

Minutes

Cuyahoga County Board of Control

Monday, August 8, 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 11:03 a.m.

Attending:

Michael Chambers, Fiscal Officer, Fiscal Office (Alternate for Armond Budish)

Leigh Tucker, Assistant Fiscal Officer, Fiscal Office (Alternate for Michael Chambers)

Mellany Seay, Administrator, Operations and Finance, Department of Public Works  
(Alternate for Michael Dever)

Paul Porter, Director, Department of Purchasing

James Boyle, County Council, (Alternate for Pernell Jones)

Councilmember Dale Miller

Councilmember Nan Baker

**II – REVIEW MINUTES – 8/1/2022**

Michael Chambers motioned to approve the minutes from the August 1, 2022 meeting; Leigh Tucker 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**

**BC2022-473**

Department of Human Resources, recommending an award on RQ9004 and enter into Contract No. 2608 with Mutual Health Services, a division of Medical Mutual Services, LLC (24-5) in the amount not-to-exceed \$150,000.00 for Consolidated Omnibus Budget Reconciliation Act Administrative (COBRA) services for the period 7/1/2022 – 12/31/2025.

Funding Source: Self Insurance Fund

Stephen Witt, Department of Human Resources, presented. James Boyle asked why this request had not been processed and submitted for approval earlier; asked what occurred after June 29, 2022, which further delayed approval; said that a more detailed timeline would have been helpful and would have answered some additional questions regarding the delays; and asked if the gap refers to gap in approval and not in services. Paul Porter said he would need to review the item history for additional information that led to the delays in approval and asked Mr. Witt if he is aware of any issues during Department of Purchasing's review; said that part of the responsibility falls on the vendor to ensure the correct entity is registered in Strategic Sourcing when their proposal is submitted; and said that departments submit the timelines for late submittal in the backup materials and can look at asking for updated timelines, when necessary. Nan Baker asked for clarification on the gap in services referenced in the backup materials; and said that there is a risk that late items would not get a majority vote, as the Board is being asked to approve after the fact. Michael Chambers said that the risk lies with the vendor since the contract had not yet been approved; said a better timeline would be helpful to address questions regarding this type of scenario; and said that government requires a lot of paperwork, in addition to equity requirements, inclusion, goals and law approval, which all lead to delays in the approval process, that outside agencies are not subject to. Dale Miller asked if the recommended vendor is the current provider; asked who provided services since 6/30/2022; and asked if the vendor agreed to provide services prior to approval. Michael Chambers motioned to approve the item; James Boyle seconded. Item BC2022-473 was approved by unanimous vote.

**BC2022-474**

Department of Information Technology, submitting an amendment to Contract No. 1018 with Great Northern Consulting, LLC for support and maintenance on (5) Sun Solaris Operation System T4 servers and remote support of UNIX platforms for the period 6/30/2015 – 6/29/2024, to expand the scope of services for the annual renewal of Oracle Premier Support, effective 6/30/2022 and for additional funds in the amount not-to-exceed \$19,849.03.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. James Boyle asked why support services were not extended through 6/29/2024; and asked if the department does not expect to come back for an additional renewal in June, 2023. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2022-474 was approved by unanimous vote.

**BC2022-475**

Department of Information Technology,

- a) Submitting an RFP exemption, which will result in an award recommendation to Advizex Technologies in the amount not-to-exceed \$251,781.49 for a state contract purchase of high-density HPE enclosures to provide consolidated infrastructure for server, storage and networking products.
- b) Recommending an award on Purchase Order No. 22003341 to Advizex Technologies in the amount not-to-exceed \$251,781.49 for a state contract purchase of high-density HPE enclosures to provide consolidated infrastructure for server, storage and networking products.

Funding Source: General Fund – American Rescue Plan Act (ARPA) Revenue Replacement/Provision of Government Services

Jeanelle Greene, Department of Information Technology, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2022-475 was approved by unanimous vote.

**BC2022-476**

Department of Information Technology,

- a) Submitting an RFP exemption, which will result in an award recommendation to Advizex Technologies in the amount not-to-exceed \$6,781.00 for the purchase of (2) HP5820 switches, (20) cables and (8) transceivers for StoreOnce Appliances and VMWare equipment.
- b) Recommending an award on Purchase Order No. 22001505 to Advizex Technologies in the amount not-to-exceed \$6,781.00 for the purchase of (2) HP5820 switches, (20) cables and (8) transceivers for StoreOnce Appliances and VMWare equipment.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. Nan Baker asked why this purchase was not already incorporated into an existing contract, due to the low dollar amount. Michael Chambers motioned to approve the item; James Boyle seconded. Item BC2022-476 was approved by unanimous vote.

**BC2022-477**

Department of Information Technology, on behalf of the Department of Public Works,

- a) Submitting an RFP exemption, which will result in an award recommendation to TEC Communications, Inc. in the amount not-to-exceed \$11,233.22 for a state contract purchase of (1) additional network switch and (2) access points for the Central Booking Project at the Cuyahoga County Justice Center.
- b) Recommending an award on Purchase Order No. 22003091 to TEC Communications, Inc. in the amount not-to-exceed \$11,233.22 for a state contract purchase of (1) additional network switch and (2) access points for the Central Booking Project at the Cuyahoga County Justice Center.

Funding Source: Capital Project

Jeanelle Greene, Department of Information Technology, presented. There were no questions. Michael Chambers motioned to approve the item; Leigh Tucker seconded. Item BC2022-477 was approved by unanimous vote.

**BC2022-478**

Department of Information Technology, on behalf of the Department of Health and Human Services,

- a) Submitting an RFP exemption, which will result in an award recommendation to Integrated Precision Systems in the amount not-to-exceed \$26,805.14 for a state contract purchase of access control proximity readers for installation on (11) doors at the Jane Edna Hunter Building.
- b) Recommending an award on Purchase Order No. 22003320 to Integrated Precision Systems in the amount not-to-exceed \$26,805.14 for a state contract purchase of access control proximity readers for installation on (11) doors at the Jane Edna Hunter Building.

Funding Source: Human Services Fund

Jeanelle Greene, Department of Information Technology, presented. Nan Baker asked if this purchase is considered hardware and why is this not a capital expense. Michael Chambers said this is an isolated purchase and not part of an overall renovation project. Michael Chambers motioned to approve the item; Mellany Seay seconded. Item BC2022-478 was approved by unanimous vote.

**BC2022-479**

Department of Purchasing, on behalf of the County Treasurer’s Office, submitting an amendment to Master Services Agreement No. 2289 with Key Bank National Association for banking and treasury services for the period 4/1/2020 – 3/31/2024 for additional funds for Procurement Card Program Services for various departments in the total amount not-to-exceed \$5,500.00:

- a) Department of Public Works in the amount not-to-exceed \$5,000.00.
- b) Department of Human Resources in the amount not-to-exceed \$500.00

Funding Source: General Fund

Paul Porter, Department of Purchasing, presented. James Boyle asked for follow up on what the original allocations for P-card services were; clarified that these amounts are being added to the original amount and the department may or may not use the additional funds; and said this program is helpful to streamline the purchasing process. Michael Chambers said the County Auditors’ Association is looking into a credit card program rather than P-cards; and asked if there are any added user benefits to the P-Card Program. Mr. Porter said P-cards are set up more like a debit card, which would not offer added benefits like a credit card would. Michael Chambers motioned to approve the item; James Boyle seconded. Item BC2022-479 was approved by unanimous vote.

**BC2022-480**

Office of the Medical Examiner, recommending an award on Purchase Order No. 22003086 to Treasurer, State of Ohio/Ohio State Highway Patrol in the amount not-to-exceed \$7,200.00 for Law Enforcement Automated Data System (LEADS) subscription services for the period 8/1/2022 – 7/31/2023.

Funding Source: General Fund

Hugh Shannon, Office of the Medical Examiner, presented. Nan Baker asked for clarification on the funding source. Michael Chambers said the expense is taken from the department’s accounting unit. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2022-480 was approved by unanimous vote.

**BC2022-481**

Office of the Medical Examiner,

- a) Submitting an RFP exemption, which will result in an award recommendation to MedPro Diagnostics, LLC in the amount not-to-exceed \$29,995.00 for the purchase of a replacement, fully refurbished Sakura ViP 6 Tissue Processor for the Histology Department.
- b) Recommending an award on Purchase Order No. 22003159 to MedPro Diagnostics, LLC in the amount not-to-exceed \$29,995.00 for the purchase of a replacement, fully refurbished Sakura ViP 6 Tissue Processor for the Histology Department.

Funding Source: General Fund

Hugh Shannon, Office of the Medical Examiner, presented. There were no questions. Michael Chambers motioned to approve the item; Mellany Seay seconded. Item BC2022-481 was approved by unanimous vote.

## C. – Exemptions

### **BC2022-482**

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, requesting to amend Board Approval No. BC2022-97, dated 2/14/2022, which approved an alternative procurement process, resulting in an award recommendation on RQ7099 for the 2021 Emergency Solutions Grant, utilizing an alternative funding source, to Emerald Development and Economic Network, Inc. for Rapid Re-housing services for the period 1/1/2022 – 12/31/2023, **by changing the not-to-exceed amount from \$1,277,298.00 to \$1,935,300.00.**

Funding Source: State of Ohio Homeless Crisis Response Program

Erin Rearden, Office of Homeless Services, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2022-482 was approved by unanimous vote.

## D. - Consent Agenda

There were no questions or comments on the Consent Agenda items. Michael Chambers motioned to approve Consent Agenda Item No. BC2022-483 through -487; James Boyle seconded. The Consent Agenda Items were approved by unanimous vote.

### **BC2022-483**

Department of Public Safety and Justice Services, submitting an amendment to Contract No. 1124 with Michael Baker International for development and update of the 2017-2022 All-Hazards Mitigation Plan for Cuyahoga County for the period 5/3/2021 – 7/15/2022, to extend the time period to 10/31/2022; no additional funds required.

Funding Source: FY2020 State of Ohio Hazard Mitigation Grant Program

### **BC2022-484**

Sheriff's Department, submitting a Memorandum of Understanding among Cities of Cleveland, Cleveland Heights, East Cleveland, Euclid and Parma for the City of Cleveland to serve as fiscal agent to allocate grant funds in the amount of \$100,000.00 for local Law Enforcement Agency assistance to support the Interoperable Communications Improvement Project in connection with the FY2022 Edward Byrne Memorial Justice Assistance Grant for the period 10/1/2021 – 9/30/2025.

Funding Source: FY2022 Edward Byrne Memorial Justice Assistance Grant

### **BC2022-485**

Department of Health and Human Services/Division of Children and Family Services, requesting to amend Board Approval No. BC2022-434, dated 7/11/2022, which approved a time sensitive/mission critical award to The Buckeye Ranch, Inc. – My Place Transitional Age Program in the amount not-to-exceed \$24,999.99 for out-of-home emergency placement services, **by changing the time period from 5/19/2022 – 12/31/2022 to 4/19/2022 – 12/31/2022; no additional funds required.**

Funding Source: 70% Health and Human Services Levy Fund and 30% Federal IV-E

**BC2022-486**

Fiscal Department, presenting proposed travel/membership requests for the week of 8/8/2022:

Dept:	Office of Medical Examiner							
Event:	Seminar entitled "National Association of Medical Examiners "NAME" 2022 Annual Meeting"							
Source:	National Association of Medical Examiners (NAME)							
Location:	Dallas, TX.							
Staff	Travel Dates	Registration *	Meals **	Lodging **	Ground Trans/ Mileage/ Luggage **	Air ***	Total	Funding Source
Alison Krywanczyk	10/14/2022 - 10/18/2022	\$950.00	\$204.00	\$982.80	\$118.80	\$425.19	\$2,680.79	General Fund

\*Paid to host

\*\*Staff reimbursement

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

**Purpose:**

The purpose of this seminar is to obtain continuing medical education credits to maintain Ohio medical license. The meeting will also provide the opportunity to network with several others in the organization and profession to identify any opportunities for improvement within the County processes. Additionally, Alison will be presenting at the 2022 meeting.

<i>Dept:</i>	<i>Office of Medical Examiner</i>							
<i>Event:</i>	<i>Seminar entitled "American Public Health Association "APHA" 2022 Annual Meeting and Expo"</i>							
<i>Source:</i>	<i>American Public Health Association</i>							
<i>Location:</i>	<i>Boston, Massachusetts</i>							
<i>Staff</i>	<i>Travel Dates</i>	<i>Registration **</i>	<i>Meals **</i>	<i>Lodging **</i>	<i>Ground Trans/ Mileage/ Luggage **</i>	<i>Air ***</i>	<i>Total</i>	<i>Funding Source</i>
<i>Manreet Bhullar</i>	<i>11/5/2022 - 11/9/2022</i>	<i>\$265.00</i>	<i>\$300.00</i>	<i>\$1,467.28</i>	<i>\$146.00</i>	<i>\$229.20</i>	<i>\$2,407.48</i>	<i>General Fund</i>

*\*Paid to host*

*\*\*Staff reimbursement*

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

*Purpose:*

*The purpose of this trip is to disseminate important opioid overdose research findings through the medical examiner's office data on drug overdose fatalities, to identify important public health intervention points, to prevent drug overdose deaths, and implement harm reduction strategies. APHA is the national public health association that holds this conference annually to disseminate important research, network, and learn about effective public health strategies. The Cuyahoga County Medical Examiner's Office contributed to APHA's updated policy statement called, "An Equitable Response to the ongoing Opioid Epidemic."*



**BC2022-487**

Department of Purchasing, presenting proposed purchases for the week of 8/8/2022:

**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>
22003267	Renewal of (25) Enterprise Licensed Users for Smartsheet Project Management Software	Department of Health and Human Services/Office of the Director	MNJ Technologies Direct, Inc.	\$14,075.00	Health & Human Services Levy
22003183	(10) Additional HP ZBook Firefly G8 laptops and related accessories for Juvenile Court Division	Department of Information Technology	HPI International	\$16,552.60	General Fund
22003410	(7) Adobe Commercial Creative Cloud-Teams and (8) Photoshop licenses for various departments for the period 10/1/2022 – 9/30/2023	Office of the Medical Examiner	Above & Beyond Electronics LLC	\$9,572.58	General Fund
22003394	Replacement walk-through metal detectors with accessories and installation: (1) at Justice Center (1) at Virgil E. Brown Building	Sheriff's Department	Graham Enterprises Inc.	\$9,776.00	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>

**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>

**VII – ADJOURNMENT**

Michael Chambers motioned to adjourn; Leigh Tucker seconded. The motion to adjourn was unanimously approved at 11:31 a.m.