

Minutes

Cuyahoga County Board of Control  
Monday, June 6, 2022 at 11:00 A.M.  
County Headquarters  
2079 East Ninth Street  
Committee Room B

**I – CALL TO ORDER**

The meeting was called to order at 11:04 a.m.

Attending:

Leigh Tucker, Assistant Fiscal Officer, Fiscal Office (Alternate for Leigh Tucker)  
James Boyle, County Council (Alternate for Pernel Jones, Jr.)  
Councilman Dale Miller  
Councilwoman Nan Baker  
Nichole English, Administrator, Planning and Programming, Department of Public Works  
(Alternate for Michael Dever)  
Paul Porter, Director, Department of Purchasing

**II – REVIEW MINUTES – 5/31/2022**

Leigh Tucker motioned to approve the minutes from the May 31, 2022 meeting; James Boyle seconded. The minutes were approved by unanimous vote, as written.

**III – PUBLIC COMMENT**

There was no public comment.

**IV- CONTRACTS AND AWARDS**

**A. – Tabled Items**

**B. – New Items for Review**

**VI – PUBLIC COMMENT**

**BC2022-343**

Department of Public Works, requesting to amend Board Approval No. BC2022-247, dated 4/18/2022, which approved an award on Purchase Order No. 22001714 to Foundation Building Materials for various building materials for facilities repairs, **by changing the amount from \$5,061.34 to not-to-exceed \$24,999.00.**

Funding Source: General Fund

Thomas Pavitch, Department of Public Works, presented. Nan Baker asked with the stages of approvals that this item went through, how did this oversight occur. Leigh Tucker motioned to approve the item; Nichole English seconded. Item BC2022-343 was approved by unanimous vote.

**BC2022-344**

Department of Public Works, submitting an amendment to Contract No. 1308 with Pro-Tech Systems Group, Inc. for maintenance, upgrades and support services for the Supervisory Control and Data Acquisition (SCADA) System for the period 8/1/2014 – 7/31/2022, to extend the time period to 7/31/2025 and for additional funds in the amount not-to-exceed \$475,000.00.

Funding Source: Sanitary Operating Fund

Nichole English, Department of Public Works, presented. James Boyle asked with the County doing the work for the municipalities, do we charge them back and stated that this shows a good effort of providing regional collaboration with various municipalities. Leigh Tucker motioned to approve the item; James Boyle seconded. Item BC2022-344 was approved by unanimous vote.

**BC2022-345**

Department of Public Works,

- a) Submitting an RFP exemption, which will result in an award recommendation to Montrose Ford, Inc. in the amount not-to-exceed \$92,162.04 for a state contract purchase of (2) replacement, new, never-titled 2022 Ford Interceptors for the Sheriff's Department.
- b) Recommending an award on Purchase Order No. 22002173 to Montrose Ford, Inc. in the amount not-to-exceed \$92,162.04 for a state contract purchase of (2) replacement, new, never-titled 2022 Ford Interceptors for the Sheriff's Department.

Funding Source: General Fund – Maintenance Garage Fund

Thomas Pavitch, Department of Public Works, presented. Dale Miller asked what is an Interceptor. Leigh Tucker motioned to approve the item; Dale Miller seconded. Item BC2022-345 was approved by unanimous vote.

**BC2022-346**

Department of Public Works,

- a) Requesting authority to apply to Ohio Department of Transportation, Office of Aviation for grant funds in the amount not-to-exceed \$603,360.00 for the reconstruction of the Southern Taxiways at the Cuyahoga County Airport in connection with the FY2022 Ohio Airport Improvement Grant Program.
- b) Submitting a grant agreement with Ohio Department of Transportation, Office of Aviation in the amount not-to-exceed \$603,360.00 for the reconstruction of the Southern Taxiways at the Cuyahoga County Airport in connection with the FY2022 Ohio Airport Improvement Grant Program.

Funding Source: 80% (\$482,688.00) (Ohio Department of Transportation, Office of Aviation and 20% (\$120,672.00) Local Match - General Fund

John Meyers and Nichole English, Department of Public Works, presented. Dale Miller asked was FAA grant funding available to be used for this project. James Boyle asked will the total amount requested be enough to cover the entire project or will there be a need to find future funding. Nan Baker asked with reference to the FAA grant, was there a concern that the County would exceed what the County was allowed to have which caused the County to use another funding source; is the County losing money out on available funding by using another funding source. Leigh Tucker motioned to approve the item; Dale Miller seconded. Item BC2022-346 was approved by unanimous vote.

**BC2022-347**

Department of Human Resources, recommending an award and enter into Agreement No. 2498 with Cuyahoga Community College – Corporate College Conference Center in the amount not-to-exceed \$2,784.40 for facility space, technology resources and food service for a Corrections Officers Job Fair, held on 5/16/2022.

Funding Source: General Fund

Stephen Witt, Department of Human Resources, presented. There were no questions. Leigh Tucker motioned to approve the item; James Boyle seconded. Item BC2022-347 was approved by unanimous vote.

**BC2022-348**

Department of Information Technology,

- a) Submitting an RFP exemption, which will result in an award recommendation to Constant Contact in the amount not-to-exceed \$9,013.20 for Email Plus subscription services to manage content, press releases and other communications across email and social media platforms.
- b) Recommending an award on Purchase Order No. 22002435 to Constant Contact in the amount not-to-exceed \$9,013.20 for Email Plus subscription services to manage content, press releases and other communications across email and social media platforms.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. Nan Baker asked was this subscription package processed at the end of 2019 instead of the 2021 date listed; was this project already being worked on prior to the pandemic causing the need to accelerate the purchase. James Boyle stated that the pandemic reinforced the need to have a means to send out bulk email and asked what is meant by the vendor does not enter into contracts; what about using a competitive process where the County would play a larger role in dictating the means to procure services; how long is this being asked for. Leigh Tucker motioned to approve the item; James Boyle seconded. Item BC2022-348 was approved by unanimous vote.

**BC2022-349**

Department of Information Technology,

- a) Submitting an RFP exemption, which will result in an award recommendation to Zoom Video Communications, Inc. in the amount not-to-exceed \$29,962.60 to pay outstanding invoices for (510) Zoom Enterprise Conferencing and Audio Licenses for use by various departments for the period 7/5/2021 – 8/4/2022.
  
- b) Recommending an award on Purchase Order No. 22002420 to Zoom Video Communications, Inc. in the amount not-to-exceed \$29,962.60 to pay outstanding invoices for (510) Zoom Enterprise Conferencing and Audio Licenses for use by various departments for the period 7/5/2021 – 8/4/2022.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. Dale Miller stated this is an example for the need to have a County wide procedure(s) to manage software and software licenses which could possibly minimize time and/or cost long term. Nan Baker asked if services were being utilized during the pandemic in 2020, why is this being backdated only to 2021; why is this ending 8/4/2022 if this request is for past invoices; what caused the funding to change from CARES (understanding this funding no longer exists) to general funds; by categorizing this as using general funds, will this take precedent in using the ARPA monies first before capital monies. James Boyle asked does the County have a desire to have single provider for this type of service or is this something that will be evaluated in the future. Nichole English asked what process was used to locate outstanding Zoom licenses that are being used by County departments that are not currently being covered under the Department of Information Technology's available licenses. Leigh Tucker motioned to approve the item; Dale Miller seconded. Item BC2022-349 was approved by unanimous vote.

**BC2022-350**

Court of Common Pleas/Juvenile Court Division, recommending an award and enter into Agreement No. 2303 with City of Cleveland in the amount not-to-exceed \$72,800.00 for Community Diversion Program services for the period 1/1/2022 – 12/31/2023.

Funding Source: Title IV-E Fund

LaTerra Brown, Juvenile Court Division, presented. Dale Miller stated that this a routine item and there is no need for discussion. Dale Miller motioned to approve the item; James Boyle seconded. Item BC2022-350 was approved by unanimous vote.

**BC2022-351**

Department of Public Safety and Justice Services, requesting to amend Board Approval No. BC2022-277, dated 5/2/2022, which approved an award on Purchase Order No. 22001935 to Aero Systems West, Inc. for (1) drone and various accessories for the Cuyahoga Local Emergency Planning Committee (LEPC), **by changing the amount from \$25,722.00 to \$26,272.00.**

Funding Source: General Fund

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Dale Miller stated based on the monetary value being asked, there is no need to linger by asking questions. Dale Miller motioned to approve the item; James Boyle seconded. Item BC2022-351 was approved by unanimous vote.

### **C. – Exemptions**

#### **BC2022-352**

Department of Public Works,

- a) Requesting approval of an alternative procurement, which will result in an award recommendation on RQ9161 to Covetrus North America in the amount not-to-exceed \$100,000.00 for medical supplies for the Animal Shelter for the period 6/3/2022 – 6/2/2023.
- b) Recommending an award on RQ9161 to Covetrus North America in the amount not-to-exceed \$100,000.00 for medical supplies for the Animal Shelter for the period 6/3/2022 – 6/2/2023.

Funding Source: Kennel Operating Fund

Thomas Pavitch, Department of Public Works, presented. James Boyle asked understanding the extenuating circumstances to ensure consistently meeting the medical needs of the Animal Shelter, this request will be for one (1) year of service instead of (3) three years as it has been historically; stated that the approach to this purchase has to be done precariously not being able to stockpile due to the shelf life of certain medicines and/or supplies. Dale Miller asked were the cost for medical supplies substantially higher than usual due to the current supply chain issues. Paul Porter commented that the suggestion to pursue a one (1) year contract versus a three (3) year contract would allow the department to meet the current need for medical supplies at the Animal Shelter while giving the economy a chance to stabilize the supply chain issues that have been experienced nationwide; stated that he was satisfied with the due diligence exhibited in working on this project. Dale Miller motioned to approve the item; Nichole English seconded. Item BC2022-352 was approved by unanimous vote.

### **D. – Consent Agenda**

Nan Baker referred to Item No. BC2022-353 and asked is there any cost to the County on this project; will users be charged for using the stations; will the charge cover the necessary maintenance of stations to breakeven; how many charging stations will be installed; will the number of charging stations that will be installed be adequate to the amount of cars that need to use charging stations. James Boyle stated that this initiative is great and asked if the solar panels that are to be installed at the Harvard Road Garage will be utilized specifically for the charging stations at this location. Mike Foley, Department of Sustainability and Nichole English, Department of Public Works responded There were no additional questions or comments on the Consent Agenda items. Leigh Tucker motioned to approve Consent Agenda Item Nos. BC2022-353 through -356; Nichole English seconded. The Consent Agenda Items were approved by unanimous vote.

**BC2022-353**

Department of Public Works and Department of Sustainability, submitting a Partner Agreement with Northeast Ohio Areawide Coordinating Agency to establish the responsibilities in the administration, construction, operation and maintenance of the Electric Vehicle Charging Station Project for the period 3/23/2022 – 3/22/2027.

Funding Source: N/A

**BC2022-354**

Department of Public Safety and Justice Services, on behalf of the Office of the Medical Examiner, submitting an amendment to Agreement No. 343 with City of Cleveland for DNA analysis of Sexual Assault Kits in connection with the FY2017 Sexual Assault Kit Initiative Grant for the period 10/1/2019 – 9/30/2021, to extend the time period to 9/30/2022; no additional funds required.

Funding Source: Revenue Generating

**BC2022-341**

Fiscal Department, presenting proposed travel/membership requests for the week of 6/6/2022:

<i>Dept:</i>	<i>Sheriff's Department</i>							
<i>Event:</i>	<i>Conference entitled "GFOA 2022 Annual Conference"</i>							
<i>Source:</i>	<i>Government Finance Officers' Association</i>							
<i>Location:</i>	<i>Austin, TX.</i>							
<i>Staff</i>	<i>Travel Dates</i>	<i>Registration **</i>	<i>Meals **</i>	<i>Lodging **</i>	<i>Ground TRN/ Mileage **</i>	<i>Air ***</i>	<i>Total</i>	<i>Funding Source</i>
<i>Chris Costin</i>	<i>6/5 – 6/8/2022</i>	<i>\$710.00</i>	<i>\$172.00</i>	<i>\$812.25</i>	<i>\$0.00</i>	<i>\$824.97</i>	<i>\$2,519.22</i>	<i>General Fund</i>

*Paid to the Host*

*\*\*Staff reimbursement*

*\*\*\* Airfare will be covered by a contract with the County's Travel Vendor*

*Purpose:*

*The purpose of this event is to obtain education and training on topics that will benefit the Cuyahoga County Sheriff's Department especially in the area of new chargeback and discretionary fund software.*

<i>Dept:</i>	<i>Office of Medical Examiner</i>							
<i>Event:</i>	<i>Conference entitled "American Association of SIDS Prevention Physicians (AASPP) Annual Conference"</i>							
<i>Source:</i>	<i>AASPP – American Association of SIDS Prevention Physicians</i>							
<i>Location:</i>	<i>Ft. Myers Beach, FL.</i>							
<i>Staff</i>	<i>Travel Dates</i>	<i>Registration *</i>	<i>Meals **</i>	<i>Lodging **</i>	<i>Ground TRN/ Mileage **</i>	<i>Air ***</i>	<i>Total</i>	<i>Funding Source</i>
<i>Dr. Todd Barr</i>	<i>9/14 - 9/17/2022</i>	<i>N/A</i>	<i>\$128.00</i>	<i>\$498.42</i>	<i>\$442.34</i>	<i>\$372.57</i>	<i>\$1,441.33</i>	<i>General Fund</i>

*\*Traveler is speaking and therefore registration was waived*

*\*\*Staff reimbursement*

*\*\*\* Airfare will be covered by a contract with the County's Travel Vendor*

*Purpose:*

*Dr. Barr will be speaking at the American Association of SIDS Prevention Physicians 29<sup>th</sup> annual conference. In addition, he will be obtaining continuing medical education credits as required to maintain current licenses.*



**BC2022-342**

Department of Purchasing, presenting proposed purchases for the week of 6/6/2022:

**Direct Open Market Purchases**  
**(Purchases between \$5,000 - \$49,999.99 unless requiring assistance from the Department of Purchasing – See Below):**

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
22002318	(1,000) Microchips and (1,000) minichips for adopted canines at Animal Shelter	Department of Public Works	Pethealth Services (USA), Inc.	\$14,313.90	General Fund

**Items/Services Received and Invoiced but not Paid:**

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
22002511	Emergency veterinary services at the Animal Shelter*	Department of Public Works	Karen Ganofsky, DVM	\$18,550.00	50% Dog and Kennel Fund and 50% Dick Goddard's Best Friend Fund
22002499	Residential placement services**	Family and Children First Council	Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County	\$10,200.00	Multi-System Youth State Grant Funds

\*Approval No. BC2022-225, dated 4/11/2022, which amended various Board approvals on various dates, authorizing an alternative procurement process resulting in awards to various providers for medical, surgical and animal care services for the period 2/1/2017 - 12/31/2022.

\*\* Approval No. BC2021-496 dated 9/7/2021, which approved an alternative procurement process that resulted in award recommendations to various providers, referred by various County agencies, in the total amount not-to-exceed \$495,000.00 for the implementation of the Multi-System Youth Program for the period 7/1/2021 – 6/30/2023.

**Open Market Purchases**  
**(Over \$50,000 or requiring assistance from the Department of Purchasing)**

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>

**V- OTHER BUSINESS**

**Item of Note (non-voted)**

**Item No. 1**

Court of Common Pleas/Juvenile Court Division, submitting an amendment to a Grant Agreement and Funding Application with State of Ohio, Department of Youth Services for various programs in connection with the SFY2022 RECLAIM Ohio Grant for the period 7/1/2021 – 6/30/2022, to make budget line-item adjustments; no additional funds required.

Funding Source: State of Ohio, Department of Youth Services RECLAIM Ohio Grant

**Item No. 2**

**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 9451</i>	<i>Contract No. 2481</i>	<i>Cuyahoga Marketing Services, Inc. dba Great Day! Tours &amp; Charter Bus Service</i>	<i>Round trip bussing services for Camp HOPE participants</i>	<i>\$900.00</i>	<i>Department of Public Safety and Justice Services</i>	<i>7/31/2022-8/5/2022</i>	<i>General Fund</i>	<i>5/24/2021 (Executive) 5/26/2021 (Law Dept.)</i>

**VII – ADJOURNMENT**

Leigh Tucker motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 11:49 a.m.