



AGENDA
CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 11, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
2:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. ITEMS REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) O2023-0007: An Ordinance amending Section 202.08 of the Cuyahoga County Code regarding the Department of Development and enacting new Section 202.09 to establish the Department of Housing and Community Development; and declaring the necessity that this Ordinance become immediately effective. [See Page 3]

- b) R2023-0055: A Resolution confirming the County Executive's appointment of Sara Parks Jackson, upon her taking the oath of office, as Director of Housing and Community Development; and declaring the necessity that this Resolution become immediately effective. [See Page 7]

5. EXECUTIVE SESSION

- a) Purchase or sale of property.

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.*

County Council of Cuyahoga County, Ohio

Ordinance No. O2023-0007

Sponsored by: County Executive Ronayne	An Ordinance amending Section 202.08 of the Cuyahoga County Code regarding the Department of Development and enacting new Section 202.09 to establish the Department of Housing and Community Development; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Department of Development is established under Article VII, Section 7.02 of the Charter to develop, direct and implement programs and activities for carrying out the purposes of said Article; and

WHEREAS, in order for the Department of Development to more efficiently carry out the purposes set out in Article VII of the Charter, it is necessary to amend Section 202.08 of the County Code; and

WHEREAS, having a safe, affordable place to live is the foundation of family well-being, from health and educational outcomes to economic self-sufficiency; and

WHEREAS, Cuyahoga County is made up of 59 diverse communities with equally diverse housing and community development needs; and

WHEREAS, the creation of a Department of Housing and Community Development will improve the quality and availability of homes and strengthen the communities of Cuyahoga County; and

WHEREAS, Article III, Section 3.09(2), of the Charter grants Council the power to establish departments, and divisions and sections within departments, under the supervision of the County Executive, as the Council determines to be necessary for the efficient administration of the County; and

WHEREAS, the County desires to amend Section 202.08 of the County Code regarding the Department of Development and to enact new Section 202.09 of the County Code to establish the Department of Housing and Community Development to, among other things, better support the housing needs of all communities within Cuyahoga County; and

WHEREAS, the Department of Housing and Community Development shall review and determine the housing needs that exist in Cuyahoga County and, based on

that data, determine the funding types and levels needed to implement the programming to address those needs; and

WHEREAS, the Department of Housing and Community Development shall convene housing stakeholders throughout the community and at all levels to facilitate the discussion of a county-wide housing policy that can be adopted and implemented; and

WHEREAS, the Department of Housing and Community Development shall be responsible for the administration of funds directly related to housing and community development; and

WHEREAS, the Department of Housing and Community Development shall provide healthy and inclusive programming that strengthens and enhances the livability and quality of life in the neighborhoods and communities throughout Cuyahoga County; and

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

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

SECTION 1. Section 202.08 is hereby amended to read as follows (deletions are stricken, additions are bold and underlined):

Section 202.08 Department of Development

- A. The Department of Development, established in accordance with Article VII of the Charter, shall contain the following divisions: (1) Division of Economic Development, and (2) ~~Division of Community Development,~~ (3) ~~Division of Regulatory Compliance & Monitoring,~~ and (4) ~~Division of Fiscal Services.~~ The Division of Fiscal Services shall also provide such services to the Department of Housing and Community Development established under Section 202.09 of the Code. ~~The duties, functions and employees of the Department of Development shall be incorporated into the divisions listed herein. Such duties and functions of the Department of Development shall include the economic development interests of the County with regard to the facilities, tenants, prospective tenants/businesses and parcels of the County Airport.~~
- B. The Director of the Department of Development shall be appointed by the County Executive, subject to confirmation by Council in accordance with Section 2.03(2) of the Charter.

C. Nothing in Section 202.08 of the Cuyahoga County Code is intended to limit the ability of the County Executive and the Director of the Department of Development to abolish positions for the purpose of enhancing the efficiency of operations or for any other reason permitted by general law.

SECTION 2. New Section 202.09 of the County Code is hereby enacted to read as follows:

Section 202.09 Department of Housing and Community Development

A. There is hereby established the Department of Housing and Community Development. To address the housing needs of all persons and communities within Cuyahoga County, the Department shall, without limitation:

1. Periodically, but no less frequently than once every five years beginning in the last quarter of 2023:

a. review the housing needs that exist in Cuyahoga County and determine the funding types and levels needed to implement the programming to address those needs;

b. convene housing stakeholders at all levels throughout the community to facilitate development of a county-wide housing policy to address the evolving housing needs of the community.

2. Provide healthy and inclusive programming that strengthens and enhances the livability and quality of life in the neighborhoods and communities throughout Cuyahoga County.

B. The Department of Housing and Community Development shall be under the supervision of the County Executive and the Director of Housing and Community Development. The Director of Housing and Community Development shall be appointed by the County Executive, subject to confirmation by Council in accordance with Section 2.03(2) of the Charter.

C. The Department of Development Division of Fiscal Services shall provide fiscal and other related services to the Department of Housing and Community Development including, at the direction of the Director of Housing and Community Development, administration of all funds directly related to housing and community development.

SECTION 3. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0055

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Sara Parks Jackson, upon her taking the oath of office, as Director of Housing and Community Development, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the directors of departments are to be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, the Department of Housing and Community Development was established by Ordinance O2023-0007, passed by this Council on _____, 2023; and

WHEREAS, the County Executive has nominated Sara Parks Jackson for appointment to the position of Director of Housing and Community Development; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2023; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Sara Parks Jackson to the position of Director of Housing and Community Development; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Sara Parks Jackson to serve as Director of Housing and Community Development upon her taking the oath of office.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 14, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20____



February 21, 2023

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

Re: Cuyahoga County Director of Housing and Community Development

Dear President Jones,

In conjunction with the proposed ordinance creating the Department of Housing and Community Development, and pursuant to Section 2.03(2) of the county charter, I am pleased to nominate Sara Parks Jackson to serve as the Director of Housing and Community Development. A copy of Ms. Jackson's resume is attached hereto which details her relevant work history and background.

Ms. Jackson currently serves as Deputy Director of the Division of Housing and Community Development in the Department of Development.

I am honored to nominate Ms. Jackson for the position of Director of Housing and Community Development as she is well suited to address the new challenges and opportunities of this newly formed department. I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Thank you,

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
Cuyahoga County Executive

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

A. The submission of any candidate to the Council for confirmation shall be accompanied by the following: Sara Parks Jackson (Director of Housing and Community Development)

1. A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

2. A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

See Attached

3. A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

N/A

4. A letter from the appointing authority providing the following information:

See attached

1. The title of the board, agency, commission, or authority to which the candidate is being appointed;

Director, Housing and Community Development

2. Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

3. The specific term of office during which the candidate would serve;

Upon Confirmation

4. An indication of whether the candidate is being considered for a new appointment or for reappointment;

This is a new appointment and a New Department

5. For a new appointment: the name of the individual who the candidate would replace;

N/A

6. For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

7. A cumulative list of individuals who applied for the position;

N/A

8. The candidate's city and county of residence;

Cleveland, Ohio

9. An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Cuyahoga County Community Improvement Corporation, CHN Housing Capital Advisory Board, Cuyahoga HOME Consortium

10. An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No

11. If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

\$150,000

- B. In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

SARA PARKS JACKSON

Cleveland, Ohio 44120

CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT

Cleveland, Ohio

Deputy Director, Housing and Community Development September 2021 - Present

Manage the day to day operations of the Housing and Community Development division of the Department of Development including all operational functions and activities. Develops strategy and processes and provides lead role in the development of partnerships with other communities. Provides interpretation and clarification of applicable county, state and federal regulations, policy, rules, and procedures as they relate to funding received. Represents department in meetings; acts as liaison with federal departments and divisions regarding program functions also communicates regularly non-profit and other housing and community development related organizations. Currently serving on the several position related boards including the HOME Investment Partnership Fund Consortium as appointed by the County Executive and the CHN Housing Capitol Advisory Board. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of eight.

Housing and Community Development Administrator January 2018 – April 2021

Manages and administers the Housing and Community Development division of the Cuyahoga County Department of Development. Manage both housing and community development projects and programs including research, design and development, and reporting. Responsible for the analysis of financial aspects of projects, underwrites and determines collateral value. Determines resource requirements and monitors usage and compliance of all funding streams including Federal, State and local sources. Responsible for the administration of housing and community development financing programs and monitoring of regulatory compliance. Coordinates actions related to the issuance of Private Activity Bonds issued by the County. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of nine.

Community Development Officer October 2013 – January 2018

Responsible for analysis including underwriting, feasibility determination and recommendation of loans for medium to large-scale residential, mixed use and community development projects. Annual review and recommendation of \$1.2 million in affordable housing loans. Review of \$10.8 million in 2015 and \$5.5 million in loan requests in 2014 resulting in the approval of \$16.3 million in Casino Revenue loans. Development, implementation, coordination and oversight of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs, totaling \$4 million annually. Accountable for successful operation, compliance with federal regulations and continuous evaluation of county's Municipal Grant, Storefront Renovation, Affordable Rental Housing, Down Payment Assistance, Fair Housing and Foreclosure Prevention programs. Additional responsibilities include the review and coordination of grant and loan documents with recipients, legal counsel and other county agencies. Created and administer new Community Development Supplemental Grant (CDSG). Modeled after CDBG program and funded with Casino funds, this program in its first year awarded 21 municipalities or community development corporations up to \$50,000 each in grants for community development projects and programs. Management of requests related to issuing or previously issued conduit bond financing inclusive of Health Care, Industrial Revenue and Multifamily Housing Revenue bonds.

Program Officer

February 2005 – 2013

Implementation and oversight of key community development programs including, targeted grants to cities and targeted façade repair rebates to commercial property owners. Responsible for analysis and underwriting of loans for large-scale residential and community development projects with county Casino Revenue Funds. Management of requests for conduit bond financing, includes requests with Low Income Housing Tax Credits, New Market Tax Credits and other special financing components. Review and analysis resulted in the bond issuance of \$52 million in 2012 and \$44 million in 2013.

Administrative Officer

December 2002 – 2005

Oversight and administration of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs providing low interest loans to homeowners in the county. Responsible for the supervision of the lead paint remediation program. Oversight of all requests for multifamily and 501(c) 3 financing, including requests containing Low Income Housing Tax Credits.

Development Specialist

September 1996 –2002

Analysis and underwriting of funding request to assist in financing childcare homes and facilities. Direct oversight of requests for multifamily and 501 (c) 3 bonds financing, including requests containing Low Income Housing Tax Credits.

CITY OF CLEVELAND, OHIO

Manager, Business Retention and Expansion

Assistant Manager, Small Business Office

Economic Development

1995 - 1996

1992 - 1995

NATIONAL CENTER FOR HOUSING MANAGEMENT

Trainer

Washington, DC 1990 – 1992

NCSC-HOUSING MANAGEMENT CORPORATION

Chief, Property Management:

Washington, DC 1986 – 1991

FIRST COLUMBIA MANAGEMENT

Merrifield, VA 1985 – 1986

EDUCATION

Masters, Public Administration

Bachelor of Science, Public Administration,
University of Phoenix

Criminal Justice

University of Dayton, Dayton, Ohio (1976 -1979)

CERTIFICATIONS

CSU Public Officials Leadership Academy, XVII

Economic Development Finance

Professional National Development Council-
Certification

Lean Six Sigma Champion -

Lean Six Sigma Yellow Belt

BOARDS/COMMITTEES

CHN Housing Capital Advisory Board 2020-Present

Cuyahoga HOME Consortium. 2019- Present

Starting Point Loan Review Committee, 2004-Present

City of Cleveland, Operation Efficiency Task Force

External Lead, Consumer Affairs Action Team, 2007

MEMBERSHIPS

Alpha Kappa Alpha Sorority, Incorporated