



AGENDA
CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 22, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
2079 EAST 9th STREET – 4TH FLOOR
3:00 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.

** Council chambers will open to the public 30 minutes prior to the scheduled meeting start time.*



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2079 EAST 9TH STREET
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1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. ITEM REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) R2024-0349: A Resolution confirming the County Executive's appointment of Melanie Kintner Knowles, upon her taking the oath of office, as Director of Sustainability; and declaring the necessity that this Resolution become immediately effective.

5. EXECUTIVE SESSION

- a) Pending or imminent court action

6. MISCELLANEOUS BUSINESS

7. 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. R2024-0349

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Melanie Kintner Knowles, upon her taking the oath of office, as Director of Sustainability, 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 Sustainability was established by Ordinance O2014-0023, passed by this Council on October 28, 2014, to further the fundamental governmental purposes of job creation and economic growth, to support the economic wellbeing and prosperity of the residents of Cuyahoga County, and to contribute to the County's long-term regional and global competitiveness; and

WHEREAS, the County Executive has nominated Melanie Kintner Knowles for appointment to the position of Director of Sustainability; and

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

WHEREAS, the Council elects to confirm the County Executive's appointment of Melanie Kintner Knowles to the position of Director of Sustainability; 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 Melanie Kintner Knowles to serve as Director of Sustainability 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: September 24, 2024
Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__



September 17, 2024

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

Re: *Cuyahoga County Director of Sustainability*

Council President Jones,

Pursuant to Section 202.18(B) of the Cuyahoga County Code which establishes the position of Director of Sustainability, it is my pleasure to nominate Melanie Kintner Knowles as Director of Sustainability. In this role, Ms. Knowles will lead the Department in its efforts to promote sustainable business practices, collaborate with external partners on development of sustainable programs and practices, promote economic development in support of businesses that provide environmentally sustainable goods and services, and educate the public about environmentally sustainable practices.

As set forth in Section 202.18(B)(1) of the Cuyahoga County Code, Ms. Knowles meets the specific qualifications to serve as Director of Sustainability. I have included documentation regarding her qualifications in these specific areas.

As you will see, Ms. Knowles brings a wealth of knowledge and experience in the sustainability sphere, including most recently planning and managing sustainability initiatives across Kent State University and shepherding the development of its first formal Sustainability Plan. She has previously served as sustainability manager for an architecture firm, held leadership roles at the Cleveland Green Building Coalition, and worked in economic development for the City of Cleveland.

Thank you for your consideration of this nomination. Should you or any of your colleagues have any questions, please feel free to contact Ben Schaefer in my office at 216.698.2521.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive

Melanie Kintner Knowles

Professional Experience

Kent State University

Sustainability Manager –2009 to Present

- Plan and manage university-wide sustainability efforts
- Shepherded development of Kent State's first formal Sustainability Plan
- Secured grants for campus sustainability projects including \$45,000 for Electric Vehicle Charging Stations, and over \$90,000 for the Grind2Energy food waste diversion system
- Supervise and coach a small staff of employees and student interns
- Assist university departments to adopt best practices in sustainability, such as procurement, university housing, university culinary services
- Conduct surveys including transportation modal split (commuting) survey and recycling knowledge and attitudes survey, to inform the design of sustainability initiatives
- Drove adoption of Grind2Energy system for inedible food waste resulting in over 340 tons of food waste diverted for anaerobic digestion to date
- Installed volume sensors on trash and recycling dumpsters to gather accurate data and increase efficiency of waste hauling
- Implemented construction waste management requirement resulting in >75% CWM diversion rate
- Influenced adoption of LEED Certification resulting in 15 LEED Certified campus buildings
- Drove adoption of green cleaning practices with GreenSeal certified products
- Co-created campus bike sharing program
- Collaborated with faculty to develop the Sustainability Minor
- Coordinate campaigns to raise awareness and create behavior change, including Campus Race to Zero Waste, and energy campaigns Winter Shut Down and Do It In the Dark
- Coordinate with University Communications and Marketing for public-facing articles and press releases
- Portage County Solid Waste District Policy Committee member from 2010 to present, current Chair
- Represented Kent State University on the City of Kent ad-hoc Climate Action Plan Committee
- Achieved designations for Kent State University as a STARS Bronze school, Sierra Magazine Cool School, Princeton Review Green School, Bicycle Friendly University, and Platinum level Ohio EPA E3 (Encouraging Environmental Excellence)
- Present on- and off-campus to students, administration, community groups, and conferences
- Guest lecture to classes including Introduction to Sustainability (TECH 27210)

Adjunct Faculty –Fall 2023 to Present

- Teach the Business Case for Sustainability (MGMT 44009) in the Ambassador Crawford College of Business and Entrepreneurship

Doty & Miller Architects

Sustainability Manager –2007 to 2008

- Assessed and prioritized opportunities for business clients to improve sustainability
- Facilitated collaboration among project teams to simplify the process of LEED documentation
- Wrote client grant proposals and grant reports for green building projects
- Compiled documentation for projects attempting LEED Certification

Professional Experience (continued)

Cleveland Green Building Coalition

Interim Executive Director – 2006 to 2007

- Cultivated relationships with board and committee members, partners, funders and members
- Facilitated committees, meetings, educational programs and design charrettes
- Lead fundraising including grants, corporate sponsorships, and membership
- Engaged a range of audiences by educating them on the concepts and potential of green building
- Managed development, marketing and implementation of all advanced educational programs
- Collaborated on greening local development with Building Cleveland by Design
- Served on the advisory committee for the City of Cleveland Sustainability Program

Director of Education - 2003 to 2006

- Wrote a green building column for a regional publication, Builders Exchange: The Magazine
- Introduced green building concepts to a range of audiences, from professionals to the general public, with presentations, tours, and project team meetings
- Designed and implemented approximately 20 educational programs per year ranging from national speakers to local case studies, for continuing education credit
- Project manager for 2004 Collaborating for Success Midwest Regional Conference, a one-day conference with 110 attendees
- Wrote and managed grants for educational programming and Collaborating for Success Conference
- Peer reviewer for Ohio Environmental Education Fund grant proposals

Education Coordinator - 2001 to 2003

- Developed collaborative relationships with nonprofit, professional and educational organizations
- Coordinated and marketed educational programs
- Wrote and managed a state grant for educational programming

City of Cleveland, Department of Economic Development

Deputy Project Director, Railroad Agreements – 1999-2000

- Collaborated with city residents, city administration, city council, consultants and railroad representatives to develop and implement a railroad noise mitigation program
- Addressed homeowners' concerns about railroad noise and safety with one-on-one meetings
- Contributed to reports to the Mayor, City Council and the Ohio Historic Preservation Office
- Tracked implementation of the home noise mitigation program by three contractors

Education

Certificate in Nonprofit Management

Mandel Center for Nonprofit Organizations

Case Western Reserve University, Cleveland, Ohio

Master of Environmental Science

Areas of Concentration: Policy Making and Administration, Ecological Anthropology

Institute of Environmental Sciences

Miami University, Oxford, Ohio

Bachelor of Arts

Majors: Anthropology, Economics

Miami University, Oxford, Ohio

Publications and Presentations

- McMillan, J., Knowles, M., & Brown, J. (2023, April 12) *Walk the Talk: The Sustainability Journey* [Conference presentation]. Northeast Ohio Summit on High Performance Buildings, Independence, OH, United States.
- Dougherty, H., Suchan, M., & Knowles, M. (2021, October 12). *Supporting a Circular Food Economy: Converting Inedible Scraps Into Renewable Energy and Beneficial Fertilizer* [Conference presentation]. Global Conference on Sustainability in Higher Education, Virtual.
- Knowles, M., & Misbrener, R. (2021, September/October). Kent State University Expands Solar Capacity. *APPA*. <https://www.appa.org/facilities-manager/kent-state-university-expands-solar-capacity/>
- Lehn, C., & Knowles, M. (2021, May 26). *The Circular Economy and Fashion* [Webinar]. Sustainable Cleveland Presents, Virtual.
- November, D., Knowles, M., Corbett, S., & Sweeney, C. (2019, October 28-30). *Linking Infamous History and Sustainability - 50 Years Since the 1969 Cuyahoga River Fire* [Conference presentation]. AASHE Conference and Expo, Spokane, WA, United States.
- Kaplan, D. H., & Knowles, M. J. (2015). Developing a Next-Generation Campus Bike-Share Program: Examining Demand and Supply Factors. *Planning for Higher Education Journal*, 44(1).

Professional Development

- Leadership Portage County, Class of 2024
- Kent State University 2020 Institute for Excellence
- LEED® (Leadership in Energy and Environmental Design) Accredited Professional, Building Design and Construction
- Rockwood Leadership Training: The Art of Collaborative Leadership
- Nonprofit management curriculum included marketing, program evaluation, human resources, organizational structure, and history of the nonprofit sector
- Broad knowledge of environmental issues

Personal Commitment

- Dedication to work towards a healthy environment, economy and community, excellent quality of life, and the positive resolution of conflict
- Ruffing Montessori School Board Member –2018 to present
- Nature Center at Shaker Lakes Facilities Committee Member – 2019 to present
- Environmental Health Watch Board Member –2015 to 2022
- Volunteer experience also includes Green Apple Day of Service, the National Audubon Society, the National Association of Environmental Professionals, Earth Day Coalition, the Cleveland Museum of Natural History, and the Cleveland Animal Protective League