

Minutes

Cuyahoga County Board of Control
Tuesday, January 16, 2018 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I – CALL TO ORDER

The meeting was called to order at 11:02 a.m.

Attending:

Dennis Kennedy, Chairperson (Alternate for Armond Budish)
Councilman Dale Miller
Councilwoman Nan Baker
Trevor McAleer, County Council (Alternate for Dan Brady)
Angela Rich, Deputy Fiscal Officer (Alternate for Dennis Kennedy)
Lenora Lockett, Director, Office of Procurement & Diversity

II – REVIEW MINUTES – 1/8/18

Dennis Kennedy motioned to approve the minutes from the January 8, 2018 meeting, as written; Trevor McAleer seconded. The minutes were unanimously approved.

III – PUBLIC COMMENT

There was no public comment related to the agenda.

A – Tabled Items

B – New Items for Review

BC2018-25

Department of Public Works, recommending an award on RQ41633 and enter into an agreement with the Greater Cleveland Regional Transit Authority in the amount not-to-exceed \$400,000.00 for the purchase of supplementary fuel for the period 10/1/2017 – 9/30/2019.

Funding Source: Internal Service Fund

Michael Chambers, Department of Public Works, presented. There were no questions. Dennis Kennedy motioned to approve the item; Nan Baker seconded. Item BC2018-25 was unanimously approved.

BC2018-26

Department of Workforce Development, submitting an amendment to Contract No. CE1600242 with United Labor Agency, Inc. for operation of the Workforce Service Center, Job seekers and employer services, and management of the On-the-Job Training Program for the period 7/1/2016 – 6/30/2018 for additional funds in the amount not-to-exceed \$110,003.00.

Funding Source: Wage Pathways Program Subgrant

Frank Brickner, Department of Workforce Development, presented. Nan Baker asked if the United Labor Agency is located in the Ohio Means Job Center on Bolivar Avenue, Cleveland; and asked if Ohio Means

Jobs is the only agency that incorporates United Labor Agency services, in addition to the services they are providing to employers. Nan also asked how many employees are housed at the Bolivar facility. Dale Miller asked for clarification that only additional funds are being requested and the existing time period will not change. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2018-26 was unanimously approved.

BC2018-27

Department of Information Technology,

a) Submitting an RFP exemption on RQ41429, which will result in an award recommendation to Carahsoft Technology Corporation in the amount not-to-exceed \$24,999.96 for the purchase of Distributed Denial of Service Web Application protector services for the period 1/1/2018 – 12/31/2018.

b) Recommending an award on RQ41429 to Carahsoft Technology Corporation in the amount not-to-exceed \$24,999.96 for the purchase of Distributed Denial of Service Web Application protector services for the period 1/1/2018 – 12/31/2018.

Funding Source: General Fund

Dennis Sullivan and Emily McNeeley, Department of Information Technology, presented. Nan Baker asked if this is a new service; if the services are compatible with the Enterprise Resource Planning Platform (ERP); and asked if the transition to the ERP System will be seamless once it launches this summer. Dale Miller asked if the County's Information Technology infrastructure has been impacted or shut down due to malicious malware or suspicious activity. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2018-27 was unanimously approved.

The following item was amended to reflect the time period as 1/19/2018 – 12/31/2018.

BC2018-28

Fiscal Department/Board of Revision,

a) Submitting an RFP exemption on RQ41080, which will result in an award recommendation to Sadler Ne-Camp Financial Services, Inc. dba Proware in the amount not-to-exceed \$12,600.00 for modification of the CCJIS electronic filing system for the period ~~12/1/2017~~ **1/19/2018** – 12/31/2018.

b) Recommending an award on RQ41080 and enter into a contract with Sadler Ne-Camp Financial Services, Inc. dba Proware in the amount not-to-exceed \$12,600.00 for modification of the CCJIS electronic filing system for the period ~~12/1/2017~~ **1/19/2018** – 12/31/2018.

Funding Source: Real Estate Assessment Fund

Shelley Davis, Board of Revision, and Emily McNeeley, Department of Information Technology, presented. Trevor McAleer asked if the not-to-exceed amount is based per filing. Nan Baker asked for clarification on access restrictions. Dennis Kennedy asked for clarification on the start date of the project; and asked if there is need for the effective date of the contract to reflect December 1, 2017 if services have not begun. After further discussion, Emily McNeeley requested the item be amended to reflect the start date as January 19, 2018. Mike Chambers asked for clarification on whether the modification is a one-time cost, as it relates to amending the item to change the start date. Lenora Lockett asked if the first year of maintenance services associated with the modification begins January 1, 2018; and asked if the end date needs to be amended. Trevor McAleer inquired about the annual maintenance costs. Trevor McAleer

motioned to amend the item to reflect the time period as 1/19/2018 – 12/31/2018; Dennis Kennedy seconded. Dennis Kennedy motioned to approve the item as amended; Dale Miller seconded. Item BC2018-28 was unanimously approved.

BC2018-29

Office of the Treasurer,

a) Submitting an RFP exemption on RQ41612, which will result in an award recommendation to Pacer Service Center in the amount not-to-exceed \$1,666.40 for Electronic Public Access subscription services for the period 4/1/2017 – 6/30/2017.

b) Recommending an award on RQ41612 to Pacer Service Center in the amount not-to-exceed \$1,666.40 for Electronic Public Access subscription services for the period 4/1/2017 – 6/30/2017.

Funding Source: General Fund

Jennifer Boyd, Treasurer's Office, presented. Dennis Kennedy asked for clarification on the time period and the charges to access subscription services to retrieve back-up information for bankruptcy filings. Dennis also asked if a Procurement Card could be utilized to pay for the services, as he believes payments can only be made via credit cards; and inquired about the completion date of the project. Trevor McAleer asked for clarification on whether payments will be made on an as needed basis going forward; and asked if the pay as you go amount the County will be invoiced for is less than \$500.00. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2018-29 was unanimously approved.

BC2018-30

Court of Common Pleas/Corrections Planning Board,

a) Submitting an RFP exemption on RQ41615, which will result in an award recommendation to Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$90,500.00 for Specialized Programming for Non-Support Offenders for the period 7/1/2017 - 6/30/2019.

b) Recommending an award on RQ41615 and enter into a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$90,500.00 for Specialized Programming for Non-Support Offenders for the period 7/1/2017 - 6/30/2019.

Funding Source: FY2018/2019 Community Corrections Act 407 NON-SUPPORT Grant

Martin Murphy, Corrections Planning Board, presented. Dennis Kennedy asked for clarification on the start date of the contract. Nan Baker asked for clarification on whether the programming is for Child Support obligations only. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2018-30 was unanimously approved.

BC2018-31

Office of Internal Audit,

a) Submitting an RFP exemption on RQ41340, which will result in an award recommendation to Audimation Services, Inc. in the amount not-to-exceed \$13,205.00 for licenses, maintenance, support and training on CaseWare Idea Data Audit Analytics software for the period 11/1/2017 – 10/31/2018.

b) Recommending an award on RQ41340 and enter into a contract with Audimation Services, Inc. in the amount not-to-exceed \$13,205.00 for licenses, maintenance, support and training on CaseWare Idea Data Audit Analytics System software for the period 11/1/2017 – 10/31/2018.

Funding Source: General Fund – 50% and Inspector General Special Revenue Fund - 50%

Cory Swaisgood, Office of Internal Audit, presented. Trevor McAleer asked if the Department experienced technical difficulties accessing the OnBase System; and asked for additional information as to why review and approval by the Technical Advisory Committee (TAC) was delayed for 30 days. Trevor also asked if the reason for the delay was due to deadline issues vs review issues on TAC's part. Dennis Kennedy asked if the contract will be renewed before the end of October; and asked if the renewal term will be for a 2 or 3-year period. Dale Miller commended the Department for using Special Revenue funds to cover 50% of the cost, as it reduces the impact on the General fund. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2018-31 was unanimously approved.

BC2018-32

Agency of the Inspector General, submitting an amendment to Contract No. CE1500113 with WingSwept, LLC for maintenance and support of the Case Management System for the period 4/23/2015 - 4/23/2018 to extend the time period to 4/23/2020 and for additional funds in the amount not-to-exceed \$29,595.76.

Funding Source: General Fund

Mark Griffin, Agency of the Inspector General, presented. Dale Miller asked for clarification on how the vendor can provide services at a reduced rate compared to the rates quoted by other companies. Nan Baker asked why a portion of the costs were not covered by the Office of Internal Audit; and asked why Special Revenue Funds were not being used to cover part of the expenses. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2018-32 was unanimously approved.

BC2018-33

Office of Procurement & Diversity,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1500276 with Dunbar Armored, Inc. for armed guard and armored truck services for various County departments and agencies for the period 10/1/2015 - 9/30/2018, to expand the scope of services, effective 1/1/2018 and for additional funds in the amount not-to-exceed \$1,250.00.

b) Submitting an amendment to Contract No. CE1500276 with Dunbar Armored, Inc. for armed guard and armored truck services for various County departments and agencies for the period 10/1/2015 - 9/30/2018, to expand the scope of services, effective 1/1/2018 and for additional funds in the amount not-to-exceed \$1,250.00.

Funding Source: Kennel Fund

Lenora Lockett, Office of Procurement & Diversity, presented. Nan Baker asked for clarification on whether there is a substantial amount of money being transferred to warrant the use of armed guard and armored truck services. Dennis Kennedy commented that the amount seems extremely small for the vendor to provide services for 2 locations. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2018-33 was unanimously approved.

BC2018-34

Department of Public Safety and Justice Services/Witness Victim, submitting an amendment to Contract No. CE1600002 with Domestic Violence & Child Advocacy Center for implementation of a High-Risk Team for the Domestic Violence Homicide Prevention Demonstration Initiative for the period 1/1/2016 - 9/30/2018 to extend the time period to 9/30/2019 and for additional funds in the amount not-to-exceed \$488,351.78.

Funding Source: U.S. Department of Justice - Domestic Violence Homicide Prevention Demonstration Grant

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Dale Miller asked if tracking data is available that measures the success in reaching the objectives of the program. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2018-34 was unanimously approved.

BC2018-35

Department of Health and Human Services/Community Initiatives Division/Family and Children First Council,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1600216 with Youth Opportunities Unlimited for Youth Employment/Internship Program management services for the period 9/1/2016 – 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$205,000.00.

b) Submitting an amendment to Contract No. CE1600216 with Youth Opportunities Unlimited for Youth Employment/Internship Program management services for the period 9/1/2016 – 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$205,000.00.

Funding Source: Health and Human Services Levy Fund

Robin Martin, Family and Children First Council, presented. Dale Miller asked how many young adults will be serviced under the not-to-exceed amount. Dennis Kennedy asked for clarification on whether funding was exhausted at the end of Calendar year 2017. Dennis Kennedy motioned to approve the item; Nan Baker seconded. Item BC2018-35 was unanimously approved.

C – Exemptions

BC2018-36

Department of Development, recommending an alternate procurement process on RQ41531 to seek a qualified Historic Preservation consultant approved by the State of Ohio to assist the Department with the completion of historic reviews.

Funding Source: Federal Funds

Sara Jackson, Department of Development, presented. Trevor McAleer asked for clarification on why the County will not incorporate the state certification requirement as part of the informal RFP process to conduct historic reviews as opposed to submitting an alternate procurement. Nan Baker asked for clarification on what structures the Ohio State Historic Preservation office targets; and asked if issues such as asbestos is covered under the review process for homes 50 years or older. Dennis Kennedy inquired about the use of contractors listed on the State schedule providing the services. Dennis Kennedy motioned to approve the item; Nan Baker seconded. Item BC2018-36 was unanimously approved.

D – Consent Agenda

Trevor McAleer referred to item BC2018-40 and asked if Departments were experiencing technical issues submitting items into OnBase as it relates to the number of award recommendations listed under proposed purchases. Nan Baker referred to item BC2018-39 and asked if the providers are being replaced; and are there adequate places for the victims to be housed.

There were no further questions on the consent agenda items. Dennis Kennedy motioned to approve items BC2018-37 through -40; Dale Miller seconded, the consent agenda items were unanimously approved.

BC2018-37

Department of Public Works,

a) Submitting an amendment to Contract No. CE1600218 with Schirmer Construction, LLC for rehabilitation of Cedar Road Bridge No. 229 over Doan Brook in the City of Cleveland for a decrease in the amount of (\$91,088.17).

b) Recommending to accept construction as complete and in accordance with plans and specifications; requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: 80% Federal Funds and 20% Cuyahoga County using funds from the \$5.00 Vehicle License Tax Fund

BC2018-38

Fiscal Office, recommending to rescind RQ41400 listed under Board Approval No. BC2018-24 dated January 8, 2018, which authorized a Direct Open Market Purchase:

AU-17-41400	Single-line laser scanner for returned notices from 2018 Sexennial Reappraisal	Fiscal Office	Zones, Inc.	\$905.92	General Fund
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BC2018-39

Court of Common Pleas/Juvenile Court Division, submitting an amendment to Master Contract No. CE1700098 with various providers for Safe Space Housing services for Minor Victims of Sex Trafficking for the period 7/1/2017 – 9/30/2018 for a decrease in the total amount of (\$33,371.10).

- a) Lutheran Metropolitan Ministry
- b) The Village Network

Funding Source: Victims of Crime Act

BC2018-40

Office of Procurement & Diversity, presenting proposed purchases for the week of 1/16/2018

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>CT-18-41686</i>	<i>Medical care for County Kennel</i>	<i>Department of Public Works</i>	<i>Butler Animal Health Supply, LLC dba Henry Schein Animal Health</i>	<i>\$4,476.44</i>	<i>Dick Goddard's Best Friend Fund</i>
<i>CT-18-41596</i>	<i>Runway deicing fluid for Airport</i>	<i>Department of Public Works</i>	<i>Nachurs Alpine Solutions, LLC</i>	<i>\$17,680.00</i>	<i>Airport Operation Fund</i>
<i>CR-18-41713</i>	<i>Zebra printer labels and ink rollers for various labs</i>	<i>Medical Examiner's Office</i>	<i>Buckeye Business</i>	<i>\$2,164.52</i>	<i>General Fund</i>

Items already purchased:

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>None.</i>					

Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity)

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>None.</i>					

V – OTHER BUSINESS

BC2018-41

Office of procurement & Diversity,

Recommending to amend various requisitions for awards to various providers for Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity) for the period January – March, listed under Board Approval No. BC2017-980 dated December 18, 2017, by:

a) On RQ41445 by changing the award amount to Benjamin Foods from \$9,570.18 to \$16,194.18

SH-18-41445	Potatoes/Oats January – March	Sheriff's Department	Benjamin Foods	\$9,570.18	General Fund
SH-18-41445	Potatoes/Oats January – March	Sheriff's Department	Benjamin Foods	\$16,194.18	General Fund

b) On RQ41466 by rescinding the award to JNS in the amount of \$8,717.52:

SH-18-41466	Waffles January – March	Sheriff's Department	JNS Foods, LLC	\$8,717.52	General Fund
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c) On RQ41466 by recommending an award to Benjamin Foods in the amount of \$12,080.00:

SH-18-41466	Waffles/Egg Patties January – March	Sheriff's Department	Benjamin Foods	\$12,080.00	General Fund
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d) On RQ41471 by changing the amount for Benjamin Foods from \$8,250.00 to \$7,000.00:

SH-18-41471	Cake Mix January – March	Sheriff's Department	Benjamin Foods	\$8,250.00	General Fund
SH-18-41471	Cake Mix January – March	Sheriff's Department	Benjamin Foods	\$7,000.00	General Fund

e) on RQ41471 by recommending an award to Rainmaker in the amount of \$1,462.50:

SH-18-41471	Cake Mix January – March	Sheriff's Department	Rainmaker	\$1,462.50	General Fund
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f) On RQ41475 by changing the award amount to Benjamin Foods from \$7,674.80 to \$7,672.00:

SH-18-41475	Cookies January – March	Sheriff's Department	Benjamin Foods	\$7,674.80	General Fund
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SH-18-41475	Cookies January – March	Sheriff's Department	Benjamin Foods	\$7,672.000	General Fund
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Lenora Lockett, Office of Procurement & Diversity, presented. Dennis Kennedy motioned to amend the agenda to consider the item; Dale Miller seconded. Trevor McAleer asked for clarification on whether there was an issue on how the food purchases were procured; asked if the vendor was unable to meet the price they quoted or if issues are due to the use of the Reverse Auction itself, as it relates to the need to make various corrections to the authorized awards.

Trevor also inquired about bidders not being able to meet bond requirements. Dale Miller, asked for clarification on the increased amount for the purchase of Potatoes and Oats referenced on RQ41445. Dennis Kennedy asked for clarification on the per unit price for the various consumables being purchased. Mike Chambers asked if the County is saving money by utilizing the Reverse Auction.

Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2018-41 was unanimously approved.

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an amendment to an agreement of Cooperation with the City of Westlake in connection with the replacement of Bradley Road Culvert C-05.44 over Walker Ditch, by arrange for the preparation of construction plans and specifications, including necessary engineering reports for improvement, under current Cuyahoga County standards for construction of County roads and bridges.

Funding Sources: 60% with Road and Bridge Fund, 40% City of Westlake for design, 80% Road and Bridge Fund, 20% City of Westlake for construction.

Item No. 2

Department of Public Works, submitting an agreement of Cooperation with the City of Broadview Heights in connection with the replacement of box beams on Harris Bridge No. 01.61 over Chippewa Creek.

Funding Source: County Road and Bridge Funds

Item No. 3

Department of Workforce Development, submitting a data sharing and confidentiality agreement with Ohio Department of Job and Family Services/Ohio Means Jobs/Local Area 3 to assess participants served through the local area Workforce Development system to provide wage record information and Unemployment Insurance (UI) Claimant data for the period 1/16/2018 – 6/30/2019.

Funding Source: N/A

Item No. 4

Department of Workforce Development, submitting a Memorandum of Understanding with Local Area 3 to define the terms, roles responsibilities, and funding commitments the parties have negotiated and mutually agreed upon for the operation and funding of the local area Workforce Development system and the OhioMeansJobs Centers in Local Area 3 for the period 7/1/2017 – 6/30/2019.

Funding Source/N/A

Item No. 5

Department of Public Safety and Justice Services, recommending to terminate an Agreement No. AG 1700049 with Court of common Pleas/Juvenile Court Division in the amount not-to-exceed \$32,500.00 for intervention services to address Disproportionate Minority Contact in connection with the FY2015 & FY2016 Title II Juvenile Justice and Delinquency Prevention Block Grant Program for the period 9/1/2017 – 9/30/2018, effective December 21, 2017.

Funding Source: \$5,000.00 – FY15 U.S. Office of Juvenile Justice & Delinquency Prevention/ Ohio Department of Youth; \$27,500.00 - FY16 Juvenile Justice & Delinquency Prevention

VI – PUBLIC COMMENT

There was no public comment

VII – ADJOURNMENT

Dennis Kennedy motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 12:03 p.m.