



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 27, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Meredith M. Turner, Chair – District 9
Michael J. Gallagher, Vice Chair – District 5
Dale Miller – District 2
Yvonne M. Conwell – District 7
Martin J. Sweeney – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 13, 2023 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) **R2023-0178: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term 1/1/2023 – 12/31/2026; and declaring the necessity that this Resolution become immediately [See Page 4] effective:**

Reappointments:

- 1) Gregory Huth
- 2) Susan Infeld
- 3) Sara Parks Jackson

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, JUNE 13, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Turner called the meeting to order at 10:08 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MAY 16, 2023 MEETING

A motion was made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the May 16, 2023 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2023-0143: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2023-0143. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2023-0143 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairwoman Turner adjourned the meeting at 10:20 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0178

Sponsored by: Cuyahoga Executive Ronayne	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term 1/1/2023 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 5709.85 calls for the creation of Tax Incentive Review Council; and

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

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

WHEREAS, County Executive has nominated the following individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term 1/1/2023 – 12/31/2026:

Reappointments:

1. Gregory Huth
2. Susan Infeld
3. Sara Parks Jackson

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

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



June 8, 2023

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

Re: *Tax Incentive Review Council*

Dear President Jones:

Pursuant to Ohio Revised Code Section 5709.85, I submit the following individuals for appointment to the Tax Incentive Review Council:

1. **Sara Parks Jackson, 4-year term: 1/1/2023 - 12/31/2026 (Reappointment)**
2. **Gregory Huth, 4-year term: 1/1/2023 - 12/31/2026 (Reappointment)**
3. **Susan Infeld, 4-year term: 1/1/2023 - 12/31/2026 (Reappointment)**

Currently, there are more than thirty municipalities in Cuyahoga County using some form of tax incentives for development purposes. This Council will draw on the experiences of various County departments to make sure that all aspects of tax incentives are being met.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive



WORK EXPERIENCE

Cuyahoga County, Ohio –

Director of Law, May 2019 to June 2023

Cuyahoga County is one of two chartered Ohio counties; under its charter, the county has home-rule powers and all of the authority of an Ohio municipality. The County Director of Law is the legal advisor to and representative of the County Executive and County Council. Leading a staff of 16 attorneys and three support staff, I advise the executive and legislative branches on a wide variety of legal issues, including: interpretation of the charter, Ohio, and Federal law; matters related to operation of the various departments, including Public Works, Development, Finance, Human Resources, and Health and Human Services; crafting legislation; negotiating real estate and finance transactions; public-official ethics; and navigating various first-impression issues arising from the COVID-19 pandemic.

Deputy Director, Department of Development, January 2018 to May 2019

Guided overall operations of the department, including hiring new personnel, and managing expansion of the office; assisted with negotiation of financing facilities for major development projects. Major accomplishments included standing up the economic development loan portfolio management team and, with that team, overhauling the economic development division's loan policies and procedures, and addressing findings by the County Inspector General; structuring a \$5MM loan to a downtown residential project.

City of Cincinnati, Ohio –

Deputy Dir., Dept. of Comm. and Econ. Development, August 2015 to December 2017

Assisted with the overall operations of the department, including development of standard operating procedures, hiring new personnel, and managing expansion of the office; assisted with negotiation of financing facilities for major development projects. Major accomplishments include restructuring repayment terms of TIF bond financings and improving overall communications with City Council.

Office of the Cuyahoga County Prosecutor, Civil Division –

Assistant Prosecuting Attorney, October 2008 to June 2015

Advised various offices and departments of the county, including the departments of Law, Public Works, and Development, and the Office of the Fiscal Officer, on a variety of civil matters, including development finance, public finance, and procurement; co-counsel to the County Board of Elections. Major projects include managing the team of outside counsel responsible for the financing and construction of the convention center and convention hotel projects; development of several new markets tax credit development-financing facilities.

Gregory G. Huth, Esq – *solo practitioner, April 2008 to September 2008*

Advised clients on matters relating to real estate acquisition and development and use of governmental incentives for real estate and commercial development

Kahn Kleinman, L.P.A – *Of Counsel, April 2006 to March 2008*

Counseling developers with respect to site selection and government incentives; vice-chair, Public Law and Economic Development practice group. Major projects included development of a high-end residential condominium development with a large conservation-easement component.

City of Cleveland, Ohio –

Director, Department of Economic Development, May 2004 to March 2006

Participated in policy making with the Chief of Staff and Chief of Development, and the directors of the Planning, Community Development, Building & Housing, and Law Departments; negotiated incentive packages for companies relocating to or expanding in the City; responsible for final decision-making for the department. Major accomplishments include:

- Development of an industrial land bank program to facilitate redevelopment of brownfields; included developing policies to guide the program, outlining the steps to limit the city's liability, and devising sources and mechanisms to finance redevelopment.
- Development of a job-creation-incentive program that provided employers a grant based on the amount of new payroll taxes generated by their employees.
- Development of tax increment financing facilities to support major projects, including a \$6-million loan for a \$20-million west-side retail center, and a \$10 million bond to partially finance extension of the Ohio Canal Corridor Towpath Trail.

Assistant Director, Department of Law, December 2002 to May 2004

Negotiated and drafted documents related to the City's development financing programs, real estate transactions, and various federal and state grant programs; worked with the city's outside collections council; advised Cleveland Citywide Development Corporation.

Assistant Director, Dept. of Economic Development, October 1997 to December 2002

Developed financing and tax incentive packages for various development projects and worked with members of the department and city attorneys to develop, negotiate and draft related documents; assisted outside counsel with negotiating work-out agreements for distressed businesses; experience with joint economic development agreements and business improvement districts. Major projects include development of Cleveland Enterprise Park in Highland Hills and development of a tax-increment financing facility to assist redevelopment of the Euclid Arcade.

Assistant Director, Department of Law, February 1996 to October 1997

House counsel to the Department of Economic Development, advising the department on various legal issues, including state tax incentive programs.

City of Lakewood, Ohio

Assistant Director of Law, November 1993 to February 1996

Counsel to the Department of Planning and Development; managed team that updated city's zoning code. Advised city staff on issues of municipal law, building code, zoning, HUD financing, and public official ethics.

Clerk, Law Department, September 1992 to October 1993

PUBLISHED ARTICLES

Changes to Ohio's Eminent Domain Law, *Builders Exchange, The Magazine*, October 2007

Public-Private Partnerships: A Marriage Made on Earth, *Shopping Center Business*, June 2007

EDUCATION

Juris Doctorate, Cleveland-Marshall College of Law, Cleveland, OH - May 1993

Bachelor of Music, Bowling Green State University, Bowling Green, OH - May 1986

Susan Infeld

SUMMARY OF QUALIFICATIONS

Multi-faceted experience in government and private sector; knowledge in all aspects of government operations; analytical; proven fiscal and problem-solving skills; significant project management and writing experience; extensive personnel management.

PROFESSIONAL EXPERIENCE

Manager, Special Initiatives, Cuyahoga County Planning Commission **June 2018- present**

- Develop initiatives to complement municipal master plans, including guidebooks for Community Reinvestment Areas, Special Improvement Districts, municipal ordinance guidebooks, etc.
- Oversee grants management, including the development of a municipal grants guide.
- Coordinate research and publications to complement the efforts of County departments and agencies.
- Perform legal research and analysis.

Mayor, City of University Heights, OH **January 2010 – December 2017**

- Managed all functions of the city government: the delivery of municipal services; enforcement of city ordinances; development of the city budget; all city communications; negotiation of collective bargaining agreements; personnel management; grants management.
- Chaired the Board of Zoning Appeals and the City Planning Commission.
- Produced annual operating surpluses of 17-20%, reduced outstanding city debt by 33%, obtained \$16M in grant awards.
- Established a new community park.
- Established a Senior Office, a Community Development Office, and an internship program with John Carroll University.
- Partnered with county agencies for new city services; including home repair advice and loans, and building department software.
- Collaborated with nearby cities to increase services for residents, including consolidation of 911 dispatch and specialized police services.
- Produced the annual Memorial Day parade, the summer concert series, and special events.

Patient Representative, St. Vincent Charity Medical Center, Cleveland, OH **2006-2010**

- Served as hospital ombudsman.
- Resolved patient/family issues and concerns; and resolved patient grievances.
- Served as the hospital's Client Rights Officer to the ADAHMS Board for the psychiatric patient population and patients receiving treatment for drug and alcohol addiction.
- Updated patient policies for complaints and grievances, and patient property.

Councilwoman, City of University Heights, OH, 1996-2007

- Chaired the City Council Finance Committee and the City Council Civic Information Committee.
- Led public hearings on the city budget and tax issues.
- Facilitated focus groups of citizens assessing livability issues in University Heights.
- Established the first city website and three subsequent websites.
- Served as the city liaison to public school and senior citizen community groups.
- Wrote legislation to update city policy, create new laws, and for budget compliance.

Chairman, University Heights Citizen's Committee for a New Purvis Park and Pool 1993-1995

- Led a committee of 100+ residents in a grassroots campaign to pass a bond issue to pay for construction of a new pool and playground at the city's only park.
- Led the citizen's committee through the process of designing the pool and park features.
- Served as the city-appointed liaison to the construction committee overseeing the construction of the new facilities.

Planning Analyst and Technical Writer, Federal Reserve Bank of Chicago 1984-1986

- Developed computer acquisition proposals for mainframes and peripheral equipment.
- Authored the Bank's Long-Range Automation Plan and the Department's Annual Report.
- Project Leader for the Bank's Disaster Recovery and Contingency Processing Plan for critical application systems.

Technical Writer, Federal Reserve Bank of Chicago 1983-1984

- Wrote User, System, and Operations manuals for computer operating systems used in-house, and by member banks.

Statistical Analyst, Federal Reserve Bank of Chicago 1981-1983

- Worked with reporting banks, savings & loan associations, and credit unions to collect data for required Federal Reserve System reports.
- Served as liaison between the Research Department's statistical unit and automation unit to facilitate data collection and report design.
- Produced raw data statistical reports for public information requests.

CIVIC AND COMMUNITY

NOACA Governing Board, Assistant Treasurer
Cuyahoga County Planning Commission, Board of Trustees
Ohio Municipal League, Board of Trustees
First Suburbs Consortium of Northeast Ohio, Charter Member and Executive Committee
Leadership Cleveland, Class of 2017
Applewood Centers, Board of Trustees
Heights Community Congress, Board of Trustees
Beaumont School, Board of Trustees
Meals on Wheels, Beachwood-Shaker Heights-University Heights, Board of Trustees
American Red Cross, Cleveland, Eastside Advisory Council
Gesu Catholic Church, Parish Council
Gesu Catholic Church, Finance Council

AWARDS

University Heights Public Servant of the Year, 2007
University Heights Citizen of the Year, 1994

EDUCATION

B.A. Finance, University of Illinois at Urbana-Champaign, 1980

REFERENCES

Available upon request

SARA PARKS JACKSON

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