

MINUTES
Cuyahoga County Board of Control
Cuyahoga County Administration Building
4th Floor-Multipurpose Room
Monday, January 17, 2012-11:00 AM

1. Call to Order

Meeting was called to order at 11:03 AM

2. Review and Approve Minutes

A motion was made by Ed FitzGerald , seconded by Dale Miller to approve minutes as written. Stan Kosilesky Abstained.

3. Public Comment

There was no public comment.

4. Tabled Items for Review

There were no tabled items for review

5. New Items for Review

BC2012-8 Information Services Center Submitting an amendment to Contract No. CE0800381-22 with OneCleveland dba OneCommunity for Wide Area Network expansion, enhancement and replacement services for use by various County departments and Cuyahoga Regional Information System agencies for the period 5/1/2008 - 12/31/2013 to change the terms, effective 4/30/2011, and for a decrease in the amount of (\$23,200.00).

Funding Source:100% General Fund

Motion to approve made be Ed FitzGerald, Seconded by Lenora Lockett. Item Approved

BC2012-9 Department of Health and Human Services Submitting an agreement with Ohio Department of Health in the amount not-to-exceed \$220,208.00 for reimbursement of direct care services in connection with the State AIDS Drug Assistance Program for the Ryan White HIV/AIDS Treatment Extension Act Part A for the period 3/1/2011 - 2/29/2012.

Funding Source:100% Federal Ryan White Funding

Motion to Approve by Ed FitzGerald, Seconded by Wade Steen. Item Approved

BC2012-10 Department of Health and Human Services Division of Office of Early Childhood, submitting an amendment to Contract No. CE1000739-03, 04 with The Literacy Cooperative of Greater Cleveland for the Supporting Partnerships to Assure

Ready Kids Program for the Invest in Children Program for the period 7/1/2010 - 8/31/2011 to extend the time period to 8/31/2012, to change the scope of services, effective 9/1/201, and for additional funds in the amount of \$305,000.00.

Funding Source:100% Health and Human Services Levy Funds

Motion to Approve made by Ed FitzGerald . Seconded by Dale Miller. Item Approved.

6. Other Business

A) Exemption from Aggregation and RFP of Contracts per Cuyahoga County Board of Control, Contracting and Purchasing Procedures Ordinance, Sections 3.5.a and 4.4.d

BC2012-11 The Planning Commission 1. **Description of Supplies or Services. (If contract amendment, please identify contract term and/or scope change)**

In August 2009, Cuyahoga County was awarded a \$5.7 million Energy Efficiency and Conservation Block Grant, (EECBG) by the U.S. Department of Energy (USDOE) through the American Recovery and Reinvestment Act, (AARA).

In September 2009, Cuyahoga County entered into an Assistance Agreement with the USDOE to develop and implement an Energy Efficiency & Conservation Strategy (—EEC&S²) under Catalog of Federal Domestic Assistance Number DEEE0000708.

The County's EEC&S is designed to create jobs, reduce fossil fuel emissions, reduce total energy use of eligible entities, and improve energy efficiency in the building, transportation, and other appropriate sectors.

In December 2010, the BOCC approved an Interagency Agreement (Resolution No. 105130, Journal 309 dated December 2, 2010) between the Cuyahoga County Department of Development (DOD), as Grantor, and the CPC, as grant sub recipient for the term August 12, 2010 through June 30, 2015 to implement and administer the MEP and be permitted to make grants to municipalities located in the County of Cuyahoga, Ohio and eligible to participate in the MEP program.

(The CPC is a contracting authority pursuant to Section 307.92 of the Ohio Revised Code and authorized to enter into contracts pursuant to Sections 713.22 and 713.23 of the Ohio Revised Code.) A copy of the Interagency

Municipal Energy Program

In September 2010, the CPC commenced the MEP with two primary objectives:

1. Award grants to municipalities to conduct American Society of Heating, Refrigerating and Air Conditioning

Engineers (ASHRAE) Standard Level II baseline energy audits of their municipally-owned buildings and facilities; to guide and assist them in decision-making regarding energy efficiency and conservation projects; and

2. Provide grant awards to municipalities that had already completed a verifiable energy audit within the last three (3) years to implement energy efficiency and conservation measures (ECMs) identified in the audits and that would yield significant cost and energy savings.

The field of energy management is a complex subject and in order to develop the most suitable program objectives, best practices, guidelines and program protocols the CPC sought through a Request for Proposal (RFP) expertise in energy management. Through the RFP process, the CPC selected and contracted with Spectrum Energy Concepts Inc.

The CPC issued an application in 2010 to fifty-three (53) municipalities* to:

1. Request a grant to conduct an ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers)

Level II energy audit of municipally-owned buildings and facilities; or

2. Implement ECM's which had been identified by a completed verifiable energy audit done within the last three (3) years.

*The USDOE awarded direct EECBG grants to six Cuyahoga County municipalities (Cleveland, Cleveland Heights, Euclid, Lakewood, Parma and Strongsville.

Audit Application Evaluation and Award Determination. The amount of each municipality's grant award was

determined by calculating the amount of the square footage of the city's municipally-owned buildings and facilities by an industry standard for cost per square foot rate for ASHRAE Level II Audits. Other relevant issues taken into consideration included, but were not limited to, the age, historic significance, current and future use and the most recent upgrade (s), if any, to the building or facility.

The CPC entered into a Master Grant Agreement (MGA) with the communities:

The MGA:

1. Incorporates the terms and conditions of the MEP along with a customized Scope of Work for each municipality's

award and reporting requirements and documentation forms;

2. Specifies that a grantee may not use the grant funds for any purpose other than completion of the audit and that grantee may not pledge the grant funds as security for any loan or other obligation or indebtedness; and

3. States that the CPC shall disburse the grant funds on a reimbursement basis for eligible costs of the project and must submit for review and approval requests for reimbursement detailing expenditures which have then been incurred by municipality in accordance with the project budget included in the MGA.

Municipality Award Amount

Bay Village \$40,000; Mayfield Village \$22,000;

Beachwood \$85,000; Middleburg Heights \$45,000;

Bedford \$40,000; Moreland Hills \$15,000;

Bedford Heights \$45,000; Newburgh Heights \$10,000;

Bentleyville \$5,000; North Olmsted \$65,000;

Berea \$45,000; North Randall \$5,000;

Bratenahl \$13,000; North Royalton \$30,000;

Brecksville \$64,500; Oakwood Village \$15,000;

Brook Park \$65,000; Olmsted Falls \$20,000;

Brooklyn \$55,000; Olmsted Township \$5,000;

Brooklyn Heights \$15,000; Orange Village \$14,000;

Chagrin Falls – Village \$20,000; Parma Heights \$20,000;

Chagrin Falls Township \$5,000; Pepper Pike \$14,000;

Cuyahoga Heights \$20,000; Richmond Heights \$28,000;
East Cleveland \$35,000; Rocky River \$50,000;
Fairview Park \$45,000; Rocky River WWTP \$30,000;
Gates Mills \$12,000; Seven Hills \$22,000;
Glenwillow \$5,000; Shaker Heights \$50,000;
Highland Heights \$26,000; Solon \$95,000;
Highland Hills \$25,000; University Heights \$12,000;
Hunting Valley \$10,000; Valley View \$35,000;
Independence \$50,000; Walton Hills \$18,000;
Linndale \$3,000; Warrensville Heights \$25,000;
Lyndhurst \$30,000; Westlake \$67,000;
Maple Heights \$30,000; Woodmere \$5,000
TOTAL \$1,492,500

Energy Conservation Measures (ECMs) Application Evaluation and Award Determination
The submitted energy audits conducted by the municipality within the last three (3) years were reviewed along with a brief description of the ECMs, the total amount of capital investment, the funding amount requested, estimated annual energy and cost savings, the simple payback and the number of jobs that would be created or retained if the project were implemented. The CPC will enter into an MGA with the awardees.

Item # MUNICIPALITY PROJECT SCOPE OF WORK AWARD
AMOUNT

1 Mayfield Heights 1. Community Center HVAC Upgrades and Occupancy Controls
2. Community Center Hot Water Conversion
3. Service and Salt Garage HVAC Upgrades
4. Police Department Heat Pump Upgrade
5. Service Garage, Fire and Police Radiant Tube Heater Upgrade
6. Vehicle Maintenance Mezzanine HVAC Upgrade and Service
Garage 1 Laundry
7. City Hall, Police and Fire Department BAS, RX, expansion, DCX.
8. Interior and Exterior Lighting Retrofit Projects.
9. Other Energy Efficiency and Conservation Measures
10. Approved Engineering Costs
\$546,132.00

2 North Royalton 1. Luminaries at Memorial Park Baseball Field
2. Luminaries at Memorial Park Soccer Field
3. Luminaries at Memorial Park Tennis and Basketball Courts
4. Luminaries at York Road Baseball Diamonds
\$92,685.00
TOTAL \$63,881.17

3. Rationale Supporting the Use of the Selected Procurement Method

The EECBG Program, funded by the American Recovery and Reinvestment Act (Recovery Act) of 2009, represents a Presidential priority to deploy the cheapest, cleanest, and most reliable energy technologies we

have—energy efficiency and conservation—across the country. It is intended to develop, promote, implement, and manage energy efficiency and conservation projects and empower local communities to make strategic investments in energy conservation. As is the case in many areas nationwide, few Cuyahoga County municipalities have had the resources available to assess energy efficiency and make meaningful energy conservation investments. By providing grants for energy efficiency audits the majority of municipalities in Cuyahoga County have had an opportunity to conduct ASHRAE Level II grade audit of their municipally-owned buildings and facilities and have identified the most egregious energy losses that should be reversed for energy cost savings.

Additionally, the information collected:

1. Has created an energy efficiency baseline;
2. Has identified a portfolio of energy conservation measures;
3. Can be used in the development of a countywide energy efficiency strategy; and
4. Can be used to develop other funding opportunities to implement energy conservation measures.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

The USDOE approved the activities outlined in Cuyahoga County's application for EECBG funds. The BOCC determined that \$3.2 million of the County's \$5.7 million should be awarded to the fifty-three communities that did not receive a direct allocation.

5. What ultimately lead you to this product or service? Why was the recommended vendor selected?

The CPC researched EECBG funded programs and projects nationwide, and found similar programs being conducted around the Country that have elected to use a formula grant process. The CPC believes the use of formula grants in Cuyahoga County ensures that energy efficiency measures will be implemented in a majority of the county.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

The EECBG funds must be expended by September 30, 2012. The CPC with assistance from an energy management consulting put together a streamlined application process and using current energy efficiency standards and objectives have assisted fifty-two communities in working toward energy efficiency.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

This is a onetime federally-funded program through the American Recovery and Resource Act. Motion to Approve made by Ed FitzGerald . Seconded by Dale Miller. Item Approved.

BC2012-12 The Planning Commission 1. Description of Supplies or Services (If contract amendment, please identify contract term and/or scope change).

Amend contract CE-1000695-01 on RQ17407 dated August 12, 2010 between the Cuyahoga County Planning Commission and Spectrum Energy Concepts Inc. to increase the amount of the contract by \$27,156.20 to reimburse Spectrum Energy Concepts, Inc. for work provided.

Explanation:

Cuyahoga County was awarded a \$5.7 million American Recovery and Reinvestment grant in September 2009 from the U.S. Department of Energy (DOE).

The Cuyahoga County Planning Commission (CPC) was designated by the Cuyahoga County Department of Development as a sub-grant recipient of \$3.2

million to implement the Municipal Energy Program (MEP) in order to provide energy stimulus funding to the fifty-three (53) Cuyahoga County communities that did not receive direct allocation from the DOE to implement energy efficiency and conservation measures.

The MEP has been designed to provide the municipalities funding to do audits of their municipally-owned buildings and facilities. Once the audits are completed, the municipalities will be allowed to apply for MEP funding for project implementation.

The CPC issued a Request for Proposal (RFP CP-10017407) on May 19, 2010 soliciting the services of an Energy Management Consultant, Inc. The CPC

received two responses and after these responses were evaluated and scored, Spectrum Energy Concepts, Inc. was selected.

Spectrum Energy submitted a detailed bid of \$166,400.00 for to assist in development of the entire MEP. However, due to stimulus deadlines, the CPC decided to enter into a contract A contract for MEP Project Development with Spectrum Energy, Inc. for \$24,975.00 was approved by the CPC Board on August 12, 2010 and by the

Board of Cuyahoga County Commissioners (BOCC) on October 14, 2010 (Resolution No. 094320).

The Contract number is CE-1000695-1 Revised: 11/15/11 Shortly thereafter, three issues prompted an amendment to the original contract:

1. The great response by the communities – 50 of the 53 communities submitted applications;
2. The audits would need to be reviewed by Spectrum Energy, Inc. for compliance with the required standard; and
3. DOE directed all grantees, which would be the Department of Development, to obligate the grant funds by March 28, 2011. Contract CE-1000695-01 was amended by the BOCC, on December 2, 2010 through Resolution RE-105188. The amendment, effective November 10, 2010,

increased the contract amount by \$50,000.00 to a not-to-exceed amount of \$74,975.00 and expanded the scope of services provided by Spectrum Energy Concepts, Inc. In mid-May 2011, it was determined that the contract with Spectrum Energy Concepts, Inc. needed to be amended to additional funds and to expand the scope of services. This final amendment would add \$87,500.00, for a total contract award of \$162,475.00 (close to Spectrum's original estimate for the scope of work) and expand the scope of services. The CPC Board approved the second amendment on July 14, 2011; however the Department of Development, as grantor, denied the

CPC's request for the second amendment and instructed the CPC to issue a new Request for Proposal.

However, due to a number of factors such as the slow pace at which the municipalities issued bid packages, the unanticipated time that was needed to address shortcomings in the submitted energy audits and First Energy Demand Side Rebate Program, led to the expenditure of the entire \$74,975.00 in contract funds, plus an additional \$27,156.20, by mid-April 2011. Although monthly invoices had been submitted by Spectrum Energy Inc. these invoices were not processed in a timely manner which resulted in the contractor continuing to work through mid-August.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown.

\$27,156.20

3. Rationale Supporting the Use of the Selected Procurement Method

The original contract and the first amendment between the CPC and Spectrum Energy were approved by the BOCC. However, Spectrum Energy Concepts, Inc. invoices for mid-April through August were not processed timely which led to an over-expenditure on CE1000695-01 of \$27,156.20

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

N/A

5. What ultimately lead you to this product or service? Why was the recommended vendor selected?

The Cuyahoga County Planning Commission (CPC) was designated by the Cuyahoga County Department of Development as a sub-grant recipient of \$3.2 million to implement the Municipal Energy Program (MEP) in order to provide energy stimulus funding to the fifty-three (53) Cuyahoga County communities that did not receive direct allocation from the DOE to implement energy efficiency and conservation measures. The CPC has experience in designing and implementing programs such as the Work Access Transportation Program, the Senior Transportation Connection, the State Capital Improvement Program and the Clean Ohio Conservation Program. Due to this experience the Director of the Cuyahoga County Development Department asked that the CPC design and implement the MEP. The CPC determined that it needed the assistance of an energy management consultant to assist in understanding the basic standards of energy and energy efficiency. The CPC reviewed the energy management associations for companies located in Cuyahoga County and it was contacted by several energy management consultants. The CPC issued RFP CP-10017407 on May 19, 2010 soliciting the services of an Energy Management Consultant, Inc. The CPC received two responses, Humanity's Loom and Spectrum Energy Concepts. These responses were Revised: 11/15/11
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evaluated using the County RFP Procurement criteria and Spectrum received the higher score and negotiated a contract with Spectrum Energy Concepts, Inc. The CPC will solicit a new energy management consultant through a formal Request for Proposal (RFP) Process to complete the review of the municipal energy audits funded by the MEP to

ensure compliance with MEP and ASHRAE; and assist the CPC in the development of Phase 2 – Evaluation and Selection of Energy Conservation Measurements.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid? Spectrum Energy Concepts, Inc. performed work in April, May, June and July 2010 and submitted the necessary invoices. The billing was not processed and Spectrum is due the additional funds. The only way to ensure reimbursement is to do a second amendment to the contract. Work on project development will not be done until an RFP is issued and a contractor selected.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

This is a one-time expenditure.

Motion to Approve made by Wade Steen . Seconded by Dale Miller. Item Approved.

B.) Exemption from RFP and approval of an Alternative Procurement Process per the Cuyahoga County Board of Control, Contracting and Purchasing Procedures Ordinance O2011-0044-Section 4.4.b.17

BC2012-13 Department of Health and Human Services **1. Description of Supplies or Services (If contract amendment, please identify contract term and/or scope change)**

The Family and Children First Council office is seeking an exemption to the procurement process to implement the Family Centered Services and Support wraparound program. The funding is used to administer a family driven wraparound process that helps maintain youth people in community based settings.

FCSS and community based wraparound are designed to meet the unique needs of children and families on the individualized family service coordination plan (IFSCP) developed through the service coordination process and/or support the FCFC service coordination process, as described in the county FCFC Service Coordination Mechanism.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown

33% - FCFC

67% - was awarded to the ADAMHS on November 14, 2011

3. Rationale Supporting the Use of the Selected Procurement Method

- These state dollars support non-Medicaid billable services The ADAMHS board received two-thirds of the state grant. FCFC is seeking this exemption to expend the remaining funds to support families who are not involved with the ADAMHS board and have open cases with Children and Family Services, Juvenile Court, and Development Disabilities.
- CSS focuses on maintaining children and youth in their own homes and communities by providing non-clinical family-centered services and supports. FCSS is built on the foundation that family involvement in service planning and implementation:

- a. is critical to successful treatment outcomes;
 - b. strengthens the existing capacity of families to function effectively; and,
 - c. ensures the safety and well-being of each family member.
- The target population for FCSS are those children (ages 0 through 21) with multi-systemic needs, who are receiving service coordination through the local FCFC.
 - Single agencies or programs providing service coordination (outside of the FCFC Service Coordination Mechanism) that may not be able to meet the family's needs, may refer families to FCFC service coordination for cross-system team planning.
 - If these families meet the local criteria for FCFC service coordination and a FCFC individualized family service coordination plan (IFSCP) is developed that identifies an FCSS eligible service or support, FCSS funds may be used for the purpose identified in the IFSCP.
 - In order to prevent duplication of plans or conflicting expectations of the family, the agency/program family service coordination plan should be integrated into or linked to and coordinated with the FCFC IFSCP.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

No other vendors were evaluated. The Council did not initiate this option because these funds should be available to service coordination for other wraparound families who are not involved with ADAMHS board. The service coordination team liaisons use wraparound services to maintain children in the community.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

Service coordination is mandated in ORC §121.37. The Ohio Family and Children First developed this funding stream in conjunction with the Ohio Department of Mental Health to offer community based options to families that could prevent residential placement and extended system involvement.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

All families do not need the same services. All services are not used on a regular basis. The funding is intended to offer non-traditional community based supportive services to families.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

The application and guidance document from the State of Ohio determine how the funding is spent.

Motion to Approve made by Wade Steen . Seconded by Dale Miller. Item Approved.

BC2012-14 Department of Health and Human Services **1. Description of Supplies or Services (If contract amendment, please identify contract term and/or scope change)**

The Family and Children First Council office is seeking an exemption to the procurement process for the purpose of having the Educational Service Center on behalf of Help Me Grow; the Department of Children and Family Services on behalf of Cuyahoga Tapestry System of Care; and Providence House serve as the lead agencies for the Child Abuse and Neglect Prevention Programs outlined in the Cuyahoga County application to the Ohio Children's Trust Fund. The purpose of the grant is to reduce the occurrence of child abuse and neglect in Cuyahoga County. The contract term for each agreement is July 1, 2011 to June 30, 2012.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown

\$431,772.74

Educational Service Center on behalf Help Me Grow \$217,039.55 or 50.2%

Department of Children and Family Services on behalf of Cuyahoga Tapestry System of Care
\$100,000 or 23.2%

Providence House \$100,000 or 23.2%

FCFC administration fee \$14,733.19 or 3.2%

3. Rationale Supporting the Use of the Selected Procurement Method

- Grants from the Ohio Children's Trust Fund (OCTF) require local FCFCs to submit the planning/vendor selection process in the application. Cuyahoga's process was approved in the application.

- The local FCFC voted to select new indicators for SFY11. The FCFC Council gave the FCFC office approval to survey the community and conducted group interviews to identify the new areas of focus. The office released an online survey in September 2009 requesting information about child abuse and neglect programs which community found to be valuable, but the programs were cut due to funding.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

The FCFC Executive Committee and full Council approved Help Me Grow Home Visiting, DCFS/Cuyahoga Tapestry System of Care and United Way's First Call for Help 211. In SFY 12 the Ohio Children's Trust Board approved the Cuyahoga County application with the condition that we replace United Way's 211 with a direct service provider. The Ohio Children's Trust Fund Board suggested Providence House, the only crisis nursery in Cuyahoga County, one of three in the State of Ohio. The FCFC Executive Committee approved Providence House. The FCFC office resubmitted the application. The application was approved the Ohio Children's Trust Fund Board.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

The FCFC Executives wanted a continuum of service that responded to prevention needs for children birth to 18. All three programs use evidence based prevention strategies.

- Help Me Grow(HMG) was selected because they respond to at-risk children ages 0-3 using an evidence-based home visiting curriculum called Parents as Teachers. All HMG subcontracted vendors are selected through an RFP process.

- Providence House serves families who have determined they have risk factors. The families voluntarily place their children ages 0-6 at Providence House for 30-45 days to give the family time to reduce the risk factors. Providence House will use its OCTF funding to provide wraparound services to support reunited families and prevent recidivism. Providence House will provide direct services.

- Cuyahoga Tapestry System of Care used a fidelity wraparound approach for families who are not known to the public systems. These families are identified through local community centers. All Tapestry subcontracted vendors are selected through an RFP process.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

OCTF is state funding. The application is very specific about how the money can be spent. We submitted a selection process which was approved.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

This is a one-time only request. The Ohio Children's Trust Fund Board changed the application criteria for SFY13. In SFY13, the Board will fund evidence-based curriculum We are working with the state office to execute a formal RFP for SFY13. The FCFC Executive Committee was asked to select the evidence-based curriculums that will be part of the RFP.

Motion to Approve made by Wade Steen, Seconded by Pernel Jones, Jr., Item Approved.

Councilman Dave Greenspan sat in for Councilman Michael Gallagher, Stan Kosilesky sat in for Bonnie Teeuwen.

7. Public Comment

There was no public comment

8. Adjournment

Motion to Adjourn made by Wade Steen, Seconded by Dale Miller. Meeting was adjourned at 12:08 PM