



Administrative Rules Board
MINUTES
Thursday, October 17, 2024, 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 10:38am.

2. ROLL CALL BY CLERK

Rick Manoloff
Greg Huth
Walter Parfejewiec

Awatef Assad joined the meeting midway through the presentation of the first rule.

3. APPROVAL OF PRIOR MEETING MINUTES

a. October 3, 2024

Minutes from the October 3rd meeting were circulated to the committee on 10/15. Greg Huth motioned to approve the minutes; Walter Parfejewiec seconded. The motion was approved by all three 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
ARB2024-0011	Cuyahoga County Fiscal Office	Uniform Guidance Policy	Adopt permanent rule
ARB2024-0012	Cuyahoga County Fiscal Office	Grant Funds 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.

Leigh Tucker, Assistant Fiscal Officer, is the duly authorized representative for the rules submitted for consideration by the ARB at the 10/17 meeting.

ARB2024 – 0011

Ms. Tucker was in attendance to present on the Uniform Guidance Policy on behalf of the Cuyahoga County Fiscal Office. Ms. Tucker shared that the purpose of this policy is to provide uniform guidance for County Departments on monitoring grants from federal programs. This policy is directly taken from the federal government's current policy. The policy has been reviewed by external auditors as well as the previous Director of Internal Audit for Cuyahoga County. Once

formally adopted by the ARB, the policy will be submitted to the end user departments for detailed training.

This policy is mainly concerned with cash management and provides directions for the procurement, processing, and reporting on federal monies received by Cuyahoga County. Additional guidance is provided in this policy on monitoring subrecipients.

Ms. Tucker shared that this policy is formalizing processes.

Board members raised questions regarding subrecipient monitoring, looking for clarification about responsibilities of subrecipients and sub-sub recipients. Guidance is provided in the policy on instances of subrecipient utilization of dollars and who is at risk if a sub-sub recipient is misusing funds.

Awatef Assad shared her support for these policies, especially given the County's implementation of enterprise risk management practices. These policies will go a long way to mitigate financial enterprise risks in the County.

A recommendation was provided that on the additional checklist attachment, specifically the insurance item listed on the third page, the word City should be changed to County. Ms. Tucker agreed to make this edit.

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. Tucker requested to suspend the two-reading rule for this policy because the County is consistently receiving federal funds and wants to be able to fulfill our audit requirements as quickly as possible.

Awatef Assad motioned to suspend the two-reading rule for the rationale supplied by Ms. Tucker; Greg Huth seconded the motion. The motion was unanimously approved by all four members in attendance.

Greg Huth motioned to adopt the proposed Uniform Guidance Policy; Awatef Assad seconded. The motion was unanimously approved by all four members in attendance.

ARB2024 – 0012

Ms. Tucker shared that the proposed Grant Funds Policy references all funding that is received by the County from all funding sources. She shared that this policy is procedural in nature and discusses grant monitoring, reporting, accepting grants, and all other associated actions in the grant process.

Board members asked how much the County receives in grants. Ms. Tucker estimated somewhere between \$20-\$30 million but she shared that she would circulate that confirmed number to Board members following the meeting.

Ms. Tucker shared that a formal grant policy did not previously exist and this proposed policy was authored by a committee of experienced employees from the Fiscal Office, led by Deputy Chief of Staff for Operations and Innovation, Katie Gallagher.

Ms. Tucker requested to suspend the two-reading rule for this policy because the County is consistently receiving grants and it is important to have this formal policy in place as quickly as possible.

Awatef Assad motioned to suspend the two-reading rule for this policy for the rationale supplied by Ms. Tucker; Greg Huth seconded. The motion was unanimously approved by all four members in attendance.

Awatef Assad motioned to adopt the proposed Grant Funds Policy; Greg Huth seconded. The motion was unanimously approved by all four members in attendance.

6. MISCELLANEOUS BUSINESS

None

7. PUBLIC COMMENT UNRELATED TO THE AGENDA

None

8. ADJOURNMENT

No rules were submitted to the Clerk for consideration at the 10/31 meeting by the rule submittal deadline. Chair Manoloff cancelled the 10/31 meeting due to lack of sufficient business pending before the Board.

Chair Manoloff adjourned this meeting at 11:10am

