



Administrative Rules Board
MINUTES
Thursday, January 8, 2026, 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 10:32am

2. ROLL CALL BY CLERK

Rick Manoloff
Walter Parfejewiec
Greg Huth
Nora Hurley

3. APPROVAL OF PRIOR MEETING MINUTES

Minutes from the October 2, 2025 meeting were circulated to the committee. Greg Huth moved to approve the minutes; Walter Parfejewiec seconded. Nora Hurley refrained from the vote as she was not present at the October meeting. The motion was approved by all other members in attendance.

4. PUBLIC COMMENT RELATED TO THE AGENDA

None

5. GENERAL DISCUSSION

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2026-0001	Cuyahoga County Department of Purchasing	Cuyahoga County Sales Tax Policy	Adopt permanent rule

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

Paul Porter, Director of the Purchasing, is the duly authorized representative from the Department of Purchasing in attendance to present the proposed Sales Tax Policy. The proposed rule is intended to establish clear procedures governing purchases made by the County or by individuals acting on behalf of the County, and to ensure the County's tax-exempt status is properly recognized by vendors. Director Porter explained that the adoption of this rule would reduce the likelihood of sales tax being paid by the County or by employees making purchases on the County's behalf.

During discussion, Board members offered recommendations and requested clarifications to the proposed policy. The first recommendation was to revise the second sentence of the opening paragraph on background to clarify that the policy applies when the County or individuals acting on behalf of the County purchase goods and services.

Discussion followed regarding the responsibilities outlined for in-state purchases. Board members recommended adding the phrase, "on behalf of the County" to the first paragraph and removing the final sentence of that paragraph for brevity. Clarification was also requested to explain that if an employee is asked to pay or is charged sales tax, the employee must present the County's tax-exempt status to the vendor and seek reimbursement from the vendor if tax was paid.

With respect to out-of-state purchases, it was noted that not all states honor sales tax exemptions. The Board recommended referencing the appendix in this section and clarify responsibility when sales tax is charged.

In the Remote Purchases section, the Board recommended combining the first two sentences of the second paragraph for clarity. Additional clarification was requested regarding the statement that “the source is considered to be the location where the order is received”, with a recommendation to substitute “good or service” for “order”. Board members also asked how employees would complete the step requiring contact with vendors to confirm tax-exempt status. Director Porter explained that this would typically involve contacting the vendor’s customer service department and reiterated that responsibility rests with the employee making the purchase.

The Board raised a question regarding the reference to the ORC defining a political subdivision. They recommended changing the section to define political subdivision by the County Charter rather than the reference to the ORC.

The Board discussed the section addressing use of personal cards for purchases. It was clarified that once new County p-cards are issued, the cards will display “Cuyahoga County” as the account name with the employee’s name beneath, signaling to vendors that the County is the purchaser and that sales tax exemption should apply. Board members recommended clarifying that use of personal cards is an exception and should not be the default purchasing method.

Another question on the Remote Purchases section was raised: How would an employee complete step 3b to contact the vendor to clarify the tax-exempt status? Director Porter stated that it would involve contacting the vendor’s customer service team. It is the responsibility of the employee making the purchase to ensure that the tax exemption is honored.

Questions were raised regarding responsibility when sales tax is mistakenly charged on remote purchases and cancellation is not possible. Director Porter explained that the policy was intentionally silent on this issue, as such situations would be reviewed on a case-by-case basis by the Purchasing Department, with escalation from the employee to the fiscal officer to attempt reconciliation or a refund.

Director Porter shared that the policy is intended to educate employees and reduce the occurrence of improper sales tax payments. It was estimated that approximately \$500,000 in purchases could fall within the scope of this policy – ultimately saving the County money.

Director Porter did not request to suspend the two-reading rule for this policy. Therefore, revisions will be made that the proposed rule will be brought forward for a second reading at a future meeting.

6. MISCELLANEOUS BUSINESS

None

7. PUBLIC COMMENT UNRELATED TO THE AGENDA

None

8. ADJOURNMENT

Chair Manoloff adjourned the meeting 11:16am