

## Minutes

Cuyahoga County Board of Control  
Monday, February 11, 2019 11:00 A.M.  
County Headquarters  
2079 East Ninth Street, 4<sup>th</sup> Floor  
Committee Room B

### I – CALL TO ORDER

The meeting was called to order at 11:03 a.m.

#### Attending:

Councilman Dale Miller  
Councilwoman Nan Baker  
Kahlil Seren, County Council (Alternate for Dan Brady)  
Amy Himmelein, Controller, Fiscal Office (Alternate for Dennis Kennedy)  
Michael Chambers, Finance and Operations Administrator,  
Department of Public Works (Alternate for Michael Dever)  
Lenora Lockett, Director, Office of Procurement & Diversity

### II – REVIEW MINUTES – 2/4/2019

Armond Budish motioned to approve the minutes from the February 4, 2019 meeting; Dale Miller seconded. The minutes were unanimously approved as written.

### III – PUBLIC COMMENT

There was no public comment related to the agenda.

### IV- CONTRACTS AND AWARDS

#### A. – Tabled Items

BC2019-94  
Department of Law,

a) Submitting an RFP exemption on RQ43955, which will result in an award recommendation to Atticus Administration, LLC in the amount not-to-exceed \$9,144.00 for third party class action administration services for the period 9/5/2018 – 9/4/2019.

b) Recommending an award on RQ43955 and enter into a contract with Atticus Administration, LLC in the amount not-to-exceed \$9,144.00 for third party class action administration services for the period 9/5/2018 – 9/4/2019.

Funding Source: General Fund

Awatef Assad, Department of Law, presented. Dale Miller asked inquired about the general nature of the alleged circumstances that led to this class action suit and asked if all plaintiffs in the suit received some kind of settlement; and asked if the payments would be considered modest due to the number of

claimants relative to the total settlement amount. Nan Baker asked for a reason for the late submission of the contract and asked if it took 5 – 6 months to finalize the settlement in the courts. Armond Budish asked for confirmation that Atticus Administration, LLC was specifically named in the court order. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-94 was unanimously approved.

#### B. – New Items for Review

##### BC2019-106

Department of Public Works, recommending awards on RQ43764 and enter into contracts with various providers (27-9) in the total amount not-to-exceed \$400,000.00 for general sanitary engineering services for the period 2/15/2019 – 2/14/2022:

- a) Chagrin Valley Engineering, Ltd. in the amount-not-to-exceed \$200,000.00
- b) Brown and Caldwell in the amount-not-to-exceed \$200,000.00

Funding Source: Sanitary Engineering Fund

Michael Chambers, Department of Public Works, presented. There were no questions. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2019-106 was unanimously approved.

##### BC2019-107

Department of Information Technology, submitting an amendment to Contract No. CE1700328 with Microsoft Corporation for Microsoft Premiere training and support services for the period 11/1/2017 – 10/31/2019 to extend the time period to 12/5/2019 and for additional funds in the amount not-to-exceed \$100,161.20.

Funding Source: General Fund

Dennis Sullivan and Jeremy Mio, Department of Information Technology, presented. Dale Miller asked why the contract is being extended for only one month and what is the purpose for adding funding; asked for confirmation that the additional funds and extension of time serve different purposes and are not related. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-107 was unanimously approved.

##### BC2019-108

Department of Information Technology, submitting an amendment to Contract No. CE1800159 with Navigator Management Partners, LLC for Enterprise Data Architecture Development services for the period 3/05/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$100,000.00.

Funding Sources: General Fund

Dennis Sullivan, John Sheffler, and Ralph Persram, Department of Information Technology and Maggie Keenan, Office of Budget and Management presented. Dale Miller asked if this expense was anticipated and was it part of the contingency fund. Kahlil Seren asked what specific services are being provided and who is responsible for moving the data; asked how much has been paid to the vendor so far under this contract and if this amendment is an expansion of scope or just additional time and funds. Mr. Seren stated that the original contract detailed a 10-week schedule of deliverables and asked why the end date is being extended and what is the reason for the delay in completion; asked for clarification as to whether deliverables have been complete; asked what is operationally involved in the archiving process and if the

end date of 12/31/2019 is a comfortable timeframe for completion of services. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-108 was unanimously approved.

BC2019-109

Department of Human Resources, submitting an amendment to Contract No. CE1700148 with Occupational Health Centers of Ohio, P.A., Co. dba Concentra Medical Centers for drug toxicology screening and occupational health service evaluation for the period 8/15/2017 – 8/14/2020, to expand the scope of services by adding the County Sheriff's Department and Audiogram testing services, effective 2/11/2019 and for additional funds in the amount not-to-exceed \$67,800.00.

Funding Source: General Fund

Holly Woods, Department of Human Resources, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-109 was unanimously approved.

BC2019-110

Department of Human Resources,

a) Submitting an RFP exemption on RQ44580, which will result in an award recommendation to Health and Fitness, Incorporated in the amount of \$33,685.00 for the purchase and installation of various employee wellness equipment to be used by staff at the Virgil E. Brown Building.

b) Recommending an award on RQ44580 to Health and Fitness, Incorporated in the amount of \$33,685.00 for the purchase and installation of various employee wellness equipment to be used by staff at the Virgil E. Brown Building.

Funding Source: Wellness Fund

Holly Woods, Department of Human Resources, presented. Kahlil Seren asked who determines what equipment should be purchased and what type of equipment is being considered for future purchases. Nan Baker asked if equipment would have been requested for the Jane Edna Hunter Building, had the roofing project not been necessary; and asked what the master plan is to provide equipment to other County buildings. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-110 was unanimously approved.

BC2019-111

Department of Health and Human Services/Division of Children and Family Services, submitting various amendments to Contract No. CE1700154 with City of Cleveland and Case Western Reserve University School of Medicine:

Effective, 3/1/2018

a) for fiscal agent services in connection with the facilitation of the development of the First Year Cleveland Initiative for the period 6/1/2016 – 4/30/2019 to extend the time period to 6/30/2019; no additional funds required.

Effective, 1/1/2019

b) to change the status from serving as fiscal agent to program operator in connection with the facilitation of the development of the First Year Cleveland Initiative for the period 6/1/2016 – 6/30/2019 to extend the time period to 9/30/2019, and for additional funds in the amount not-to-exceed \$500,000.00.

Funding Source: Health and Human Services Levy

Shawntaye McCurdy, Division of Children and Family Services, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-111 was unanimously approved.

BC2019-112

Department of Health and Human Services/Office of Re-entry, submitting an amendment to Agreement No. AG1800068 with Cuyahoga County Public Library for administration of the Cuyahoga County Sheriff's Adult Basic Educational Services Program for inmates in County Correctional facilities for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2020, to modify the scope of services, effective 2/1/2019 and for additional funds in the amount not-to-exceed \$200,000.00.

Funding Source: Health and Human Services Levy

Fred Bolotin, Office of Re-entry, presented. Nan Baker asked if any additional supervision is required for those staff with fewer years of experience in the administration of the program. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-112 was unanimously approved.

BC2019-113

Office of the Medical Examiner, recommending an award on RQ44285 and enter into a sole source contract with Cybergenetics Corporation in the amount not-to-exceed \$75,000.00 for maintenance on the True Allele Casework System for the period 2/11/2019 – 2/10/2022.

Funding Source: General Fund

Hugh Shannon, Office of the Medical Examiner, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-113 was unanimously approved.

BC2019-114

Cuyahoga County Sheriff's Department,

a) Submitting an RFP exemption on RQ44451, which will result in an award recommendation to Lexipole LLC, in the amount not-to-exceed \$309,300.00 for subscription-based risk management and policy manual services for the period 2/11/2019 - 2/10/2022.

b) Recommending an award on RQ44451 and enter into a contract with Lexipole LLC, in the amount not-to-exceed \$309,300.00 for subscription-based risk management and policy manual services for the period 2/11/2019 - 2/10/2022.

Funding Source: General Fund

Donna Kaleal, Sheriff's Department, presented. Dale Miller asked what the process is for vendor recommendations to be approved and incorporated into the County's policies. Mr. Miller asked Armond Budish if there are written policies and procedures for the jail. Armond Budish responded by saying that many policies and procedures have been worked on while waiting on Lexipole LLC to complete services and that Chief George Taylor and Sheriff Pinkney have been modifying policies, to the extent capable, while waiting on vendor's recommendations. Mr. Miller asked if a document is accessible of existing policies; asked for a copy to be provided; and asked who approves changes to policies. Armond Budish indicated that the Sheriff's Department will research and provide a response to Board members. Mr. Miller asked if changes are submitted to the Administrative Review Board since any policy changes would affect the prisoners, who are part of the general public. Mr. Budish asked Ms. Kaleal to research and provide a response to Mr. Miller's question. Kahlil Seren asked for clarification on the contract term and if the County will own the material and derivative works the vendor produces and be able to expand on it, after the contract has ended. Nan Baker asked why an RFP exemption is being requested if this vendor is a sole source provider; and asked if time permitted, would that have been the chosen procurement process utilized; and asked if a new contract with this vendor, if necessary, would be processed as a sole source request in the future. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-114 was unanimously approved.

BC2019-115

Department of Sustainability,

a) Submitting an RFP exemption on RQ44644, which will result in an award recommendation to Coalition for Green Capital in the amount not-to-exceed \$50,000.00 for Green Bank Services for the period 2/11/2019 – 2/10/2020.

b) Recommending an award on RQ44644 and enter into a contract with Coalition for Green Capital in the amount not-to-exceed \$50,000.00 for Green Bank Services for the period 2/11/2019 – 2/10/2020.

Funding Source: Renewable Energy Task Force

Mike Foley, Department of Sustainability, presented. Armond Budish asked for clarification on the commitment of financing from the George Gund Foundation and the Cleveland Foundation. Nan Baker asked if there will be an additional investment after this contract and if one year is adequate for completion of services. Dale Miller asked if the award amount is for planning only or will funds allow the Green Bank to become operational. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-115 was unanimously approved.

C. – Consent Agenda

Andria Richardson, Clerk of the Board of Control referred to a travel request listed under Item No. BC2019-117 and stated that the dates of travel for 7 Medical Examiner staff attending a conference in Maryland are 2/16/2019 – 2/23/2019 ~~2018~~ **2019**. There were no questions on the consent agenda items. Armond Budish motioned to approve items BC2019-116 through -118; Dale Miller seconded, the consent items were unanimously approved, as amended.

BC2019-116

Department of Public Works, submitting an amendment to Board Approval No. BC2019-22 dated 1/7/2019, which presented proposed purchases for the week of 1/7/2019, which made an award to the Plain Dealer, by changing the amount-not-to-exceed from \$800.00 to \$848.64:

CT-19- 44416	Legal notice: Sale of various County Buildings Request for Proposals	Department of Public Works	Plain Dealer	Not-to-exceed <del>\$800.00</del> <b>\$848.64</b>	General Fund
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BC2019-117

Fiscal Office, Presenting Proposed Travel Requests for the week of 2/11/2019

Travel Requests							
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Office of the Medical Examiner	Thomas Gilson, M.D., Luigino Apollonio, PhD, Cassandra Clyde, Erica Armstrong, M.D., Erin Worrell, Nasir Butt, M.D., and Todd Barr, M.D.	A meeting entitled "American Academy of Forensic Sciences (AAFS) 71 <sup>st</sup> Annual Scientific Meeting"	American Academy of Forensic Sciences (AAFS)	<del>2/16/-2/23/2018</del> 2/16/-2/23/2019	Baltimore, MD	***Airfare-\$1,484.06  **Registration-\$4,020.00  **Lodging-\$7,083.20  **Meals - \$2,048.00  **Ground Transportation-\$388.60  **Mileage - \$702.70  **Parking-\$150.00  **Baggage-\$180.00  Total – \$16,056.56	2018 Paul Coverdell Grant--77%  General Fund--23%

\*\*\*Airfare will be covered by a contract with the County's Travel Vendor – (\$1,484.06)

\*\*Staff reimbursement

Note -Mileage for two attendees (Thomas Gilson, M.D. & Todd Barr, M.D.), traveling by personal vehicle capped at estimated airfare-Two attendees (Erica Armstrong, M.D. & Erin Worrell), not seeking reimbursement for air travel booked individually.

Purpose: The American Academy of Forensic Sciences (AAFS) is committed to the promotion of education and the elevation of accuracy, precision, and specificity in the forensic sciences. The annual scientific meeting presents the most current information, research, and updates in expanding field of forensic science and provides opportunity for continuing education credits to attendees as well.

<i>Travel Requests</i>							
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Office of the Medical Examiner</i>	<i>Elizabeth Mooney, D.O.</i>	<i>A conference entitled "2019 Accreditation Council for Graduate Medical Education (ACGME) Annual Conference"</i>	<i>Accreditation Council for Graduate Medical Education (ACGME)</i>	<i>3/6/-3/8/2019</i>	<i>Orlando, Florida</i>	<i>***Airfare-</i> <i>\$585.00</i>  <i>**Registration Fees –</i> <i>\$345.00</i>  <i>**Lodging-</i> <i>\$526.64</i>  <i>**Meals -</i> <i>\$124.00</i>  <i>**Parking -</i> <i>\$54.00</i>  <i>**Ground Transportation-</i> <i>\$89.63</i>  <i>**Mileage -</i> <i>\$14.96</i>  <i>**Baggage-</i> <i>\$80.00</i>  <i>Total-</i> <i>\$1,819.23</i>	<i>General Fund</i>

*\*\*Staff reimbursement*

*\*\*\*Airfare will be covered by a contract with the County's Travel Vendor – (\$585.00)*

*Purpose:*

*The Accreditation Council for Graduate Medical Education (ACGME) is an independent, not-for-profit, physician-led organization that sets and monitors the professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans. The 2019 ACGME Annual Educational Conference focuses on recognizing the fundamental importance of the partnerships among physicians, educators, patients, and the GME community, bringing together leaders in the field to collaborate and network with colleagues and experts from around the world.*



<i>Travel Requests</i>							
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Office of Innovation and Performance</i>	<i>Karil Sampson</i>	<i>A seminar entitled "Denver Peak Academy – Black Belt Training – Cohort 85"</i>	<i>City and County of Denver</i>	<i>3/3/-3/9/2019</i>	<i>Denver, Colorado</i>	<i>***Airfare – \$468.00</i>  <i>*Lodging- \$1,115.70</i>  <i>*Meals - \$246.00</i>  <i>*Ground Transportation- \$74.00</i>    <i>Total- \$1,903.70</i>	<i>General Fund</i>

*\*\* Airfare will be covered by a contract with the County's Travel Vendor – (\$468.00)*  
*\*Staff reimbursement*

*Purpose:*

*Denver Peak Academy aims to make government fun, innovative, and empowering to citizens and employees. Peak Academy trains city employees at all levels on the principles of "Lean," which teaches how to eliminate waste, improve efficiency and ultimately create a higher standard of government. Through Peak Academy, trainees learn techniques and strategies for implementing Peak Performance throughout their department, taking personal investment in the city's continuous improvement initiatives.*

BC2019-118

Office of Procurement & Diversity, presenting proposed purchases for the week of 2/11/2019

<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>
IS-19-44618	Data cartridges for County wide data backups	Department of Information Technology	MNJ Technologies Direct, Inc.	\$1,494.00	General Fund
CT-19-44693	Lubricant, fluids and oil for Fleet Services	Department of Public Works	Universal Oil Inc.	Not-to-exceed \$10,000.00	General Fund – Internal Service Fund
CT-19-44695	Various vehicle tires for Fleet Services	Department of Public Works	Bob Sumerel Tire	Not-to-exceed \$24,000.00	Road and Bridge Fund
CT-19-44703	Runway deicing fluid for County Airport	Department of Public Works	Nachurs Alpine Solutions LLC	Not-to-exceed \$24,500.00	Enterprise Fund
CT-19-44714	HVAC supplies for various County buildings	Department of Public Works	Cleveland Hermetic Supply	Not-to-exceed \$24,500.00	General Fund – Internal Service Fund
CR-19-44701	Calibrators – drug standards for Toxicology Lab	Medical Examiner's Office	Cerilliant	\$1,586.34	Medical Examiner's Office Crime Lab Fund
CR-19-44733	Mini centrifuge and ammonium acetate for Toxicology Lab	Medical Examiner's Office	Fisher Scientific	\$609.04	Medical Examiner's Office Crime Lab Fund
CR-19-44737	Controls - drug standards for Toxicology Lab	Medical Examiner's Office	Lipomed	\$576.00	Medical Examiner's Office Crime Lab Fund
SH-19-44307	(60) Replacement plastic stacking chairs for Bedford Heights Jail Facility	Sheriff's Department	HPM Business Systems	\$2,707.77	General Fund
SH-19-44664	Replacement earphone kit for portable radio communications at Jail	Sheriff's Department	Holzberg Communications	\$787.25	General Fund

Items/Services Received and Invoiced but not Paid:

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
JA-19-44661	Reimbursement of eligible overtime and back-fill expenses for participation in the Hazardous Materials Technician Training*	Department of Public Safety and Justice Services	City of University Heights	\$2,590.74	FY2016 State Homeland Security Grant Program
CF-19-44791	Post Adoption Special Services Subsidy: Quantitative Electroencephalography**	Division of Children and	Adoption and Attachment	\$807.50	70% - Health and Human Services Levy Fund

		Family Services	Therapy Partners, LLC		30% - Title IV-E
TR-19-44659	Postage for mailing of Escrow/Easy Pay coupons and letters	Treasurer's Office	United States Postal Service	\$5,000.00	General Fund

*\*Alternate procurement process and exemption from aggregation for reimbursement of eligible overtime and back-fill expenses to communities for specialized grant-funded training and exercise events for the period 7/23/2018 – 7/22/2023 approved by Board of Control Approval No. BC2018-482 dated 7/23/2018.*

*\*\* Alternate procurement process to authorize payments to various providers for Post Adoption Special Services Subsidy (PASSS) consisting of counseling, respite and residential treatment services for the period 4/15/2018 – 4/14/2021 approved by Board of Control Approval No. BC2018-255 dated 4/23/2018.*

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

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None					

V – OTHER BUSINESS

Additional Item

BC2019-119

Fiscal Office/Office of Budget and Management,

- a) Submitting an RFP exemption on RQ44745, which will result in an award recommendation to Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$300,000.00 for support services for victims of domestic violence for the period 1/1/2019 – 6/30/2020.
- b) Recommending an award on RQ44745 and enter into a contract with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$300,000.00 for support services for victims of domestic violence for the period 1/1/2019 – 6/30/2020.

Funding Source: SR-Health & Comm Services

Maggie Keenan, Office of Budget and Management, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Dale Miller asked why this item is not on the printed agenda. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-119 was unanimously approved.

Time Sensitive/Mission Critical

BC2019-120

Department of Public Works, recommending an award on RQ44265 to Prism Glass dba Allied Glass in the amount not-to-exceed \$7,250.00 for replacement of a broken window at the Virgil E. Brown Building.  
Funding Source: General Fund – Internal Service Fund

Thomas Pavich, Department of Public Works, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Dale Miller asked if it is unusual to only get one bid for this type of service and asked if a bid should be issued for this type of service, as it seems to be a reoccurring purchase. Nan Baker asked what caused the window to break and if there are cameras at the building which may help to determine the cause of the broken window; and asked if safety glass is used. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-120 was unanimously approved.

BC2019-121

Department of Public Works, recommending an award on RQ44867 to Prism Glass dba Allied Glass in the amount not-to-exceed \$9,150.00 for replacement of a broken window at the Juvenile Justice Center.  
Funding Source: General Fund – Internal Service Fund

Thomas Pavich, Department of Public Works, presented. Armond Budish motioned to amend the agenda to consider the item; Nan Baker seconded. Nan Baker asked what caused the window to break and whether cameras were able to provide a cause for the broken window, as this occurred a month ago. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2019-121 was unanimously approved.

BC2019-122

Department of Public Works, recommending an award on RQ44877 to Fishman Flooring Solutions in the amount not-to-exceed \$1,759.52 for vinyl corner guards and adhesive for hallways at the Justice Center.  
Funding Source: Capital Projects

Thomas Pavich, Department of Public Works, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Dale Miller asked why corner guards were not part of the original construction project and asked if this project was completed in-house or by a contract. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-122 was unanimously approved.

BC2019-123

Office of the Medical Examiner, recommending an award on RQ44809 to Government Scientific in the amount not-to-exceed \$2,775.00 for the purchase of a replacement microcentrifuge for the DNA Lab.  
Funding Source: General Fund

Hugh Shannon, Office of the Medical Examiner, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Dale Miller asked what the procurement method for this purchase was; asked if multiple vendors could provide this equipment and if multiple bids were received; and asked Mr. Shannon to follow up with this information. Kahlil Seren asked what caused the equipment failure and if we are purchasing the same brand with this purchase; and asked how old the

broken equipment was and if this type of equipment typically comes with a warranty. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2019-123 was unanimously approved.

Items of Note (non-voted)

Item No. 1

Department of Development, submitting a housing rehabilitation contract with PBG Electric in the amount not-to-exceed \$3,550.00 for replacement of electric panels, standard outlet with GFCI's, smoke alarms and interior light fixture for the period 10/17/2018 – 7/16/2019 in connection with a homeowner rehabilitation loan to Shirley A. Manning (Board Approval No. BC2018-685).

Funding Source: Community Development Block Grant

VI – PUBLIC COMMENT

Andria Richardson, Clerk of the Board of Control, announced that All County Offices will be closed on Monday, February 18, in observance of President's Day, as a result the next meeting of the Board of Control will be Tuesday, February 19, 2019 at 11:00 a.m.

VII – ADJOURNMENT

Dale Miller motioned to adjourn; Nan Baker seconded. The motion to adjourn was unanimously approved at 12:08 p.m.