivery; validates changes and updates to payroll records (including new hires, terminations, pay rate changes, direct deposit remittances, address changes, tax rate changes, etc.); verifies that all payroll changes made by agency Payroll Officers have proper documentation; makes changes to existing deferred compensation deductions or adds new deductions in accordance with employee requests and County policy; reviews reports generated by the payroll system when changes are made to ensure that the changes are correct and that they appear correctly across the payroll database; researches variances and corrects errors based on research; reports payroll processing and system issues to prevent errors and inaccuracies; works with IT department to identify system errors and recommend solutions.

20% +/- 10%

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Payroll

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

15% +/- 5%

- Performs payroll data reconciliation; performs reconciliation of data in the payroll system with other modules in the accounting system (e.g., the general ledger, accounts payable, etc.) and vendor systems; reviews, analyzes, and verifies data for accuracy by generating reports in the system and comparing information to ensure that amounts recorded in the different modules tie; researches variances and corrects errors based on research.

5% +/- 2%

- Oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information; assists Manager, Payroll with preparation of monthly, quarterly, and end-of-year reports for tax authorities; creates, balances, prints, and distributes employee W-2 forms annually.

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

- Bachelor's degree in business, accounting, finance, computer science, or a related field with three (3) years of experience in payroll, accounting, fiscal, or budget administration experience, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management system software (Infor Lawson), and database software.

### **Supervisory Responsibilities**

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

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Payroll

- Ability to recommend discipline or discharge of employees.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, maintenance files, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, and pension information.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, Ohio Revised Code, OPERS handbook, union contracts, and a variety of related websites and contracts regarding tax regulations and garnishment deduction regulations.
- Ability to prepare spreadsheets, memos, various payroll and tax forms, transmittals, transactions, a large variety of monthly, quarterly, and annual reports required for reporting purposes, responses to public information requests, receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, staff, Payroll Officers, other County employees, and employees from outside agencies and businesses.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14054	Manager, Training	Human Resources and Health and Human Resources	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. The Manager, HHS Training classification was supposed to be approved as a new classification so as to leave the existing Manager, Training as part of the class plan. However, it was completed as a revised classification and the error needs to be corrected.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Human Resources and Health and Human Services
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<b>Fiscal Impact:</b>	PG 14A: \$66,081.60 – \$92,539.20 PG 15A: \$70,782.40 – \$99,112.00 Employee's current salary falls within new pay grade. Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Training	<b>Class Number:</b>	14054
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Departments:</b>	Human Resources and Human Services		

### Classification Function

The purpose of this classification is to manage, coordinate and implement County training programs and initiatives.

### Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations and developing and conducting training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower-level training officers.

### Essential Job Functions

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

- 25% +/- 10%
- Manages County training programs and initiatives; develops and coordinates training and educational development programs; coordinates and facilitates training programs such as new employee orientation, sexual harassment, ethics, etc.; develops an annual calendar of training and development opportunities including references to external opportunities; maintains training materials; produces training materials and manuals; organizes the use of training materials including e-learning; manages training materials; ensures that statutory training requirements are met; conducts training needs assignments; amends and revises training programs as needed; helps line managers or solve specific training problems, either one-to-one or in groups; develops and maintains training budget.
- 25% +/- 10%
- Administers training program activities; identifies and determines training and development needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to supervisor.
- 25% +/- 10%
- Develops and manages County performance appraisal process.
- 15% +/- 10%
- Manages, leads and motivates lower-level training personnel; assigns and reviews work; evaluates employee performance; responds to employee complaints; provides instruction and feedback; trains instructors and supervisors in techniques and skills for training and dealing with employees).



10% +/- 5%

- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

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

Bachelor's degree in education or human resources with nine years (9) of training experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, fax, printer, calculator, copier, etc.
- Ability to operate audio-visual equipment.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including employment applications, résumés, job audit forms, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.

## Manager, Training

- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12061	Manager, Witness Victim Services	Public Safety & Justice Services	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12061	Manager, Witness Victim Services	Public Safety & Justice Services	Exempt	15A

<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, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Safety & Justice 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>	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>
Melinda Burt, Deputy Director	5/20/2022	Email	Send spec draft
Jill Smialek, Manager, Witness Victim Services	6/1/2022	Phone Call	Ask/Answer questions
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Reminder

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Witness Victim Services	<b>Class Number:</b>	12061
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Public Safety & Justice Services		

## Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center.

## Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness Victim Service Center and the Family Justice Center. This class works under administrative direction from the Deputy Director, and requires the analysis and solution of operational, technical, administrative, and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

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

25% +/- 10%

- Manages all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; researches current best practices; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; works with budget officers and department administrators to monitor and approve expenditures of division budget and upcoming contracting needs; ensures client satisfaction and with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.

15% +/- 10%

- Supervises and directs the work of Witness Victim Service Center and Family Justice Center employees 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; provides case consultation; 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% +/- 10%

- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.

15% +/- 10%

- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements including writing applications, completing and submitting reports, and participating in site visits; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts.

15% +/-10%

- Functions as a liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.

15% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; attends various trainings, meetings, and conferences; assists in the preparation of presentations.

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

- Master's degree in social work, social administration, legal studies, criminal justice, criminology, sociology, or psychology, and must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Psychiatrist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.
- Must be an Ohio Revised Code Child Abuse Mandated Reporter.

### **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 word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and database software (Access, Advocate 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

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

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, financial reports, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, criminal, domestic, juvenile, and civil codes and regulations, treatment and advocacy publications, Violence Against Women Act, Victims' Rights laws, Family Justice Council (FJC) Guidelines, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual, and semi-annual statistical reports, grant applications, statistical reports, correspondence, purchase orders, contracts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and accounting terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence and disease/bodily fluids.

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

Posted: 7/7/2022  
 Meeting: 7/13/22

<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>NEW</u></b>					
Supervisor, Payroll	14031	11A Exempt	N/A	Fiscal	This is a new classification requested by the Fiscal Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<b><u>REVISED</u></b>					
Manager, Health and Human Services (HHS) Training	14054	15A Exempt	14A Exempt	Health and Human Services	PRC routine maintenance. The Manager, HHS Training classification was supposed to be approved as a new classification so as to leave the existing Manager, Training as part of the class plan. However, it was completed as a revised classification and the error needs to be corrected.
Manager, Witness Victim Services	12061	15A Exempt	15A Exempt (No Change)	Public Safety & Justice Services	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FLSA status.



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Payroll	<b>Class Number:</b>	14031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Fiscal Office	<b>EXHIBIT A</b>	

## Classification Function

The purpose of this classification is to oversee and perform the day-to-day functions of County payroll operations in the Fiscal Office and supervise payroll staff.

## Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising payroll staff and assisting the Manager, Payroll with County payroll operations. This position involves overseeing and reviewing the work of the payroll staff and completing, reviewing, and verifying payroll related information so that payroll is timely, accurate, and complies with local, state, and federal regulations. This class works under general direction from the Manager, Payroll but exercises discretion in applying established procedures to resolve payroll issues. The incumbent promotes the efficiencies of the payroll department, recommends and incorporates process improvements, and ensures that projects meet time and quality objectives.

## 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%
- Performs and supervises payroll operations in compliance with County policy and departmental procedures and schedules; establishes and enforces deadlines to ensure timely, consistent, and accurate payroll delivery; processes payroll transactions; oversees the updating of computerized payroll information in preparation for closing the payroll cycle; performs maintenance on payroll tables; prepares validation and pre-register reports; verifies accuracy of payroll register; coordinates with agency Payroll Officers regarding system changes (i.e., tax rates, Ohio Public Employees Retirement System (OPERS) rate changes, etc.); enters payroll changes received from Payroll Officers into the database; validates general deductions and separation payments to ensure amounts calculated are correct; coordinates with banks to set up direct deposit for employees; answers phone inquiries from county employees to answer their payroll process questions; assists with the development and implementation of payroll department policies and procedures.
- 20% +/- 10%
- Supervises the updating of computerized payroll information to ensure accurate payroll delivery; validates changes and updates to payroll records (including new hires, terminations, pay rate changes, direct deposit remittances, address changes, tax rate changes, etc.); verifies that all payroll changes made by agency Payroll Officers have proper documentation; makes changes to existing deferred compensation deductions or adds new deductions in accordance with employee requests and County policy; reviews reports generated by the payroll system when changes are made to ensure that the changes are correct and that they appear correctly across the payroll database; researches variances and corrects errors based on research; reports payroll processing and system issues to prevent errors and inaccuracies; works with IT department to identify system errors and recommend solutions.

20% +/- 10%

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Payroll

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

15% +/- 5%

- Performs payroll data reconciliation; performs reconciliation of data in the payroll system with other modules in the accounting system (e.g., the general ledger, accounts payable, etc.) and vendor systems; reviews, analyzes, and verifies data for accuracy by generating reports in the system and comparing information to ensure that amounts recorded in the different modules tie; researches variances and corrects errors based on research.

5% +/- 2%

- Oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information; assists Manager, Payroll with preparation of monthly, quarterly, and end-of-year reports for tax authorities; creates, balances, prints, and distributes employee W-2 forms annually.

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

- Bachelor's degree in business, accounting, finance, computer science, or a related field with three (3) years of experience in payroll, accounting, fiscal, or budget administration experience, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management system software (Infor Lawson), and database software.

### **Supervisory Responsibilities**

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

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Payroll

- Ability to recommend discipline or discharge of employees.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, maintenance files, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, and pension information.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, Ohio Revised Code, OPERS handbook, union contracts, and a variety of related websites and contracts regarding tax regulations and garnishment deduction regulations.
- Ability to prepare spreadsheets, memos, various payroll and tax forms, transmittals, transactions, a large variety of monthly, quarterly, and annual reports required for reporting purposes, responses to public information requests, receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, staff, Payroll Officers, other County employees, and employees from outside agencies and businesses.

### **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, Training	<b>Class Number:</b>	14054
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Departments:</b>	Human Resources and Human Services	<b>EXHBIIT B</b>	

### Classification Function

The purpose of this classification is to manage, coordinate and implement County training programs and initiatives.

### Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations and developing and conducting training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower-level training officers.

### Essential Job Functions

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

- 25% +/- 10%
- Manages County training programs and initiatives; develops and coordinates training and educational development programs; coordinates and facilitates training programs such as new employee orientation, sexual harassment, ethics, etc.; develops an annual calendar of training and development opportunities including references to external opportunities; maintains training materials; produces training materials and manuals; organizes the use of training materials including e-learning; manages training materials; ensures that statutory training requirements are met; conducts training needs assignments; amends and revises training programs as needed; helps line managers or solve specific training problems, either one-to-one or in groups; develops and maintains training budget.
- 25% +/- 10%
- Administers training program activities; identifies and determines training and development needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to supervisor.
- 25% +/- 10%
- Develops and manages County performance appraisal process.
- 15% +/- 10%
- Manages, leads and motivates lower-level training personnel; assigns and reviews work; evaluates employee performance; responds to employee complaints; provides instruction and feedback; trains instructors and supervisors in techniques and skills for training and dealing with employees).

## Manager, Training

10% +/- 5%

- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

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

Bachelor's degree in education or human resources with nine years (9) of training experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, fax, printer, calculator, copier, etc.
- Ability to operate audio-visual equipment.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including employment applications, résumés, job audit forms, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.

## Manager, Training

- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Witness Victim Services	<b>Class Number:</b>	12061
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Public Safety & Justice Services	<b>EXHIBIT C</b>	

## Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center.

## Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness Victim Service Center and the Family Justice Center. This class works under administrative direction from the Deputy Director, and requires the analysis and solution of operational, technical, administrative, and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

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

25% +/- 10%

- Manages all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; researches current best practices; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; works with budget officers and department administrators to monitor and approve expenditures of division budget and upcoming contracting needs; ensures client satisfaction and with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.

15% +/- 10%

- Supervises and directs the work of Witness Victim Service Center and Family Justice Center employees 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; provides case consultation; 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% +/- 10%

- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.

15% +/- 10%

- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements including writing applications, completing and submitting reports, and participating in site visits; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts.

15% +/-10%

- Functions as a liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.

15% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; attends various trainings, meetings, and conferences; assists in the preparation of presentations.

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

- Master's degree in social work, social administration, legal studies, criminal justice, criminology, sociology, or psychology, and must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Psychiatrist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.
- Must be an Ohio Revised Code Child Abuse Mandated Reporter.

### **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 word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and database software (Access, Advocate 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

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

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, financial reports, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, criminal, domestic, juvenile, and civil codes and regulations, treatment and advocacy publications, Violence Against Women Act, Victims' Rights laws, Family Justice Council (FJC) Guidelines, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual, and semi-annual statistical reports, grant applications, statistical reports, correspondence, purchase orders, contracts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and accounting terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence and disease/bodily fluids.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0295

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2022 - 7/14/2025 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

WHEREAS, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

WHEREAS, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

WHEREAS, 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 continue their service on the Citizens’ Advisory Council on Equity, for three-year terms 7/15/22 – 7/14/2025:

- a. Annette Blackwell
- b. Dr. Kenneth Chalker
- c. Habeebah Grimes

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to continue to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2022 – 7/14/2025:

- a. Annette Blackwell
- b. Dr. Kenneth Chalker
- c. Habeebah Grimes

**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: August 2, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



July 25, 2022

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

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones:

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0008, I submit the following nominations for re appointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Annette Blackwell**, 3-year term, 7/15/2022-7/14/2025
  - Currently resides in Maple Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Cuyahoga County Community College, Council for Community Access, Cuyahoga County Council's Community Reinvestment Subcommittee, Cuyahoga County Mayors & City Managers Association, Regional Income Tax Agency (RITA), Secretary The Suburban Water Council of Governments
  
- **Dr. Kenneth Chalker**, 3-year term, 7/15/2022-7/14/2025
  - Currently resides in Lakewood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Children and Family Advocates of Cuyahoga County, Emeritus Trustee, (University of Mount Union), Citizen's Police Review Commission
  
- **Habeebah Grimes**, 3-year term, 7/15/2022-7/14/2025
  - Currently resides in Cleveland (Cuyahoga County)

- Currently serves on the following boards/commissions: currently serve on the State of Ohio's OhioRISE (Resilience through Integrated Systems and Excellence) Advisory Council, Woodruff Foundation Board of Trustees, Mental Health and Addiction Advocacy Coalition Northeast Ohio Hub Steering Committee, and Martha Holden Jennings Foundation

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 51 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,



Cuyahoga County Executive

# HABEEBAH RASHEED GRIMES, MA, PSY.S.



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## EDUCATION

- Cleveland State University** Specialist in Psychology, School Psychology (5/2002)  
**Cleveland State University** Master of Arts, Clinical/Counseling Psychology (5/2001)  
**Cleveland State University** Bachelor of Arts, Psychology (8/1999)

## LICENSURE AND CERTIFICATIONS

- School Psychologist**, Ohio Psychology Board, License #SP580 (*valid through September 2020*)  
**School Psychologist**, Ohio Department of Education (*valid through June 2020*)  
**Neurosequential Model of Therapeutics, Phase 2 Certification**, Neurosequential Model Network (*July 2021*)

## PROFESSIONAL EXPERIENCE

### **Positive Education Program (7/2018 – present)**

#### *Chief Executive Officer*

Oversee the development and implementation of short- and long-term planning; Establish well-defined, measurable standards and gauge individual and organizational progress/performance toward goals and objectives across programs; Ensure clear communication to staff and board on goals and objectives; Establish excellent communication with Board of Directors ensuring collaboration on strategic direction of organization.

### **Positive Education Program (7/2015 – 7/2018)**

#### *Chief Clinical Officer*

Provide clinical vision and leadership to direct care staff and administrators in support of organizational mission; Provide oversight and supervision of all clinical services; Ensure compliance with behavioral health and educational regulations; Assist in strategic and organizational planning; Assist executive team in management and containment of risks; Provide leadership and oversight in management of client, agency-wide and building-level crises

### **Positive Education Program (7/2014 – 7/2015)**

#### *Clinical Services Director*

Provided clinical supervision and consultation to clinical leadership staff; Provided oversight in the development of training materials and clinical resources for use across clinical programs; Provided oversight of programming implemented by direct care staff; Provided agency oversight for conversion from Diagnostic and Statistical Manual—IV (DSM-IV) to DSM-5; Assisted Chief Clinical

Officer in providing leadership during client, agency-wide and building-level crises; Assisted in identifying and processing concerns in the areas of quality assurance and risk management with senior leadership

**Positive Education Program (8/2012 – 7/2014)**

*Clinical Coordinator of Partial Hospitalization Services*

Provided clinical supervision and consultation to clinical leadership staff; Provided training in clinical resources for use in partial hospitalization classrooms and ensured oversight of programming implemented by direct care staff; Assisted Chief Clinical Officer in management of client, agency-wide and building-level crises; Assist in identifying and processing concerns in the areas of quality assurance and risk management with senior leadership

**Positive Education Program (8/2003 – 8/2012)**

*Clinical Supervisor, PEP Eastwood Day Treatment Center*

Provided supervision, consultation and direct service on behalf of school-age children and their families in an integrated educational and behavioral health care setting; Conducted diagnostic assessment and intake; Assured adequate treatment planning, consultation, and documentation; Facilitated collaborative problem-solving; Facilitated collaboration with community service-providers; Provided crisis management and intervention; Provided assistance in staff selection and personnel decisions; Facilitated in-service staff trainings

### **PUBLICATIONS & PRESENTATIONS**

Grimes, H. R. (2019, December). "More Than Their Trauma: Moving beyond the ACEs Study to Support Student Healing and Learning in School Settings." Invited presentation at the Educational Service Center of Northeast Ohio, Independence, Ohio.

Grimes, H. R. (2018, November). "The Impact of Traumatic Stress on Brain Development & Functioning." Invited presentation at the Ohio Association of Juvenile Court Judges Winter Conference, Columbus, Ohio.

Bosanac, T., Grimes, H. R., Wright, C., Vrabel, C. (2018, April). Panel Discussion: "Addressing Compassion Fatigue in Organizations." Upper Northeast Ohio Trauma Informed Care Conference, Warrensville Heights, Ohio.

Deskins, D., Grimes, H. R., & Rice, M. (2016, April). Film Forum Panel Discussion: "The Bad Kids." Cleveland International Film Festival, Cleveland, Ohio.

Grimes, H. R. & Wright, T. (2010, August). "Championing the Needs of Girls and Young Women." Presentation at American Re-EDucation Association Biennial National Conference, Champion, Pennsylvania.

Grimes, H. R. (2010, July). "Daughters of Divorce and Separation: Responding Lovingly to Loss." Invited presentation to Warrensville Road Community Baptist Church, Warrensville Heights, Ohio.

McNamara, K., Rasheed, H., & Delamatre, J. (2008). A statewide study of school-based intervention teams: Characteristics, member perceptions, and outcomes. *Journal of Educational and Psychological Consultation*. 18(1), 5-30.



## **AWARDS & FELLOWSHIP EXPERIENCE**

**Crain's Cleveland Business Women of Note Awardee (2022)**

**Cleveland State University Distinguished Alumni Awardee (2019)**

**Crain's Cleveland Business Forty Under 40 Awardee (2015)**

**Ladder to Leadership: Developing the Next Generation of Community Health Leaders,  
Robert Wood Johnson Foundation (2009)**

**Recognized as PEP Eastwood Teacher-Counselor of the Year (2006)**

Prior to his retirement on January 31, 2018, Rev. Dr. Kenneth W. Chalker served as a pastor of a local United Methodist Church for 43 years; 32 of those years was as the Senior Pastor of what came to be known as University Circle United Methodist Church in Cleveland, Ohio.

Across those years of ministry Ken Chalker became active in a number of civic activities and ministry in the the urban corp of Cleveland. Those activities and ministries brought him into contact with a number of clergy associations and important initiatives for the betterment of the city. Among those initiatives is a life membership and involvement in the Cleveland Branch of the NAACP, The Diversity Center of Northeast Ohio, The former Greater Cleveland Roundtable, The Community Relations Committee and member of the annual MLK, Jr. Concert Committee of the Cleveland Orchestra, The Cleveland Metropolitan School System, University Circle, Inc., Children and Family Advocates of Cuyahoga County Board of Trustees and a host of projects supporting city and county government social service initiatives.

He has been an active member of the United Methodist Denomination. He has served and was elected a delegate several times to its General and Jurisdictional Conferences, and Chair of the General Conference Host Committee for the 2000 General Conference in Cleveland, Ohio. He has held a number of positions within the East Ohio Annual Conference including Annual Conference Secretary.

Dr. Chalker has written a number of op ed pieces for the Plain Dealer and has been a commentator on TV 5 and various radio stations. He has also written a book, Dare to Defy: Challenging Stereotypes in a Christian Context. Of his awards and recognitions several of those of particular meaning to him are a Lifetime Achievement Award by the Cleveland Public Library, the Joseph D. Pigott University Circle Leadership Award, The Community Service Award by Ohio Guidestone and a recipient, in 2018, of The Five Star Generals Award in the Army of Believers by the Cleveland Metropolitan School District.

Dr. Chalker is a 1971 graduate of Mount Union College (now the University of Mount Union) where he currently serves on the Board of Trustees of the institution. He received his Masters Degree in 1974 at Duke University and a doctorate of Ministry from Garrett-ETS in 1982. In May of 2018, Dr. Chalker received an Honorary Doctorate of Humane Letters from his alma mater, The University of Mount Union.

On January 6, 2016, Mayor Blackwell was sworn in as the City of Maple Heights' 16th Mayor, the first female and first African-American in the City's 100-year history. She is also the City's Safety Director.

### Professional Experience

Mayor Annette Blackwell is a very successful business professional and her previous employers include:

- KeyBank
- University Hospitals of Cleveland
- Deloitte
- Ryan International Tax Services

She ended her 16 years as a Senior Commercial Property Tax Analyst and Co-Leader of the Black Employee Network (BEN) at Deloitte and Ryan Global Tax Services where she was also a United States India Liaison when she won the election.

### Board Memberships

- Black Women's Political Action Committee (BWPAC)
- Cuyahoga County Citizens' Advisory Council on Equity
- Cuyahoga County Community College Council for Community Access
- Cuyahoga County Council's Community Reinvestment Subcommittee
- Cuyahoga County Mayors & City Managers Association
- Executive Committee of the Cuyahoga County Democratic Party
- First Ring Schools Superintendents' and Mayors' Collaborative
- Global Cleveland
- MyCom Saving Our Daughters/Saving Our Cinderellas Celebrity Godparent
- Northeast Ohio Areawide Coordinating Agency (NOACA). Assistant Secretary
- Northeast Ohio Arts + Culture Caucus
- Ohio Mayors Association of Ohio, Ohio Municipal League. 2023 Officer. Secretary
- Regional Income Tax Agency (RITA). Secretary
- The First Suburbs Consortium and the Suburban Water Council of Governments

### Awards. Honors

- Maple Heights City Schools **Pathfinder Award**
- National Action Network of Greater Cleveland **Humanitarian Warrior of Justice & Leadership Award**
- The Ohio State Coalition of the National Council of Negro Women, Inc. **Distinguished Community Leader Award**
- Cuyahoga Community College Women in Transition Program (WIT) **Outstanding Leadership Award**
- Northeast Ohio Young Black Democrats (NEOYBD) **Woman of Vision Award**
- Ursuline College's **Sister Diana Stano Leadership Award**
- Villa Angela – St. Joseph High School, **Hall of Fame**
- The Ohio Chapter of the American Planning Association (APA Ohio) **Norman Krumholz Equity Award**
- Cleveland Magazine **2020 Most Interesting People**
- Cleveland Magazine **2021 Community Leaders of the Year Award**

### Education

- The Ohio State University, John Glenn College of Public Affairs, Ohio Public Leadership Academy
- Cleveland State University, Ohio Certified Public Manager @ The Center for Public & Nonprofit Management
- Ursuline College (BA) Public Relations/Corporate Communications, Pepper Pike, Ohio
- Indiana Wesleyan University, Independence, Ohio (ASB)
- Cleveland Leadership Center's Civic Leadership Institute

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**CACE REAPPOINTMENTS ATTENDANCE SHEET**

<b>2022</b>	<b>2/14/2022</b>	<b>3/14/2022</b>	<b>4/11/2022</b>															
Dr. Kenneth Chalker	PRESENT	PRESENT	ABSENT	ABSENT														
Glen Shumate	PRESENT	ABSENT	PRESENT	PRESENT														
Habeebah Grimes	PRESENT	PRESENT	PRESENT	PRESENT														
Mayor Annette Blackwell	PRESENT	PRESENT	PRESENT	ABSENT														
<b>2021</b>	<b>2/9/2021</b>	<b>4/12/2021</b>	<b>5/10/2021</b>	<b>6/14/2021</b>	<b>8/9/2021</b>	<b>9/13/2021</b>	<b>10/25/2021</b>	<b>12/13/2021</b>										
Dr. Kenneth Chalker	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	ABSENT	PRESENT										
Habeebah Grimes	ABSENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT										
Glen Shumate					PRESENT	PRESENT	PRESENT	PRESENT										
Mayor Annette Blackwell	APPOINTED IN 2022																	
<b>2020</b>	<b>8/11/2020</b>	<b>8/31/2020</b>	<b>9/25/2020</b>	<b>11/2/2020</b>	<b>11/30/2020</b>	<b>12/17/2020</b>												
Dr. Kenneth Chalker	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT												
Habeebah Grimes	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT												
Glen Shumate	APPOINTED IN 2021																	
Mayor Annette Blackwell	APPOINTED IN 2022																	

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0315

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Mr. Glen Shumate to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term beginning 7/15/2022 and ending 7/14/2025 and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

**WHEREAS**, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

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

**WHEREAS**, County Executive has nominated Mr. Glen Shumate for reappointment to the Cuyahoga County Citizens’ Advisory Council on Equity, for the term beginning 7/15/2022 and ending 7/14/2025.

**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 reappointment of Mr. Glen Shumate to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term beginning 7/15/2022 and ending 7/14/2025.

**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: September 13, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



August 30, 2022

**Armond Budish**  
Cuyahoga County Executive

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. 9<sup>th</sup> Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones:

The Cuyahoga County Citizens 'Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0008, I submit the following nomination for re appointment to the Cuyahoga County Citizens 'Advisory Council on Equity:

**Glen Shumate**, 3-year term, 7/15/2022-7/14/2025

- Currently resides in Cleveland (Cuyahoga County)
- Currently serves on the following boards/commissions Cleveland Metropolitan School District- PACE and Max Hayes High School and Tri-C - Construction Advisory Boards. ACE Mentor Cleveland - Board of Directors. Cleveland Restoration Society - Board of Directors. Business Volunteers Unlimited - Board of Directors. Urban League of Greater Cleveland - Board of Directors. Travel Professionals of Color - National Board member and Treasurer

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 51 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 Laura Roche in my office at 216-443-7181.

Sincerely,

Armond Budish  
Cuyahoga County Executive



**Glen Shumate - Executive Vice President, Construction Employers Association**

Lead Education, Marketing, Diversity & Inclusion, Workforce and Government/Public Affairs programs. Serves as the Executive Director of Contractors Assistance Association and ACE Mentor Cleveland and is principal of COMMASA LLC (communications and advocacy consulting practice).

Glen has over 25 years of leadership in marketing, communications, diversity & inclusion. Glen's focus the past several years in the construction Industry include developing programs such as: Construction Management Academy Program/ACE Mentor Program (STEM education, scholarships, and internships for youth); Business Mentor Protégé programs (capacity building, relationships, business development); workforce and legislative advocacy/government affairs.

Glen is actively involved in numerous civic, community and industry organizations:

- Ohio Department of Education - Career Technical Advisory Panel, Construction Advisory Council
- Northeast Ohio Union Construction Industry Program – Apprenticeship Committee
- Cuyahoga County – Citizen's Advisory Committee on Equity
- Cleveland Lakefront Development Infrastructure Committee
- Cleveland Clinic, Cleveland Public Library, Cuyahoga Community College, Kent State, Cleveland State and Case Western Reserve Universities – Supplier Diversity/Inclusion Advisory Boards
- City of Cleveland – Community Benefit Agreement/Construction Diversity & Inclusion, Executive Committee and Co-Chair, Data & Reporting Committee
- Cleveland Metropolitan School District- PACE and Max Hayes High School and Tri-C - Construction Advisory Boards
- ACE Mentor Cleveland - Board of Directors
- Cleveland Restoration Society – Board of Directors
- Business Volunteers Unlimited – Board of Directors
- Urban League of Greater Cleveland - Board of Directors
- Travel Professionals of Color - National Board member and Treasurer
- Urban Land Institute – member

Glen has distinguished himself as an innovator in communications & marketing, public affairs, and business development. He is committed to developing programs to increase engagement, program results and communications. Glen is experienced in small business capacity building and advancing business and community programs (with public officials, institutions, and the public). These experiences provide Glen the foundation for advancement of inclusion, in enterprise, workforce and youth programs for Greater Cleveland development projects including: ODOT projects - George V. Voinovich/Inner Belt Bridge and Opportunity Corridor: commercial development projects – Nucleus, Cleveland Flats East Bank, and numerous public projects.

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

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

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<b>2020</b>	<b>8/11/2020</b>	<b>8/31/2020</b>	<b>9/25/2020</b>	<b>11/2/2020</b>	<b>11/30/2020</b>	<b>12/17/2020</b>			
Dr. Kenneth Chalker	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT			
Habeebah Grimes	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT			
Glen Shumate	APPOINTED IN 2021								
Mayor Annette Blackwell	APPOINTED IN 2022								

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2022-0009

Sponsored by: <b>Cuyahoga County Executive</b>	<b>An Ordinance</b> providing for modifications to and adoption of, certain sections of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive has reviewed the current Employee Handbook and, in consultation with the Cuyahoga County Department of Law, determined that various amendments are required; and

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

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

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

**SECTION 1.** Adoption of Revised Employee Handbook: Council hereby adopts the amended sections of the County's Employee Handbook as set forth in Exhibit A attached hereto, to remain in full force and effect, to be applicable to all County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended handbook to all employees subject to the handbook, in accordance with the Department's usual method of dissemination.

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

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



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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: September 13, 2022

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

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

## EXHIBIT A

### **1.01 Profile of the County**

...The County Executive is the chief executive officer of the county and, with the approval of the Council, appoints the **heads of various agencies that carry out the functions of the County Executive**. following: (i) a Fiscal Officer who has the duties of an elected county auditor, an elected county recorder and an elected clerk of courts (other than those related to the operations of the County Courts); (ii) a Medical Examiner who performs the duties of an elected county coroner; (iii) a Clerk of Courts to carry out the duties of an elected clerk of courts related to the operations of the courts; (iv) a Director of Public Works who performs the duties of an elected county engineer and a sanitary engineer; (v) a Director of Law who serves as the legal advisor and representative to the County Executive and Council; (vi) a Treasurer who performs the duties of an elected county treasurer; (vii) a Sheriff who performs the duties of an elected county sheriff; (viii) a Director of Health and Human Services who manages the administration of the County's various human service agencies, programs and activities; The County Executive has powers and duties of an administrative nature, including overseeing most personnel and collective bargaining matters, executing contracts, conveyances and indebtedness on behalf of the County, introducing ordinances and resolutions for Council's consideration and submitting tax and operating budgets, capital improvement plans, a five-year financial forecast for County operating funds and a related written message annually.

### **6.04 Pay, Direct Deposit of Pay and Payroll Deductions**

Employees are paid bi-weekly and must participate in the County's Direct Deposit program. A direct deposit ~~form entry~~ must be completed as part of the employee's new hire ~~paperwork~~ **process** or when the employee experiences any changes to their applicable financial account(s). ~~Employees are responsible for notifying Human Resources if their direct deposit bank(s) and/or account(s) change.~~ Any questions regarding direct deposit or deductions should be directed to Human Resources.

Human Resources publishes an annual payroll calendar that notes each pay day. The payroll calendar is available online or by contacting Human Resources.

Various payroll deductions will be taken out of each employee paycheck. These deductions fall into two (2) categories, mandatory and voluntary.

- ***Mandatory Deductions.*** Mandatory payroll deductions are mandated by statute. They include federal, state, city and school district taxes, OPERS contributions, support orders, Medicare, bankruptcy, garnishments and other applicable obligations.
- ***Voluntary Deductions.*** Voluntary payroll deductions are authorized by the employee. These include health, accident, disability and life insurance, charitable contributions,

optional retirement plans, flexible spending accounts, credit union deductions, parking and transit costs and union dues.

Deductions can be pre-tax or post-tax depending on the nature of the deduction.

Employees are responsible for reviewing their pay statements after each pay period to ensure there are no discrepancies in pay. Should an employee become aware of an overpayment, the employee must report the overpayment directly to Human Resources as soon as the error is discovered. An employee or former employee must repay all overpayment amounts regardless of how or why the overpayment occurred. The period and method of repayment shall be determined by the Director of Human Resources. If an employee terminates employment before the overpayment has been fully recovered, the County may deduct the outstanding amount of the overpayment from the employee's final paycheck, including from any accrued vacation leave, sick leave, or compensatory time that would be paid to the employee. The County reserves the right to begin or continue the recovery process through all legal means for any unpaid amount.

### **6.05 Timekeeping**

The County must comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of an employee's work hours and that employees are paid in a timely manner, employees and their supervisor are required to maintain accurate time and attendance records. Attendance or use of leave should be recorded ~~in the County's timekeeping system daily. for non-exempt personnel or within the actual pay period for exempt employees.~~ Employees must enter their time into the timekeeping system at the time they start their work period, and again at the time they end their work period, and not at some other time during their shift. Employees should not record non-worked time such as, but not limited to, arriving unnecessarily early and waiting for their shift to begin or a delayed exit from the workplace that is unrelated to work duties. Employees who fail to record their attendance or use of leave in the County's timekeeping system may be subject to disciplinary action up to and including termination.

~~Time entry for non-exempt employees must be completed daily and accurately by employees.~~ After reviewing and resolving any discrepancies, the supervisor (or department designee) must ~~approve~~ authorize the number of hours worked or on leave in the County's timekeeping system weekly. Supervisors (or department designees) who fail to review employee time entries, resolve any discrepancies, and authorize the number of hours worked or on leave in the County's timekeeping system may be subject to disciplinary action up to and including termination.

~~Time entry for exempt employees must be completed within the actual pay period. After reviewing and resolving any discrepancies, supervisors (or department designee) must approve authorize the number of hours to be paid for time worked or on approved paid or unpaid leave in the County's timekeeping system.~~

All employees are expected to provide accurate information regarding time and attendance. Falsification is an act of misconduct and considered a violation of the County’s policy and procedural guideline and may be subject to disciplinary action **up to and including termination**.

**6.12 End of Employment**

Final Paycheck

Upon separation of employment, compensation for accrued vacation leave and compensatory time will be included in the last paycheck or may be included in a separate check (provided that all County property i.e. laptop, keys, have been returned **and all debts to the County have been satisfied**). There is no compensation for unused sick leave except upon retirement. An employee with ten (10) or more years of service may receive payment for one-fourth (1/4) the value of accrued, unused sick leave, not to exceed 240 hours (30 days).

**7.04 Attendance**

Occurrences

An occurrence is defined as an unapproved absence, two (2) tardies, **two (2) early departures, two (2) excessive breaks**, or two (2) missed time clock punch-ins/outs. The total number of days or partial days that an employee is unavailable for work due to unapproved absence are considered when applying discipline, as outlined in the table below.

Unapproved Absences

An absence is deemed unapproved when an absence of more than one hour is not covered by an approved leave (e.g., sick, FMLA, vacation, compensatory or exchange time).

Employees will be docked pay for all hours missed due to unapproved absences.

Tardy Arrivals, Early Departures, Excessive Breaks

An employee is tardy when the following occurs involving periods of one hour or less:

- failure to report to work on time, as scheduled
- **failure to remain at work, as scheduled**
- taking an extended meal or break period without prior approval

Definition of an Occurrence	Occurrences	Disciplinary Action
An occurrence is equal to any of the following: <ul style="list-style-type: none"> <li>▪ 2 tardies</li> <li>▪ <b>2 early departures</b></li> <li>▪ <b>2 excessive breaks</b></li> <li>▪ 2 missed clock punch-in/outs</li> <li>▪ 1 full or partial day unapproved absence</li> </ul>	2	Verbal reprimand
	3	Written reprimand
	5	1-day suspension
	7	3-day suspension
	9	Termination

<ul style="list-style-type: none"> <li>▪ Day of no call/no show (i.e., without prior notice)</li> </ul>	1	1-day suspension
	2	3-day suspension
	3	Termination
<ul style="list-style-type: none"> <li>▪ AWOL (3 or more consecutive days of no call/no show)</li> </ul>	1	Employee subject to separation as a voluntary resignation

**7.07 Progressive Discipline**

The County **in general** subscribes to a policy of progressive discipline. **Unclassified employees serve at the pleasure of the Appointing Authority and can be removed from their position at any time, without application of progressive discipline.**

Progressive discipline is not intended to be punitive. The goal of progressive discipline is to help the employee recognize and correct unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment. **Certain offenses and misconduct may be severe enough to warrant immediate removal from employment without applying progressive discipline. These include, but are not limited to, egregious or willful neglect of assigned duties or failure to supervise; disregarding safety or security regulations; destruction of County property; falsification of records; dishonesty in application for benefits; unauthorized time entries; soliciting or accepting a bribe; assault; fighting; theft; using obscene, abusive or threatening language; egregious sexual harassment; egregious hostile, intimidating or offensive work environment; unauthorized possession of dangerous items or weapons; use, possession, or distribution of alcohol or illicit drugs; refusal or failure to submit to mandatory alcohol or drug testing; failing or tampering with an alcohol or drug test; committing a felony; a felony conviction; absence without leave (AWOL) as defined by the attendance policy...**

**Prohibited Conduct**

The County considers the following to be a non-exhaustive list of unsatisfactory conduct that may be considered grounds for progressive disciplinary action **or removal without progressive discipline when appropriate:**

- Absence from duty without reasonable cause
- Absence without leave
- Being away from assigned work area without permission of supervisor
- Conduct that might endanger the safety of others
- Conduct unbecoming an employee of the County
- Creating a hostile, intimidating or offensive work environment based upon a protected characteristic
- Excessive absenteeism
- Excessive tardiness
- Failure to comply with safety regulations, procedures and/or guidelines
- Failure to cooperate in a workplace investigation
- Failure to follow call in procedures

- Failure to follow the orders of a supervisor
- Failure to properly report work status
- Failure to report known safety hazards
- Failure to wear required safety equipment
- Falsification
- Fighting
- Harassment, discrimination or retaliation against another
- Insubordination
- Intimidation or threats
- Misfeasance, malfeasance or nonfeasance
- Neglect of duty
- Offensive language or conduct toward another
- Poor job performance
- Possession of weapons on County premises without authorization
- Reckless operation and/or misuse of County vehicles and equipment
- Reporting for or being on duty in an unfit condition to work
- Reporting to work under the influence of alcohol and/or drugs
- Sleeping while on duty
- Theft
- Use of or possession of alcohol and/or drugs on County property
- Destruction of County property
- Violation of policies, procedures, rules, regulations, or guidelines...

### **9.07 Exempt Employees: Exchange/Straight Time**

#### Exchange Time

...Exchange time is accrued in increments of one-minute ~~after the first 30 minutes over 40 hours.~~

~~In order to qualify for Exchange time employees must designate the hours~~ **must be designated** as exchange time in the County's payroll system. The County will not recognize exchange time beyond an accrual of 40 hours except as otherwise set forth below.

Exchange time not used within six (6) months of accrual shall expire. If a critical or extraordinary operational need exists, the Director of Human Resources may authorize an employee to accrue up to two hundred (200) hours of exchange time and may extend the expiration timeframe up to one (1) year. At no time shall exchange time be paid out to the employee.

### **11.01 Paid Vacation Leave**

...To receive service credit, employees must provide Human Resources with a signed letter from the former employer(s), on each employer's letterhead, with qualifying start and end dates of employment, number of days worked if any of the service was less than a full year, number of hours worked if any of the service was less than full-time, and verification of any unused accumulated sick leave.

...An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio shall not have prior service **that was completed prior to retirement** considered for the purpose of computing vacation leave.

### **11.02 Paid Holidays**

~~... Employees who are in an unpaid status on the regular workday immediately preceding or following the holiday are not eligible for holiday pay.~~

Eligible employees **who are not required to** work on a County-recognized holiday **that falls on their regularly scheduled workday** and are in a paid status on the regular workday immediately preceding and following a holiday are entitled to ~~holiday~~ regular pay for their regularly scheduled work hours. Employees who are in an unpaid status on the regular workday immediately preceding or following the holiday are not eligible for holiday pay. If the employee's work schedule is other than Monday through Friday, and the holiday falls on the employee's day off, the employee is entitled to a floating day off, to be used within ninety (90) calendar days and with prior approval.

### **11.03 Paid Sick Leave**

#### *Sick Leave Credit*

Employees who have a balance of sick leave earned while employed by another political subdivision of the State of Ohio within the past ten (10) years may have the unused sick leave balance credited to their current sick leave balance with the County. To receive sick leave balance credit, employees must provide Human Resources with a signed letter from the most recent qualifying former employer, on the employer's letterhead, with qualifying start and end dates of employment and verification of any unused accumulated sick leave. **An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio shall not have sick leave balance that was accrued prior to that retirement credited to their County sick leave balance.**

#### **11.04 Paid Bereavement Leave**

All full-time employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to five (5) days of paid bereavement leave.

Full-time employees are entitled to up to three (3) days of paid bereavement leave for the loss of a brother, sister, half-brother, half-sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, uncle, aunt, ~~first cousin, niece or nephew~~, or any relative residing with the employee (proof of residency required).

#### **11.07 Family Medical Leave**

The Family and Medical Leave Act (FMLA) and its amendments provide employees with the right to take job-protected unpaid time off for various identified reasons.

Employees with at least one (1) year of service who have worked at least 1,250 hours in the previous year are eligible, and can request up to twelve (12) workweeks (480 hours) of Family Medical Leave (FML), during a 12-month period, for one of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth
- The birth or placement of a child for adoption or foster care
- To care for an immediate family member (as defined by this procedure to only include spouse, child or parent) with a serious health condition
- To take medical leave when employees are unable to work because of their own serious health condition

Employees may take up to twelve (12) weeks of approved leave within a ~~rolling~~ twelve (12) month period. **During the** twelve (12) month period ~~is~~ measured backward from the commencement date of FML, ~~during this time~~ the employee must have worked 1,250 hours. If two married employees both work for the County and each wants to take leave for the birth of a child, adoption or placement with the employee of a child in foster care, or to care for a parent with a serious health condition, the employees may take only a combined total of twelve (12) weeks of leave...

#### **Status and Benefits While on FML**

While on paid FML, the County will continue employees' benefit coverage at the same level and under the same conditions as if they had continued to work. All available paid leave must be used and charged against the employee's FML before unpaid FML will be initiated. The employee's accrued time must be used in the following order: Sick, ~~Compensatory/Exchange~~, Vacation, **Compensatory/Exchange**. Sick and vacation leave will accrue during the employee's paid FML as it normally would. Available time accrued during paid FML must be used in the



same order as above. All usual payroll deductions will be taken during the employee's paid FML.

### Leave Donation

Employees may donate accrued sick or vacation leave to a fellow employee who has a serious health condition as defined under the FMLA and ~~are~~ **is** in critical need of time off due to the condition. Donation of leave time is strictly voluntary. FML leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that the employee:

- is first approved for FML leave that removes them from the workplace for fifteen (15) consecutive workdays for their own serious health condition. Donated leave may be applied retroactively to whenever the donee exhausts his or her paid leave balance. Employees on intermittent FML leave do not qualify to participate in the program. Any unused donated leave will be returned to the donating employee
- has exhausted all sick leave, vacation leave and compensatory/exchange time
- has not had any discipline for attendance within the previous year...

### **12.02 Recording of Conversations Voice and Video**

The County has established the following guidelines for the recording of ~~conversations~~ **voice or video concerning** County business. This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the public, including, but not limited to, public hearings. Any violation of this policy could result in disciplinary action **as well as exclusion of the recording from consideration as evidence in proceedings such as workplace investigations, administrative appeals, and grievance arbitrations.**

- County employees shall not record any ~~conversations~~ **voice or video** involving the discussion of County business unless at least one of the following applies:
  - The Director of Law or designee authorizes in writing an employee to record ~~a conversation~~ **such voice or video**;
  - **In the case of an in-person meeting**, all parties first consent in writing;
  - **In the case of a virtual meeting, training or presentation (“virtual activity”), recording is only permitted using the recording function available through the virtual activity’s host platform; only the County host in charge of the meeting is permitted to initiate and end recording; an employee participant is responsible for determining whether the virtual activity is being recorded; and an employee’s participation in the virtual activity constitutes acknowledgement that the virtual activity is being recorded; or**
  - The department director, with the approval of the Director of Law, authorizes recording as a standard course of business in the interest of the public (e.g., ~~all~~ telephone calls to the 696-KIDS hotline, ~~and~~ 911 calls, **and calls to-and-from inmates are recorded**).

### **12.07 Electronic Equipment and Communications Policy**

The County's Electronic Equipment and Communications Policy defines the acceptable use of electronic equipment and the responsibilities of all users. Employees may access the Electronic Equipment and Communications Policy electronically ~~from the MyHR system~~ or may request a copy from Human Resources

## **12.08 Travel Policy**

Employees may access the County's Travel Policy **electronically** ~~on the MyHR system~~ or may request a copy from Human Resources.

Employees are expected to know and comply with the Travel Policy. Employees may be subject to disciplinary action for failure to comply with this policy.