



Administrative Rules Board  
AGENDA  
Thursday, March 20, 2025, 10:30 a.m.  
Administrative Headquarters 2079 E. Ninth Street,  
4th Floor – Committee Room B

The public may also view the meeting via live-stream by using the following link:  
<https://www.youtube.com/cuyahogacounty>

1. CALL TO ORDER
2. ROLL CALL BY CLERK
3. APPROVAL OF PRIOR MEETING MINUTES
  - a. February 6, 2025
4. PUBLIC COMMENT RELATED TO THE AGENDA
5. ITEMS UNDER CONSIDERATION FOR ADOPTION (POTENTIALLY UNDER WAIVER OF TWO-READING RULE)

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2025-0002	Cuyahoga County Treasurer's Office	Electronic Billing Policy	Adopt permanent rule

6. MISCELLANEOUS BUSINESS
7. PUBLIC COMMENT UNRELATED TO THE AGENDA
8. ADJOURNMENT

## **Minutes from February 6, 2025**



Administrative Rules Board  
MINUTES  
Thursday, February 6, 2025, 10:30 a.m.  
Administrative Headquarters 2079 E. Ninth Street,  
4th Floor – Committee Room B

**1. CALL TO ORDER**

Chair Manoloff called the meeting to order at 10:31am.

**2. ROLL CALL BY CLERK**

Rick Manoloff  
Greg Huth  
Walter Parfejewiec  
Awatef Assad

**3. APPROVAL OF PRIOR MEETING MINUTES**

a. October 17, 2025

Minutes from the October 17th meeting were circulated to the committee. Awatef Assad moved to approve the minutes; Gregory Huth seconded. The motion was approved by all four members in attendance at the time of the motion.

**4. PUBLIC COMMENT RELATED TO THE AGENDA**

None

**5. ITEMS UNDER CONSIDERATION FOR ADOPTION (POTENTIALLY UNDER WAIVER OF TWO-READING RULE)**

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2025-0001	Cuyahoga County Fiscal Office	Cuyahoga County Assigned Counsel Policy	Adopt permanent rule

Chair Manoloff reminded the Board that authorized individuals from the requesting entity are to attend the meeting to address the Board and answer relevant questions.

Dominique Tatum, Manager of Business Services, is the duly authorized representative for the rules submitted for consideration by the ARB at the 02.06 meeting.

ARB2024 – 0001

Ms. Tatum was in attendance to present on the Cuyahoga County Assigned Counsel Policy on behalf of the Cuyahoga County Fiscal Office. Ms. Tatum shared that the purpose of this policy is to provide a standard for the County's Fiscal Office on better facilitating the reimbursement process from the Public Defender's Office.

Ms. Tatum briefed the board that in alignment with the Office of Ohio's Public Defenders (OPD) that counties are responsible for paying attorneys and guardians ad litem for appointed counsel services, with payment issued by the county auditor after court approval. After paying these fees, the county may seek reimbursement from the OPD by submitting completed materials in the correct order within the required timeframe. Each monthly submission must include a signed Monthly

Assigned Counsel Summary sheet detailing only the appointed counsel services paid that month, including expert and transcript expenses. To ensure reimbursement eligibility, counties may establish local standards to comply with state requirements and facilitate the reimbursement process.

Chair Manoloff sought clarity of the timeframe when a case is “disposed of” and if a judge is always involved in a case’ dismissal.

Mr. Huth shared he helped draft this policy on behalf of the fiscal office and shared he pulled an existing policy set forth by the OPD and shared Franklin County has adopted a similar policy.

Mr. Parfejewiec shared his support for the proposed policy.

Ms. Assad shared she understands that a case is dismissed by final docket issued by the presiding judge, while echoing her support.

Ms. Tatum clarified that the County’s office only receives the case entitled to reimbursement when the court sends it to us.

Chair Manoloff reminded the Board that the standard of review is to determine if the requesting entity has the authority to adopt the rule and whether the proposed rule conflicts with the County Code. It was determined that both standards of review were met for this policy.

Ms. Tatum requested to suspend the two-reading rule for this policy because the County is dealing with a deficit of the general fund and the proposed policy would help the County fight undue cost burdens as soon as possible.

Greg Huth moved to suspend the two-reading rule for the rationale supplied by Ms. Tatum; Walter Parfejewiec seconded the motion. The motion was unanimously approved by all four members in attendance.

Awatef Assad moved to adopt the proposed Cuyahoga County Assigned Counsel Policy; Greg Huth seconded. Motion was unanimously approved by all four members in attendance.

## **6. MISCELLANEOUS BUSINESS**

None

## **7. PUBLIC COMMENT UNRELATED TO THE AGENDA**

None

## **8. ADJOURNMENT**

Chair Manoloff adjourned this meeting at 10:45AM

**Cuyahoga County Treasurer's Office**  
Electronic Billing Policy



## Cuyahoga County Treasurer's Office Electronic Billing Policy and Sign-Up Process

### *Purpose.*

In compliance with ORC 323.13(A)(2) *et seq.*, the purpose of this policy is to establish clear and fair guidelines for the collection of property taxes via electronic billing in Cuyahoga County. This policy is written to provide you with additional options for receiving notice of taxes due and for making payments.

Nothing in this policy should be read to negate your responsibility under Ohio law to make payments in a timely way, nor to provide a means of avoiding penalties, interest, or charges for failing to do so.<sup>1</sup>

### *Signing up for our Electronic Billing Program.*

The Cuyahoga County Treasurer's Office uses a third-party vendor, Point & Pay, for our electronic billing.

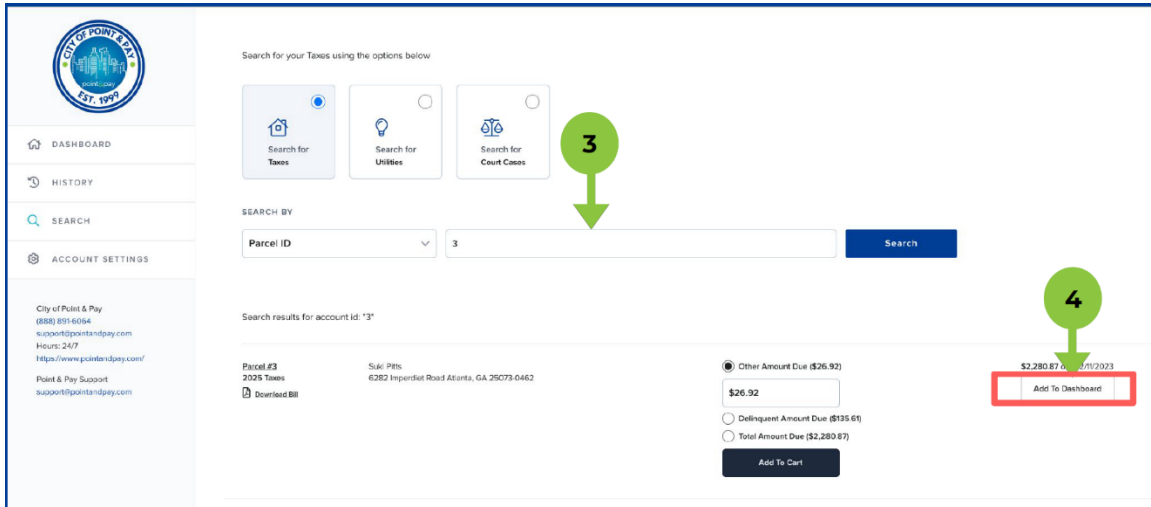
**Step 1.** To sign up for our electronic billing program, start by visiting our payment website at <https://www.paydici.com/cuyahoga-county-treasurer-oh/>.

A screenshot of the Point & Pay website. The page has a blue header with a "SIGN IN / REGISTER" link. On the left is a sidebar with the Point & Pay logo, a search bar, and contact information. The main content area has a "Welcome" message and a "Sign In" section. In the "Sign In" section, there are fields for "EMAIL ADDRESS" and "PASSWORD", a "Remember Me" checkbox, a "Forgot password?" link, and a blue "Sign In" button. Below the button is a link that says "Don't have an account? Create one", which is circled in green. A green arrow labeled "2" points to this link. Another green arrow labeled "1" points to the Point & Pay logo in the sidebar.

**Step 2.** In the "Sign In" section, select the "Create one" link below the "Sign In" button to create an account. After creating an account, you will be sent a confirmation email that you can use to sign in.

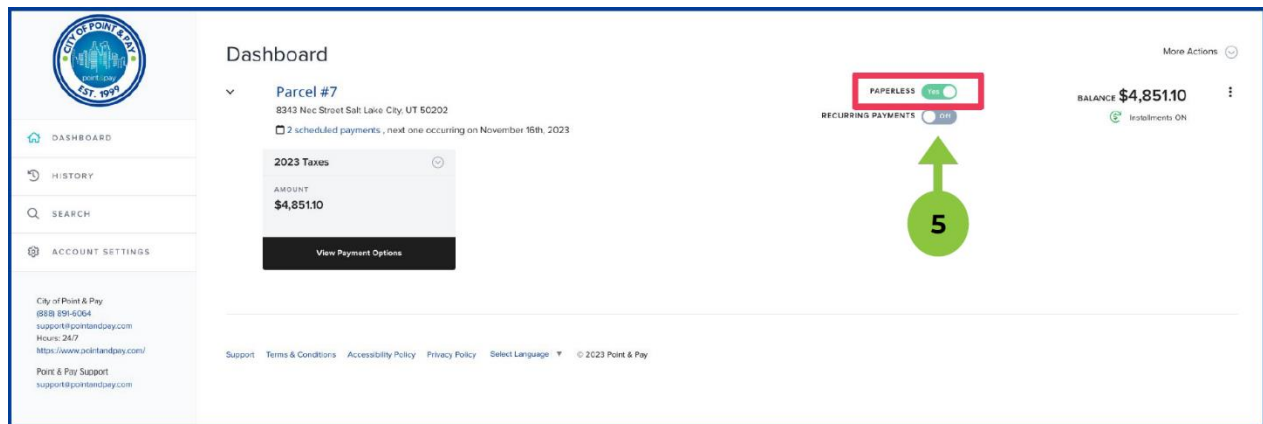
**Step 3.** After you sign in, you will be taken to your dashboard, which will be empty. Use the "Search" function on the left-hand side of the page on a desktop computer (or the menu in the upper left-hand corner on a mobile device) to find your property. You can search by "Name," "Parcel Number" or "Address."

<sup>1</sup> See ORC 323.13, "Failure to receive any bill required by this section does not excuse failure or delay to pay any taxes shown on such bill or, except as provided in division (B)(1) of section 5715.39 of the Revised Code, avoid any penalty, interest, or charge for such delay."



**Step 4.** Once you have found your property or properties, select the “Add to Dashboard” button. This adds the property to your dashboard.

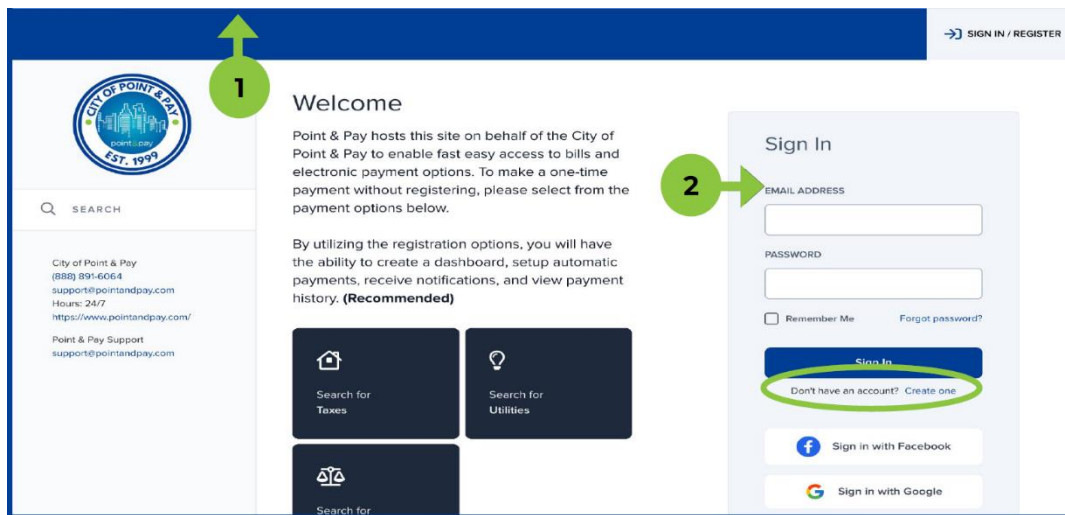
**Step 5.** After choosing your property or properties, return to your dashboard and move the “Paperless” toggle to “On.” You will be shown the “E-Bill Disclaimer & Important Information” page. Select “Confirm” on that page to complete the process. You will receive a confirmation email. That’s it!



*Signing up for Text2Pay/SMS.*

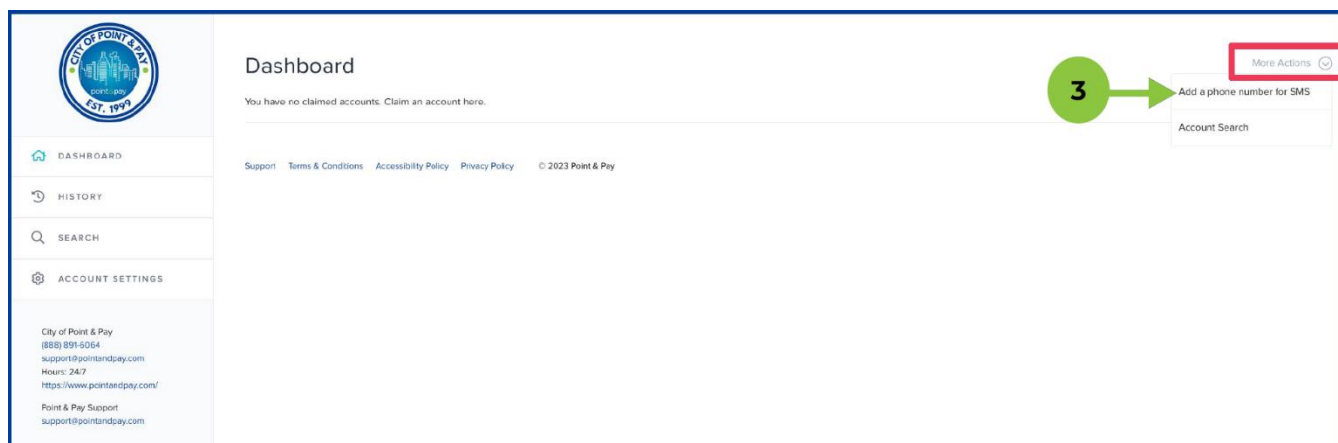
The option to save a phone number and to receive text message notifications is also available (additional cell phone rates/data charges may apply).

**Step 1.** To sign up for text message notifications, start by visiting our payment website at <https://www.paydici.com/cuyahoga-county-treasurer-oh/>.

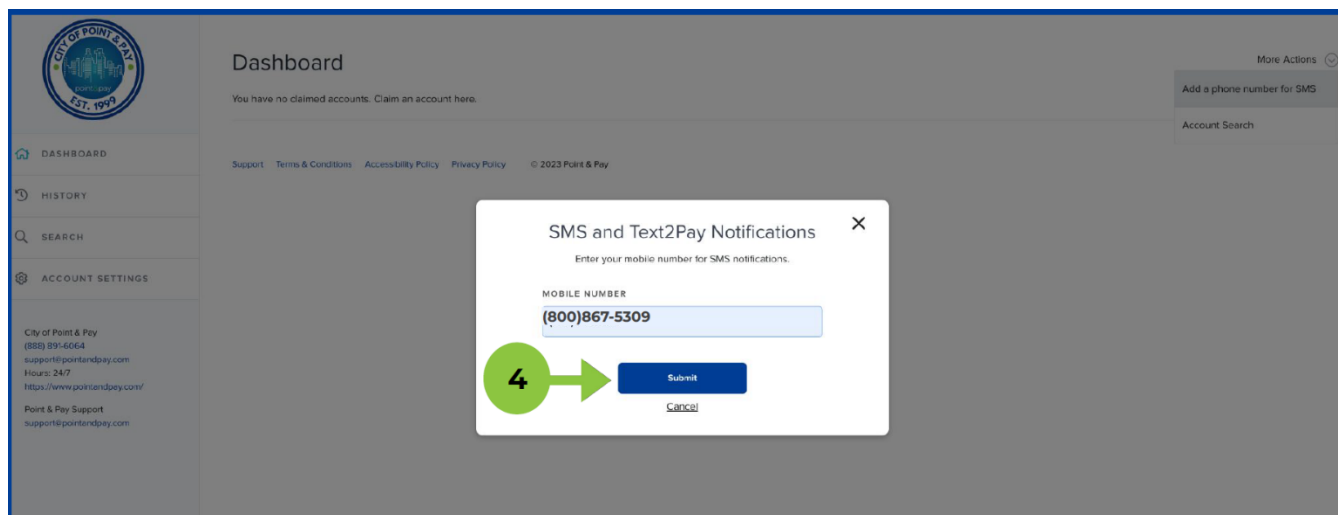


**Step 2.** Sign into your account, or create an account using the instructions provided on p. 1 of this policy.

**Step 3.** On your “Dashboard,” select the “More Actions” dropdown and then click “Add a phone number for SMS.” You must agree to the terms and conditions provided to proceed.



**Step 4.** Enter the mobile phone number you want to use for text message notifications and select “Submit” to complete the process. You will receive a confirmation email. That’s it!





### *Ending Electronic Billing and/or Text2Pay/SMS.*

You may, at any time, end your participation in our electronic billing program and/or our text message notification program by providing the Treasurer's Office with written notice and a current mailing address where we can mail you a hard copy tax bill.

You can also end your participation in electronic billing by logging into the payment website, visiting your "Dashboard" and moving the "Paperless" toggle to "Off." You will receive a confirmation email.

To remove a phone number for text message notification, log in to your account and remove the number listed under "Account Settings." This will automatically unenroll your account.

Electronic billing and text message notifications end automatically when the name of the person charged with the taxes changes, pursuant to section 319.20 of the Revised Code.

### *Fees.*

All payment transactions are processed by Point & Pay,<sup>2</sup> and subject to fees as follows:

<b>Credit Cards:</b>	2.30% of total (\$1.50 minimum)
<b>Debit Cards:</b>	\$2.95 per transaction
<b>Electronic Checks:</b>	No Fee

### *Public Records Exemption.*

All information provided through the payment website is housed and maintained by Point & Pay, and not directly accessible by the Treasurer's Office. Email addresses and phone number submitted to the Treasurer's Office pursuant to this policy are not public records for the purposes of section 149.43 of the Revised Code.<sup>3</sup>

### *Questions and Disputes.*

Questions or disputes regarding this information should be directed to Point & Pay through the portal's "Support" function (found at the bottom of each screen). Questions about the content of tax bills or tax-related information should be directed to the Treasurer's Office via phone at 216-443-7400 Option 1.

### *Recission of Policy.*

The Treasurer's Office may rescind this policy by providing notice no later than 30 days before such a recission's effective date.

Such notice will be sent to the email address and/or telephone number you provided, and will inform you that future bills will be delivered by mail to the address on file with the Treasurer's Office. You may update your mailing address with written notice to the Treasurer's Office at any time.

*Last amended March 5, 2025*

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<sup>2</sup> NOTICE – ORC 301.28: Our processing partner, Point & Pay LLC, charges users a nonrefundable convenience fee for such transactions. The Cuyahoga County Treasurer's Office does not receive any part of this fee. If your payment cannot be processed, your tax liability will remain outstanding and you may be subject to applicable penalties and interest for late payment.

<sup>3</sup> See ORC 323.13(A)(2).