

Minutes

Cuyahoga County Board of Control
Monday, January 6, 2020 at 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 11:01 a.m.

Attending:

Michael Chambers, Interim Fiscal Officer, Fiscal Office (Alternate for Armond Budish)
Lisa Rocco, Director of Operations, Fiscal Office (Alternate for Michael Chambers)
Trevor McAleer, County Council (Alternate for Dan Brady)
Councilman Dale Miller
Councilwoman Nan Baker
David Marquard, Design and Construction Administrator, Department of Public Works
(Alternate for Michael Dever)
Lenora Lockett, Director, Office of Procurement and Diversity

II – REVIEW MINUTES – 12/16/2019

Michael Chambers motioned to approve the minutes from the December 16, 2019 meeting; Dale Miller seconded. The minutes were approved by unanimous vote as written.

III – PUBLIC COMMENT

There was no public comment related to the agenda.

IV- CONTRACTS AND AWARDS

A. – Tabled Items

B. – New Items for Review

BC2020-01

Department of Public Works, submitting an amendment (Subsidiary No. 1) to Contract No. CE1900175 with EnviroCom Construction, Inc. for the Cuyahoga County Medical Examiner Building Improvements Project for the period 4/24/2019 – 12/31/2019 to extend the time period to 6/30/2020 and for additional funds in the amount not-to-exceed \$310,000.00.

Funding Source: General Fund Capital Improvement Project

Matt Rymer, Department of Public Works, presented. There were no questions. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2020-01 was unanimously approved.

BC2020-02

Department of Development,

a) Submitting an RFP exemption on RQ47669, which will result in a payment to JumpStart Inc. in the amount of \$43,200.00 for operational support for the Shared Entrepreneur In Residence Program for the period 1/1/2020 – 12/31/2020.

a) Recommending a payment to JumpStart Inc. in the amount of \$43,200.00 for operational support for the Shared Entrepreneur In Residence Program for the period 1/1/2020 – 12/31/2020.

Funding Source: General Fund

Paul Herdeg, Department of Development and Lamont Mackley, Jumpstart Inc., presented. Dale Miller asked what the total one-year project amount was and asked if the County's contribution was approximately 1/3 of that total. Trevor McAleer asked if the local match for a Third Frontier Grant from the State to Jumpstart was required and if Jumpstart, Inc. would have received the grant without the local match; asked what the total amount of the grant was and if the other four minority business organizations that are providing funding have contributed similar amounts. Nan Baker asked what will happen with this program after 2020 and if future funding requests would come to the Board of Control for approval; asked if this request could have been submitted earlier and if a report will be provided when the program concludes and prior to any future funding requests. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-02 was unanimously approved.

BC2020-03

Department of Information Technology, submitting an amendment to Contract No. CE1700038 with Four Winds Interactive, LLC for maintenance and support on the enterprise digital signage application for upgrade and migration to cloud services for the period 3/1/2017 – 2/29/2020 to extend the time period to 2/28/2023 and for additional funds in the amount not-to-exceed \$106,927.00.

Funding Source: General Fund - \$57,048.50 and HHS Levy - \$49,878.50

Dennis Sullivan, Department of Information Technology, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-03 was unanimously approved.

BC2020-04

Department of Information Technology,

a) Submitting an RFP exemption on RQ47240, which will result in an award recommendation to Vestige, LTD dba Vestige Digital Investigations in the amount not-to-exceed \$50,000.00 for augmented security operations staffing services for various duties for the period 1/6/2020 – 1/5/2021.

b) Recommending an award on RQ47240 to Vestige, LTD dba Vestige Digital Investigations in the amount not-to-exceed \$50,000.00 for augmented security operations staffing services for various duties for the period 1/6/2020 – 1/5/2021.

Funding Source: General Fund

Jeanelle Greene and Jeremy Mio, Department of Information Technology, presented. Dale Miller asked how many bids were received; and asked who the other bidder was and how was this vendor selected. Trevor McAleer commented that this item and BC2020-05 appear to be for similar services and asked why these items were submitted separately; asked what the procurement process through Buyspeed was and why only 2 responses to the bids were received; asked if the department attempts to follow up when invalid vendor contact information is identified; asked how long the notice was out to bid and why was it for such a brief period of time; asked if any vendors, including the one that was non-responsive to the documentation request, followed up after the bid closing; and asked what amount is for technical services.

Nan Baker asked if services related to public records requests and subpoenas are on an as needed basis; asked if \$50,000.00 will cover the entire time period and if this service will be on-going; and asked what is the difference between the services in this item and BC2020-05. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2020-04 was unanimously approved.

BC2020-05

Department of Information Technology,

a) Submitting an RFP exemption on RQ47241, which will result in an award recommendation to Vestige, LTD dba Vestige Digital Investigations in the amount not-to-exceed \$50,000.00 for augmented security staffing services that focus on eDiscovery within Microsoft Office 365 Collaboration Suite and Network File Systems for the period 1/6/2020 – 1/5/2021.

b) Recommending an award on RQ47241 to Vestige, LTD dba Vestige Digital Investigations in the amount not-to-exceed \$50,000.00 for augmented security staffing services that focus on eDiscovery within Microsoft Office 365 Collaboration Suite and Network File Systems for the period 1/6/2020 – 1/5/2021.
Funding Source: General Fund

Jeanelle Greene and Jeremy Mio, Department of Information Technology, presented. Trevor McAleer asked what role will the staff have and will it include retrieving and reviewing records; asked how many staff will the \$50,000.00 cover and how many hours a month does that consist of; asked if those hours allow enough time to address all projects requiring attention; asked what the hourly rate is on this item and BC2020-04; and asked if there will be a Request for Qualifications for this specific service or will it be a more broad scope of services.

Nan Baker asked if services are on an as-needed basis and if the department will be hiring additional staff; asked if the existing County staff have a knowledge-base for this type of service and asked what the hourly rate for the new hires will be; asked if this contract will be required once new staff is hired and trained; asked if additional requests will be needed after the contract term has ended and if services could be performed in-house with a new hire rather than outsourcing services. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-05 was unanimously approved.

BC2020-06

Department of Information Technology, submitting an amendment to Contract No. CE1900228 with Sound Com Corporation dba Sound Com Systems for preventative maintenance and repair of communication equipment located at various County locations for the period 5/28/2019 - 12/31/2020 to extend the time period to 12/31/2021, to expand the scope of services to include service for the Westshore Training Center located at 9830 Lorain Avenue, to purchase a block of 75 hours for reactive maintenance services for the County Administration Building, effective 11/5/2019 and for additional funds in the amount not-to-exceed \$8,625.00.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. Dale Miller asked what the nature of services was; asked when the previous contract work was exhausted and if there is a backlog of work to still be completed. Trevor McAleer asked if the additional 75 hours for reactive maintenance services was for prior work or for new services. Dale Miller motioned to approve the item; Michael Chambers seconded. Item BC2020-06 was unanimously approved.

BC2020-07

Department of Public Safety and Justice Services on behalf of the Sheriff's Department, submitting an amendment to Contract No. CE1500032 with Pointe Blank Solutions, Ltd. for software support and maintenance of the InJail System for the period 1/1/2015 – 12/31/2019 to extend the time period to 6/30/2020 and for additional funds in the amount not-to-exceed \$6,000.00.

Funding Source: CJIS Funds

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Dale Miller asked when the new jail management system is expected to go live. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2020-07 was unanimously approved.

BC2020-08

Department of Public Safety and Justice Services, submitting an agreement with City of Rocky River in the amount not-to-exceed \$7,000.00 for decommissioning and/or relocating Motorola CallWorks equipment for the period 12/16/2019-12/15/2022.

Funding Source: Revenue Generating - Reimbursing the CECOMS

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. There were no questions. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2020-08 was unanimously approved.

BC2020-09

Department of Health and Human Services/Community Initiatives Division/ Office of Homeless Services, submitting an amendment to Contract No. CE1800349 with Housing Innovations, LLC for Planning and Evaluation services for the period 8/1/2018 – 12/31/2019 to extend the time period to 12/31/2020; and for additional funds in the amount not-to-exceed \$207,040.00 in connection with the Cuyahoga County Continuum of Care Evaluation and Planning Project.

Funding Source: U.S. Department of Housing & Urban Development, Continuum of Care Homeless Assistance Grant

Ruth Gillett, Office of Homeless Services, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-09 was unanimously approved.

BC2020-10

Department of Health and Human Services/Cuyahoga Job and Family Services, on behalf of the Community Initiatives Division/Family and Children First Council, submitting an amendment to Agreement No. AG1800114 with The Ohio State University for planning, coordinator and facilitator services for the Youth Advocacy and Leadership Coalition of Cuyahoga County for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$105,347.00. Funding Source: Health and Human Services Levy

Kathleen Johnson, Family and Children First Council, presented. Nan Baker asked for clarification on the time period and contract history; asked why the amendment was not submitted earlier and if future amendments are anticipated or will services be bid out. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-10 was unanimously approved.

BC2020-11

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, recommending an award on RQ47254 and enter into an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$250,000.00 for the Child Fatality Review Program for the period 1/1/2020 – 12/31/2021. Funding Source: Health and Human Services Levy

Marcos Cortes, Office of Early Childhood, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-11 was unanimously approved.

C. – Exemptions

BC2020-12

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an RFP exemption on RQ47504, which will result in an award recommendation to Child Care Resource Center dba Starting Point in the amount not-to-exceed \$1,587,702.00 for administration and coordination of the Teacher Education and Compensation Help (T.E.A.C.H.) and Early Care and Education Center Capacity Expansion and Child Care Resource Referral Programs for Invest in Children for the period 1/1/2020 – 12/31/2021. Funding Source: Health and Human Services Levy

Marcos Cortes, Office of Early Childhood, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-12 was unanimously approved.

BC2020-13

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an RFP exemption on RQ47482, which will result in an award recommendation to Family Connections Center of Northeast Ohio in the amount not-to-exceed \$992,230.00 for program administration services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period 1/1/2020 – 12/31/2021. Funding Source: Supporting Partnerships to Assure Ready Kids Grant

Marcos Cortes, Office of Early Childhood, presented. There were no questions. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2020-13 was unanimously approved.

BC2020-14

County Prosecutor's Office, recommending an alternative procurement process on RQ47603, which will result in an award recommendation(s) in the amount not to exceed \$100,000.00 for Forensic Genetic Genealogical DNA Analysis Testing and Searching services for a 3 year period.

Funding Source: Department of Justice/Bureau of Justice Affairs Grant

Mark Musson, County Prosecutor's Office, presented. Dale Miller asked if the Office of Procurement and Diversity finds this alternative procurement process appropriate and how many award recommendations are anticipated. Lenora Lockett stated that due to confidentiality issues, this process is acceptable. Nan Baker asked if the Department of Justice Grant was always the funding source for services and how long services will be covered for \$100,000.00. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-14 was unanimously approved.

D. – Consent Agenda

Trevor McAleer referred to Consent Item No. BC2020-15 and asked for additional information regarding the decrease in the travel administration fees and asked how many transactions per year are processed. Nan Baker asked if this service is only for airline services. Michael Zapola, Fiscal Office, responded to the Board members' questions.

There were no additional questions or comments on the consent items. Michael Chambers motioned to approve BC2020-15 through -17; Trevor McAleer seconded, the consent items were unanimously approved.

BC2020-15

Fiscal Office, submitting an amendment to Contract No. CE1800358 with Professional Travel, Inc. to define the agreed upon rates to be charged per facilitated travel transaction for the period 10/2/2017 – 12/31/2019 to extend the time period to 12/31/2020.

Funding Source: N/A

BC2020-16

Fiscal Office presenting proposed Travel for the week of 1/6/2020

Travel Requests							
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Public Defender's Office	Carlos Johnson	A seminar entitled "Challenging & Suppressing Evidence Before Trial"	National Association of Criminal Defense Lawyers (NACDL)	2/12/-2/15/2020	San Diego, CA	*Registration - \$319.00 **Lodging – \$937.59 **Meals - \$152.00 **Ground Transportation- \$100.00 ***Airfare – \$386.00 Total- \$1,894.59	General Fund- \$568.38 Ohio Public Defender- \$1,326.21

*Paid to the Host

**Staff reimbursement

***Airfare will be covered by a contract with the County's Travel Vendor – (\$386.00)

NOTE: As an operating cost, this travel is subject to 70% reimbursement by the Office of the Ohio Public Defender.

Purpose:

Requesting approval for attorney Carlos Johnson Jr. to attend the 2020 Mid-winter Meeting & Seminar in San Diego, CA. Today's criminal defense bar is facing ever-increasing challenges when protecting their clients from law enforcement searches, unreliable information and prejudicial evidence. This program will arm attendees with the tools necessary to combat these intrusions and prosecutorial overreach and equip them with effective strategies to suppress them whether on 4th and 5th Amendment grounds or by other pretrial motions.

BC2020-17

Office of Procurement & Diversity, presenting proposed purchases for the week of 1/6/2020

Direct Open Market Purchases
(Purchases between \$5,000 - \$49,999.99 unless requiring assistance from
the Office of Procurement & Diversity – See Below):

Requisition #	Description	Department	Vendor Name	Total	Funding Source
JA-19-46743	Purchase (15) replacement mobile radios for Lake County Emergency Management Transit Buses	Department of Public Safety and Justice Services	Vasu Communications, Inc.	Not-to-exceed \$30,257.00	FY2018 State Homeland Security Grant Program
JA-19-47112	Purchase (20) laptop computers and (1) server for City of Cleveland back-up Emergency Operations Center	Department of Public Safety and Justice Services	Brown Enterprise Solutions	\$33,798.00	FY2017 Urban Area Security Initiative Grant
CT-19-44270	Purchase Volunteer Management Software for Animal Shelter	Department of Public Works	Volgistics	\$1,356.00	County Dog Kennel
CT-20-47423	293 linear feet of 8' galvanized chain link fence and gates for Harvard Yard	Department of Public Works	Petty Group, LLC	\$18,000.00	30% Road and Bridge Fund 70% Sanitary – Maintenance Administration
PR-19-46787	Renewal of (4) law enforcement software licenses and upgrade to Axion for Ohio Internet Crimes Against Children Task Force	Prosecutor's Office	SHI International Corporation	\$16,703.38	FY2017 Internet Crimes Against Children Task Force Grant

Items/Services Received and Invoiced but not Paid:

Requisition #	Description	Department	Vendor Name	Total	Funding Source
CR-19-47486	Toxicology testing*	Medical Examiner's Office	National Medical Services dba NMS Labs	\$3,471.00	Medical Examiner's Office Lab Fund

*Alternate procurement process to make award recommendations to various providers in the total amount not-to-exceed \$375,000.00 for outside toxicology testing services for the period 6/1/2017 – 5/31/2020 for the following vendors: Axis Forensic Toxicology, Inc., Cleveland Clinic, National Medical Services dba NMS Labs, Ohio State Highway Patrol and University Hospital approved by Board of Control Approval No. BC2017-629 dated 8/28/2017.

Open Market Purchases

(Over \$50,000 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>
JC-20-47493	Bread – January - March	Juvenile Court Division	Gordon Food Service	\$10,068.09	General Fund
JC-20-47495	Meats – January - March	Juvenile Court Division	Gordon Food Service	\$11,202.10	General Fund
JC-20-47497	Lunch meats – January – March	Juvenile Court Division	Gordon Food Service	\$948.12	General Fund

V – OTHER BUSINESS

Additional Item

BC2020-18

Department of Information Technology, submitting an amendment to Contract No. CE1600274 with Infor Public Sector, Inc. for information technology services and solutions for the Enterprise Resource Planning System for the period 10/27/2016 – 10/26/2021 to modify the scope of services, effective 1/6/2020; no additional funds required.

Scope modifications:

Amendment No. 50 – provision of (2) experienced and knowledgeable training instructor resources to provide (4) days of Accounts Payable and Accounts Receivable training and (4) days of Supply Chain transaction training.

Funding Source: ERP - General Fund

Jeanelle Greene, Department of Information Technology and Jack Rhyne, Project Manager, Infor Public Sector, Inc., presented. Nan Baker asked for clarification on the funding source and where the money for training is being transferred from; asked if Board approval is required if funds are being transferred and if this service is for training only; asked if there are remaining funds in the County Campus Fund and if future training requests, if needed, would require Board of Control approval.; and asked if there are similar funds aside from the 99 Fund and County Campus Card. Trevor McAleer asked if Infor Public Sector, Inc. managed the County Campus Fund and if that is why the item needs Board approval and asked why this item was not presented on a printed agenda. Dale Miller asked if the remaining money in this fund will be returned to the County if no longer required once the Enterprise Resource Planning Project is complete. Michael Chambers commented that he believes that the entire allocation of funds will be utilized for this project. Mr. McAleer asked that Mr. Rhyne follow up with the Board members regarding other existing funds similar to the County Campus and 99 Fund and what would be the disposition of any remaining funds. Dale Miller motioned to amend the agenda to consider the item; Michael Chambers seconded. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-18 was unanimously approved.

Time Sensitive/Mission Critical Item

BC2020-19

Office of the Medical Examiner, recommending an award on RQ47774 to Envantage, Inc. in the amount not-to-exceed \$1,500.00 for the repair of (2) Agilent Gas Chromatic/Mass Spectrometer Auto-Injector instruments for the Toxicology Lab for the period 12/27/2019 – 1/27/2020.

Funding Source: Medical Examiner's Office Crime Lab Fund

Hugh Shannon, Office of the Medical Examiner, presented. There were no questions. Dale Miller motioned to amend the agenda to consider the item; Trevor McAleer seconded. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC20120-19 was unanimously approved.

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an agreement of cooperation with Village of Brooklyn Heights in connection with the resurfacing of Spring Road from Van Epps Road to North Corporation Line for the 2020 50/50 Resurfacing Program.

Funding Source: Spring Road is to be funded \$250,000.00 with County Road and Bridge Funds and \$1,120,000.00 from the Village of Brooklyn Heights, the total cost of the project is \$1,370,000.00.

Item No. 2

Department of Development, submitting housing rehabilitation Contracts with various providers in the total amount not-to-exceed \$29,760.00 in connection with a homeowner rehabilitation loan to Kathleen Baher (Board Approval No. BC2019-566) for Installation of a new septic system and removal of the cistern, installing shower, replacing tub faucet and spout, replacing the toilet, installing vanity with sink and faucet, replacing the hot water tank and replacing the kitchen faucet for the period 9/25/2019 - 6/23/2020.

a) Contract No. CE1920029-02 with Green Home Solutions, LLC in the amount not-to-exceed \$11,520.00.

b) Contract No. CE1920029-01 with A & P Septic LLC in the amount not-to-exceed \$18,240.00

Funding Source: Community Development Block Grant funds

Item No. 3

Department of Development, submitting housing rehabilitation Contracts with various providers in the total amount not-to-exceed \$21,420.00 in connection with a homeowner rehabilitation loan to Katie Jones (Board Approval No. BC2019-566) for replacing storm line drain around complete house, replacing storm line drain from house to curb tee, and replacing gutters and downspouts, replacing existing furnace and air conditioner for the period ~~9/25/2019 – 6/23/2020~~ **8/15/2019 – 5/13/2020**.

a) Contract No. CE1920028-01 with Custom Craft Builders Co. Inc. in the amount not-to-exceed \$1,620.00.

b) Contract No. CE1920028-02 with LSC Construction, LLC in the amount not-to-exceed \$13,140.00

c) Contract No. CE1920028-03 with Westfield Heating & Air Inc. in the amount not-to-exceed \$6,660.00

Funding Source: Community Development Block Grant funds

Item No. 4

Contracts \$0.00 - \$4,999.99 – Processed and executed (no vote required)

<i>RQ No.</i>	<i>Contract Number</i>	<i>Vendor</i>	<i>Service Description</i>	<i>Amount</i>	<i>Department</i>	<i>Date(s) of Service</i>	<i>Funding Source</i>	<i>Date of Execution</i>
<i>RQ 44193</i>	<i>Amend Contract No. CE1800494</i>	<i>Guardian Alarm Company</i>	<i>Monitoring services on alarm systems located in various County buildings</i>	<i>\$3,000.00</i>	<i>Sheriff's Department</i>	<i>1/1/2019 – 12/31/2019; to extend the time period to 12/31/2020</i>	<i>General Fund</i>	<i>12/4/2019 (Executive) 12/11/2019 (Law Dept.)</i>
<i>RQ 36373</i>	<i>Amend Contract No. CE1600113</i>	<i>Specialized Alternatives for Families and Youth of Ohio, Inc.</i>	<i>Respite services in connection with the Domestic Violence Prevention Coordinated Approach to Low Risk Misdemeanors (CALM) Program</i>	<i>\$0.00</i>	<i>Juvenile Court Division</i>	<i>7/1/2016 – 12/31/2019; to extend the time period to 9/30/2020</i>	<i>Original Contract – Title II Grant Funds</i>	<i>12/20/2019</i>

VII – ADJOURNMENT

Michael Chambers motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 12:05 p.m.