



AGENDA
CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, SEPTEMBER 24, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS – 4TH FLOOR
2079 EAST 9TH STREET
3:30 PM

Cuyahoga County Council – Procedures for Public Comment at Council and Committee Meetings

- Requests to speak must be submitted in writing **prior to the scheduled meeting start time** on the Request Form provided by the Clerk immediately prior to each meeting.*
- Request Forms **must be submitted in-person** and may not be submitted on behalf of others (one per person).
- A maximum of thirty speakers will be selected at random during the public comment section at each meeting.
- Each speaker will receive two minutes to address the council or committee. A bell will ring to signal that speaking time has ended. Speakers may not yield their time to others.
- In lieu of verbal public comment, written testimony may be submitted to Council or the applicable committee through the Clerk of Council at CouncilPublicComment@cuyahogacounty.us prior to the adjournment of each meeting.
- The Council and committee meeting schedule can be found **on the Council website**.

** The meeting room will open to the public 30 minutes prior to the scheduled meeting start time.*



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1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. ITEM REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) R2024-0302: A Resolution confirming the County Executive's appointment of Sara Parks Jackson, upon her taking the oath of office, as Director of Housing and Community Development; and declaring the necessity that this Resolution become immediately effective.

5. MISCELLANEOUS BUSINESS

- a) Ohio Auditor of State Mandatory Fraud Reporting and Training

6. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the meeting rooms located on the 4th floor, from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Meeting rooms are equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0302

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Sara Parks Jackson, upon her taking the oath of office, as Director of Housing and Community Development, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the directors of departments are to be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, the Department of Housing and Community Development was established by Ordinance O2023-0007, passed by this Council on April 25, 2023; and

WHEREAS, the County Executive has nominated Sara Parks Jackson for appointment to the position of Director of Housing and Community Development; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2024; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Sara Parks Jackson to the position of Director of Housing and Community Development; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Sara Parks Jackson to serve as Director of Housing and Community Development upon her taking the oath of office.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County, the preservation of public peace, health, or safety in the County, and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 30, 2024

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

July 23, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Housing and Community Development

Dear President Jones

Pursuant to Section 202.09 of the Code, I am pleased to nominate Sara Parks Jackson to serve as the Director of Housing and Community Development. A copy of Ms. Jackson's resume is attached which details her relevant work history and professional background. Ms. Jackson currently serves as Interim Deputy Director of the Department of Housing and Community Development.

I am honored to nominate Ms. Jackson for the position of Director of Housing and Community Development Department as she is well suited to continue to build on the early successes of the Housing and Community Development Department, including Cuyahoga County's Community Block grant, the Emergency Rental Assistance funds, and countless other projects.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne
County Executive

RESUME OF SARA PARKS JACKSON

CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT

Cleveland, Ohio

Director, Department of Housing and Community Development **April 2023 - Present**

The Director of the Office of Housing and Community Development is responsible for planning and directing housing initiatives. Responsible for creating the vision and overarching goals that align with the County's mission, vision and values to ensure housing choices are enhanced for citizens of various needs and socioeconomic means. Directs the County's housing initiatives and programs in partnership with local, State and federal government agencies, including but not limited to the County's the Community Development Block Grant, and Community Development Supplemental Grant Programs, as well as the Emergency Rental Assistance funds and other one-time allocations of funding from various funding agencies. Develops long-term plans and goals. Reports progress to stakeholders. Maximizes outreach to ensure publicity and encourage increased participation. Advises County leadership on housing policy and programs. Collaborates with housing experts, advocates and stakeholders, both internal and external, to assess and determine best housing practices to impact local government and its citizens. Represents the County at housing consortiums, meetings and conferences. Delivers presentations when invited. Provides expertise and technical assistance to County boards and commissions. Advocates to strategic partners, including government and community leaders. Shares plans and reports progress. Promotes local, regional and national policies and legislation that benefit housing access.

Deputy Director, Housing and Community Development **September 2021 - April 2023**

Manage the day-to-day operations of the Housing and Community Development division of the Department of Development including all operational functions and activities. Develops strategy and processes and provides lead role in the development of partnerships with other communities. Provides interpretation and clarification of applicable county, state and federal regulations, policy, rules, and procedures as they relate to funding received. Represents department in meetings; acts as liaison with federal departments and divisions regarding program functions also communicates regularly non-profit and other housing and community development related organizations. Currently serving on the several position related boards including the HOME Investment Partnership Fund Consortium as appointed by the County Executive and the CHN Housing Capitol Advisory Board. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of eight.

Housing and Community Development Administrator **January 2018 - April 2021**

Manages and administers the Housing and Community Development division of the Cuyahoga County Department of Development. Manage both housing and community development projects and programs including research, design and development, and reporting. Responsible for the analysis of financial aspects of projects, underwrites and determines collateral value. Determines resource requirements and monitors usage and compliance of all funding streams including Federal, State and local sources. Responsible for the administration of housing and community development financing programs and monitoring of regulatory compliance. Coordinates actions related to the issuance of Private Activity Bonds issued by the County. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of nine.

Community Development Officer

October 2013 - January 2018

Responsible for analysis including underwriting, feasibility determination and recommendation of loans for medium to large-scale residential, mixed use and community development projects. Annual review and recommendation of \$1.2 million in affordable housing loans. Review of \$10.8 million in 2015 and \$5.5 million in loan requests in 2014 resulting in the approval of \$16.3 million in Casino Revenue loans. Development, implementation, coordination and oversight of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs, totaling \$4 million annually. Accountable for successful operation, compliance with federal regulations and continuous evaluation of county's Municipal Grant, Storefront Renovation, Affordable Rental Housing, Down Payment Assistance, Fair Housing and Foreclosure Prevention programs. Additional responsibilities include the review and coordination of grant and loan documents with recipients, legal counsel and other county agencies. Created and administered new Community Development Supplemental Grant (CDSG). Management of requests related to issuing or previously issued conduit bond financing inclusive of Health Care, Industrial Revenue and Multifamily Housing Revenue bonds.

Program Officer

February 2005 - 2013

Implementation and oversight of key community development programs including targeted grants to cities and targeted façade repair rebates to commercial property owners. Responsible for analysis and underwriting of loans for large-scale residential and community development projects with county Casino Revenue Funds. Management of requests for conduit bond financing includes requests with Low Income Housing Tax Credits, New Market Tax Credits and other special financing components. Review and analysis resulted in the bond issuance of \$52 million in 2012 and \$44 million in 2013.

Administrative Officer

December 2002 - 2005

Oversight and administration of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs providing low interest loans to homeowners in the county. Responsible for the supervision of the lead paint remediation program. Oversight of all requests for multifamily and 501(c) 3 financing, including requests containing Low Income Housing Tax Credits.

Development Specialist

September 1996 -2002

Analysis and underwriting of funding request to assist in financing childcare homes and facilities. Direct oversight of requests for multifamily and 501 (c) 3 bonds financing, including requests containing Low Income Housing Tax Credits.

CITY OF CLEVELAND, OHIO

Manager, Business Retention and Expansion
Assistant Manager, Small Business Office

Economic Development

1995 - 1996
1992 - 1995

NATIONAL CENTER FOR HOUSING MANAGEMENT

Trainer

Washington, DC 1990 - 1992

NCSC-HOUSING MANAGEMENT CORPORATION

Chief, Property Management

Washington, DC 1986 - 1991

FIRST COLUMBIA MANAGEMENT

Merrifield, VA 1985 - 1986

EDUCATION

Masters, Public Administration
Bachelor of Science, Public Administration,
University of Phoenix

Criminal Justice
University of Dayton, Dayton, Ohio (1976 -1979)

CERTIFICATIONS

CSU Public Officials Leadership Academy, XVII
Economic Development Finance
Professional National Development Council-
Certification
Lean Six Sigma Champion
Lean Six Sigma Yellow Belt

BOARDS/COMMITTEES

CHN Housing Capital Advisory Board 2020-Present
Cuyahoga HOME Consortium. 2019- Present
Starting Point Loan Review Committee, 2004-Present
City of Cleveland, Operation Efficiency Task Force
External Lead, Consumer Affairs Action Team, 2007

MEMBERSHIPS

Alpha Kappa Alpha Sorority, Incorporated

AWARDS

**Inez Tillman Killingsworth
Community Leadership Award- August 2024**
Benjamin Rose Institute

Culture for Service Award - June 2023
Phi Beta Sigma Fraternity, Inc.
Gamma Alpha Sigma Chapter