

Minutes

Cuyahoga County Board of Control
Monday, March 9, 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, Fiscal Officer, Fiscal Office (Alternate for Armond Budish)
Leigh Tucker, Assistant Fiscal Officer, 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 – 3/2/2020

Michael Chambers motioned to approve the minutes from the March 2, 2020 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

BC2020-163

Department of Public Works, recommending an award on RQ45196 and enter into a contract with Cintas Corporation (13-2) in the amount not-to-exceed \$270,278.58 for Cuyahoga County Uniform services for the period 4/1/2020 – 3/31/2023.

Funding Sources: General Fund – (Airport Operations) - \$6,151.83; General Fund – (Internal Services) - \$152,117.95; Road & Bridge Fund - \$33,136.63; Sanitary Sewer Fund - \$78,872.17

Thomas Pavich, Department of Public Works, presented. There were no questions. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2020-163 was approved by unanimous vote.

The following item was held at the request of the Board of Control members.

BC2020-164

Department of Human Resources,

- a) ~~Submitting an RFP exemption on Purchase Order No. PO20000377, which will result in an award recommendation to Municipal Solutions, LLC in the amount not to exceed \$49,000.00 for professional executive search and related services to identify qualified candidates for County Chief Information Officer and County Chief Human Resource Officer positions for the period 3/9/2020 – 12/31/2020.~~
- b) ~~Recommending an award on Purchase Order No. PO20000377, which will result in an award recommendation to Municipal Solutions, LLC in the amount not to exceed \$49,000.00 for professional executive search and related services to identify qualified candidates for County Chief Information Officer and County Chief Human Resource Officer positions for the period 3/9/2020 – 12/31/2020.~~

~~Funding Source: General Fund (50% Department of Information Technology and 50% Department of Human Resources)~~

Patrick Smock, Department of Human Resources, presented. Dale Miller asked what the likelihood was that a non-local candidate would be hired when the County is unable to offer any additional incentives such as payment of relocation expenses or bonuses; asked what the process will be prior to moving forward with this contract; and asked if the Acting Chief Technology Officer has applied for the position.

Nan Baker asked if there are any other agencies in Ohio that could provide services on a local level, which could logically result in selection of a current resident who would not be seeking additional incentive to relocate from another state; asked who was currently serving in the role of Acting Chief Technology Officer for the Department of Information Technology and whether it was necessary to fill this position permanently as it has been vacant for 3 years; and recommended that the department reevaluate their hiring strategy to consider a local search, given the restrictions of hiring an out-of-state candidate.

Trevor McAleer asked if Municipal Solutions, LLC is the same search firm that provided services for the prior vacancy of County Sheriff; concurred with Ms. Baker's recommendation to evaluate the progress of the internal hiring process and to review current policies and hiring restrictions prior to initiating the contract for a nationwide search and recommended to hold the item. The remaining Board members concurred, and the item was held.

BC2020-165

Department of Human Resources,

a) Submitting an RFP exemption on RQ47953, which will result in an award recommendation to Universal North Inc. dba Universal Creative Concepts in the amount not-to-exceed \$26,000.00 for the purchase of (2,500) 27 (oz.) stainless steel BPA-free non-toxic water bottles for the County Wellness Program.

b) Recommending an award on RQ47953 to Universal North Inc. dba Universal Creative Concepts in the amount not-to-exceed \$26,000.00 for the purchase of (2,500) 27 (oz.) stainless steel BPA-free non-toxic water bottles for the County Wellness Program.

Funding Source: Wellness Funds

Patrick Smock, Department of Human Resources, presented. Dale Miller asked who the water bottles will be distributed to. Nan Baker asked what the overall marketing budget for the Wellness Program was and asked if the department is within their budget. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2020-165 was approved by unanimous vote.

BC2020-166

Department of Human Resources,

a) Submitting an RFP exemption on RQ47954, which will result in an award recommendation to Howling Print and Promo, Inc. in the amount not-to-exceed \$19,200.00 for the purchase of (2,400) logo t-shirts for the County Wellness Program.

b) Recommending an award on RQ47954 to Howling Print and Promo, Inc. in the amount not-to-exceed \$19,200.00 for the purchase of (2,400) logo t-shirts for the County Wellness Program.

Funding Source: Wellness Funds

Patrick Smock, Department of Human Resources, presented. Nan Baker asked for clarification on the funding source. Dale Miller asked if t-shirts will be available in multiple sizes. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2020-166 was approved by unanimous vote.

BC2020-167

Sheriff's Department,

a) Recommending to declare (3) Motorola Radius GP 300; (41) Motorola HT1250 and (6) Motorola APX6000 portable handheld radios as obsolete surplus County property no longer needed for public use; recommending to trade-in said property towards the purchase of (44) Harris XL-200P and (6) Harris XL-185P handheld radios and related accessories, in accordance with Ohio Revised Code Section 307.12 (H).

b) Recommending an award on PO20000047 to Cleveland Communications, Inc. (18-1) in the amount not-to-exceed \$448,479.56 less trade in value of \$34,100.00 for a net total of \$414,379.56 for the purchase of (150) Harris portable handheld radios.

Funding Source: General Fund

Stephen Witt, Sheriff's Department, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-167 was approved by unanimous vote.

C. – Consent Agenda

There were no questions on the consent agenda items. Michael Chambers motioned to approve BC2020-168 through -172; Dale Miller seconded, the consent items were unanimously approved.

BC2020-168

Department of Development, recommending to amend Item No. CON2019-36 dated 4/22/2019, which authorized housing rehabilitation contracts with various providers for installation of a new furnace and air conditioner; tear off/replace new roofing on house and garage; install exterior GFCI, replace standard outlet with GFCI's, replace existing electric panels, install appliance circuit, smoke detector and GFCI; install sheet goods and wood base trim, replace hot water heater, laundry tub, remove and replace tub with shower, install dryer vent, remove toilet and replace with same, and install washer hookup in connection with a homeowner rehabilitation loan to Diana Simmons Ferguson for the period 8/21/2018 – 5/22/2019, by reducing the award amounts for various providers:

- a) Contract No. CE1920014-02 with YK Brothers Construction, by changing the amount not-to-exceed from \$6,720.00 to 6,065.00.
- b) Contract No. CE1920014-04 with Green Home Solutions, by changing the amount not-to-exceed from \$10,590.00 to \$4,970.00.

Funding Source: Community Development Block Grant Funds

BC2020-169

Department of Development, recommending to terminate housing rehabilitation Contract No. ~~CE190010~~ CE1920010 with MCM Home Services in the amount not-to-exceed \$21,030.00 for Lead work services for the Lead Program in connection with a homeowner rehabilitation loan to Mary Hall for the period 10/23/2018 – 7/22/2019, effective 9/20/2019.

Funding Source: Community Development Block Grant Funds

BC2020-170

Department of Human Resources, submitting an amendment to Contract No. CE1800017 with Medical Mutual of Ohio for Stop Loss Insurance services for County employees and their eligible dependents for the period 1/1/2018 - 12/31/2019, to modify the language in Exhibit A(b1) to reflect the correct term, effective 1/1/2019; no additional funds required.

Original Funding Sources: 64% - Hospitalization Self Insurance Fund, 36% - Self Insurance Board of Developmental Disabilities (BODD) Fund

BC2020-171

Department of Public Safety and Justice Services, recommending to terminate Agreement No. AG1800153 with the City of Cleveland in the amount of \$163,000.00 for staffing of a Cyber Analyst for the Northeast Ohio Regional Fusion Center for the period 11/13/2018 – 3/31/2020, effective 9/30/2019.

Funding Source: FY2017 Urban Area Securities Initiative Grant Funds

BC2020-172

Fiscal Office presenting proposed Travel for the week of 3/9/2020

Travel Requests							
Department	Staff (1)	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Office of the Medical Examiner	Christina Mitchell-Mata	A workshop entitled "Postmortem Interpretive Toxicology"	The Center for Forensic Science Research and Education	3/29/-4/2/2020	Philadelphia, PA	*Registration- \$1,200.00 **Lodging – \$1,111.36 **Meals - \$224.00 **Ground Transportation- \$77.79 **Baggage- \$60.00 ***Airfare- \$332.60 Total- \$3,005.75	FY 2019 Coverdell Grant

*Paid to host

**Staff reimbursement

*** Airfare will be covered by a contract with the County's Travel Vendor – (\$332.60)

Purpose:

For Christie Mitchell-Mata, Forensic Scientist 2, to attend a course titled Postmortem Interpretive Toxicology to enhance her knowledge base regarding interpretation of postmortem toxicology results. This course provides continuing education in the effects of major drug classes in medicolegal death investigations presented by leaders in the forensic toxicology field.

VI – PUBLIC COMMENT

Dale Miller commented on the Board members' advance question regarding the low number of items on the past few Board of Control agendas as it relates to the launch of the Enterprise Resource Planning System (ERP) and asked if an estimate can be provided as to how long the slow-down will continue and when can a normal flow of items be expected.

Michael Chambers commented that the original focus of many departments was related to payments processing once the ERP system went into production and asked Lenora Lockett if there was a way to check the status of items that have not yet reached the queue for placement on an agenda.

Lenora Lockett stated the ERP system is more complex than the prior OnBase system and expects a longer period of time where the volume of processed items returns to normal levels; and commented that there is a process in place to proceed with critical items that have not reached the pending agenda queue.

Mr. Chambers asked if any items are being held up by the Office of Procurement & Diversity.

Ms. Lockett said that there has been a slower learning curve as far as items being resubmitted and issues not being addressed which is delaying approvals; stated that different internal strategies are being identified that will be implemented, such as revising procedures, providing webinars and additional efforts to offer assistance to user departments; commented that there was an initial need to prioritize the more critical issues and now are addressing the remaining issues such as user role changes which will help with the flow of items; and said that it is difficult to predict when the workflow will stabilize as the user departments, as well as the Office of Procurement & Diversity staff, are still learning the system.

Trevor McAleer asked Ms. Lockett if there is a way to generate a report to see how many items are in process but have not yet reached the queue for placement on an agenda.

Ms. Lockett indicated that the ERP system does not provide for status queries or the ability to go directly to the Administrator as in the prior OnBase system but there is the potential to request a report from Department of Information Technology security personnel; said that the 3 security personnel are also currently involved in designing Phase 2 and User Acceptance Testing of ERP, which is targeted for completion next month, so the priorities and any future process changes would need to be evaluated; said that the Cherwell tickets submitted to the Service Desk could also provide some insight on the issues being reported; and said that she would request that the Department of Information Technology run a report and follow up with the Board members.

Nan Baker expressed concern that delays in getting items through could result in late contracts or delays in critical services and asked if there is any projected fallout that is anticipated that could be controlled.

Ms. Lockett said that she is unable to speak on behalf of all departments but stated that some departments may have planned ahead and submitted their items early or whose planning was properly timed, such as construction projects, so there was no impact; acknowledged that there are also departments that may be struggling; and said that this could be discussed with the departments to determine the reason for the lull.

Ms. Baker asked if there is a designee to monitor the delays and the structure to anticipate when there is a time-critical request that needs advancement; and asked if there is someone who understands the system issues at hand and are able to prioritize and respond.

Ms. Lockett said that person would be the ERP Project Manager as she is unable to speak for all departments.

Mr. Chambers asked Thomas Pavich, Department of Public Works or Stephen Witt, Sheriff's Department if they would like to speak about any issues their departments are experiencing with the ERP System.

Thomas Pavich relayed some of the challenges and issues his department has dealt with regarding new user roles, culture changes, learning curve and tracking items while still trying to work through unexpected issues that are coming up along the way and indicated that there may be late contracts in the future.

Mr. Chambers said that the separation of duties in the system is requiring a larger number of new users to be trained when in the past it was only a few entering requests; explained the process for submitting tickets to the Help Desk to identify and prioritize issues; and said approximately 95% of the tickets have already been resolved and that approximately 30 open tickets remain.

Mr. McAleer asked Ms. Lockett to request a report of the number of items that were entered but have not yet reached the Office of Procurement & Diversity's approval queue.

VII – ADJOURNMENT

Michael Chambers motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 11:35 a.m.