



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, MARCH 12, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**5:00 PM**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **SILENT MEDITATION**
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
  - a) February 27, 2024 Committee of the Whole Meeting [See Page 16]
  - b) February 27, 2024 Regular Meeting [See Page 18]
7. **ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
8. **MESSAGES FROM THE COUNTY EXECUTIVE**
9. **LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
    - 1) R2024-0089: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, representing approximately 95 employees in the classification of Assistant

Public Defender for the period 1/1/2022-12/31/2024; to establish the terms of the wage re-opener and to modify Article 46 and include a new Appendix B; directing that funds necessary to implement the Amendment to the Collective Bargaining Agreement be budgeted and appropriated; authorizing the Cuyahoga County Public Defender Commission to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 45]

Sponsor: Council President Jones on behalf of the Cuyahoga County Public Defender Commission

- 2) R2024-0090: A Resolution approving a Memorandum of Understanding to the Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, representing approximately 96 employees in the classification of Assistant Public Defender for the period 1/1/2022-12/31/2024; directing that funds necessary to implement the Memorandum of Understanding to the Collective Bargaining Agreement be budgeted and appropriated; authorizing the Cuyahoga County Public Defender Commission to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 48]

Sponsor: Council President Jones on behalf of the Cuyahoga County Public Defender Commission

**b) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2024-0091: A Resolution awarding a total sum, not to exceed \$25,000, to Wallstreet Nottingham Ltd. for the purpose of offering classes to small businesses from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 51]

Sponsor: Councilmember Conwell

- 2) R2024-0092: A Resolution awarding a total sum, not to exceed \$500,000, to the City of University Heights for the purpose of reimbursing costs for garage repair at the University Square shopping center from the District 10 ARPA

Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 54]

Sponsor: Councilmember Stephens

- 3) R2024-0093: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 57]

Sponsor: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission

**c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING**

- 1) R2024-0077: A Resolution awarding a total sum, not to exceed \$50,000, to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 96]

Sponsors: Councilmembers Conwell, Turner and Stephens

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 2) R2024-0079: A Resolution authorizing a pre-development economic development recoverable grant in an amount not-to-exceed \$450,000.00 to Blue Abyss Operations Inc. for the Blue Abyss Project located on 12 acres on Aerospace Parkway in the City of Brook Park, Ohio for the purpose of constructing the main astronaut and deep water training facility, a hotel, planetarium, and a long arm centrifuge building totaling approximately 300,000 square feet; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 99]

Sponsors: Councilmembers Miller, Jones, Schron and Turner

Committee Assignment and Chair: Economic Development & Planning – Schron

**d) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION**

- 1) R2024-0035: A Resolution awarding a total sum, not to exceed \$10,000, to Bessie’s Angels for the purpose of funding the Bessie’s Hands Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 119]

Sponsor: Councilmember Turner

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 2) R2024-0048: A Resolution awarding a total sum, not to exceed \$20,000, to Crossroads Health dba New Directions for the purpose of the New Directions Summer Education Program from the District 8 and the District 11 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 122]

Sponsors: Councilmembers Simon, Jones and Stephens

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

- 3) R2024-0049: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 126]

Sponsor: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

**e) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2024-0094: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 by providing for additional fiscal appropriations from the General Fund and other funding

sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, amending Resolution No. R2024-0050 dated 2/13/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 148]

Sponsor: County Executive Ronayne/Fiscal Officer/Office of Budget and Management

- 2) R2024-0095: A Resolution approving a proposed settlement in the matter of *Tonya Clay, et al. v. Cuyahoga County, et al., U.S.D.C. Northern District of Ohio* Case No. 1:18-CV-02929; authorizing the County Executive and/or his designee to execute a settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.[See Page 163]

Sponsor: County Executive Ronayne/Department of Law

- 3) R2024-0096: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Excavating, Building Material, Construction Drivers, Race Track Employees, Public Employees, Manufacturing, Processing, Assembling and Installer Employees, Local Union No. 436, affiliated with International Brotherhood of Teamsters, representing approximately 10 employees in the classification of Deputy Dog Warden at the Department of Public Works/ Animal Shelter Division for the period 1/1/2024 - 12/31/2026; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 165]

Sponsor: County Executive Ronayne/Department of Law and Department of Public Works/Animal Shelter Division

- 4) R2024-0097: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Communication Workers of America, Local 4340, Cuyahoga County Sheriff's Department Bargaining Unit, representing approximately 40

employees in various classifications at the Sheriff's Department for the period 1/1/2024-12/31/2026; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 168]

Sponsor: County Executive Ronayne/Sheriff's Department/Department of Law

**f) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2024-0098: A Resolution confirming the County Executive's appointment of Leonard DiCosimo to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 171]

Sponsor: County Executive Ronayne

- 2) R2024-0099: A Resolution confirming the County Executive's re-appointment of Karolyn Isenhardt to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 176]

Sponsor: County Executive Ronayne

- 3) R2024-0100: A Resolution confirming the County Executive's re-appointment of Nailah K. Byrd to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 2/1/2024 – 1/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 181]

Sponsor: County Executive Ronayne

- 4) R2024-0101: A Resolution confirming the County Executive's appointment of Ronald Dziejicki to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/6/2028; and declaring the necessity that this Resolution become immediately effective. [See Page 186]

Sponsor: County Executive Ronayne

- 5) R2024-0102: A Resolution authorizing an amendment to Contract No. 3995 with Project Management Consultants LLC for owner's representative services in connection with the Cuyahoga County Central Services Campus (fka the Justice Center Complex Project) for the period 1/9/2019 – 12/31/2024 to extend the time period to 5/31/2025, to expand the scope of services, effective upon signature of all parties, and for additional funds in the amount not-to-exceed \$971,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 197]

Sponsor: County Executive Ronayne/Department of Public Works

- 6) R2024-0103: A Resolution making an award on RQ7297 to Gilbane Building Company in the amount not-to-exceed \$33,353,000.00 for design build services in connection with the Cuyahoga County Central Services Campus; authorizing the County Executive to execute Contract No. 4263 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 203]

Sponsor: County Executive Ronayne/Department of Public Works

**g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2023-0318: A Resolution confirming the County Executive's re-appointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2023 – 7/14/2026, and declaring the necessity that this Resolution become immediately effective: [See Page 208]

Re-appointments:

- i) Heidi Gullett, MD
- ii) Eddie Taylor

iii) Jenice Contreras

Sponsors: County Executive Ronayne and Councilmembers Miller, Sweeney, Conwell and Turner

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 2) R2024-0052: A Resolution confirming the County Executive's appointment of Ayonna Blue Donald to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 215]

Sponsors: County Executive Ronayne and Councilmembers Miller, Sweeney, Conwell and Turner

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 3) R2024-0054: A Resolution confirming the County Executive's appointment of Mara Layne to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 222]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 4) R2024-0056: A Resolution confirming the County Executive's appointment of Dr. Robert Eckardt to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 227]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 5) R2024-0057: A Resolution confirming the County Executive's reappointment of Kathleen Hallissey to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the



term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 236]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 6) R2024-0060: A Resolution confirming the County Executive’s reappointment of Shannon Monyak to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 242]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 7) R2024-0061: A Resolution confirming the County Executive’s reappointment of Yvette Bozman to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 248]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 8) R2024-0062: A Resolution confirming the County Executive’s reappointment of Yvonka Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 254]

Sponsors: County Executive Ronayne and Councilmember Conwell

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 9) R2024-0063: A Resolution confirming the County Executive’s reappointment of Beth Sipple to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the

term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 263]

Sponsors: County Executive Ronayne and Councilmember Conwell

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 10) R2024-0066: A Resolution confirming the County Executive’s reappointment of Julie Johnson to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 268]

Sponsors: County Executive Ronayne and Councilmember Conwell

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

- 11) R2024-0082: A Resolution making an award on RQ13736 to CATTS Construction Inc., in the amount not-to-exceed \$1,998,321.23 for the resurfacing of Forbes Road from Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights, and the Village of Oakwood in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 4125 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. [See Page 276]

Sponsors: County Executive Ronayne/Department of Public Works and Councilmember Turner

Committee Assignment and Chair: Public Works, Procurement & Contracting – Byrne

- 12) R2024-0086: A Resolution authorizing an amendment to Contract No. 4105 (fka Contract No. 2973) with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2024 to change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$1,941,245.20; authorizing the County Executive to execute the amendment and all [See Page 298]

documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

13) R2024-0087: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,473,857.03 for child support services for the period 1/1/2024 – 12/31/2024; authorizing the County Executive to execute the Agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 308]

a) Agreement No. 4154 with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$19,701.15.

b) Agreement No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68.

c) Agreement No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85.

d) Agreement No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.

e) Agreement No. 4172 with Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$4,316,786.57.

Sponsor: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 14) R2024-0088: A Resolution authorizing an amendment to Contract No. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the amount not-to-exceed \$2,536,793.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 355]

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services and Councilmember Turner

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

**h) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 1) R2024-0067: A Resolution declaring that public convenience and welfare requires the resurfacing of Warrensville Center Road from Fairmount Boulevard to Mayfield Road in the Cities of University Heights and South Euclid; total estimated project cost \$7,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. [See Page 365]

Sponsor: County Executive Ronayne/ Department of Public Works

Committee Assignment and Vice Chair: Public Works, Procurement & Contracting – Miller

- 2) R2024-0069: A Resolution authorizing an amendment to Contract No. 576 (fka Contract No. CE1000867-01) with the Near West Side Multi-Service Corporation dba May Dugan Center for lease of office space located at 4115 Bridge Ave., Cleveland, Ohio, for use by Cuyahoga County Court of Common Pleas/Adult Probation Department for the period

8/1/2020 – 7/31/2025 to extend the time period to 7/31/2030, to change the terms, and for additional funds in the amount not-to-exceed \$177,000.00, effective upon contract signatures of all parties; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 371]

Sponsors: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Adult Probation Department and Councilmembers Conwell and Sweeney

Committee Assignment and Vice Chair: Public Works, Procurement & Contracting – Miller

**i) CONSIDERATION OF AN ORDINANCE FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) O2024-0002: An Ordinance enacting Section 206.03 of the Cuyahoga County Code to rename the Cuyahoga County Advisory Council on Women’s Health as the Cuyahoga County Women’s Health Commission; repealing Section 208.05 of the County Code; and declaring the necessity that this Ordinance become immediately effective. [See Page 383]

Sponsor: Cuyahoga County Executive Ronayne

**j) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION**

- 1) O2024-0001: An Ordinance providing for the adoption of a modified Section 6.12 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. [See Page 386]

Sponsor: Cuyahoga County Executive Ronayne/Department of Human Resources

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, MARCH 26, 2024  
5:00 PM / COUNCIL CHAMBERS

*\*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 Council Chambers from the 5<sup>th</sup> floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



## **MINUTES**

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
TUESDAY, FEBRUARY 27, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
4:30 PM**

### **1. CALL TO ORDER**

**Council President Jones called the meeting to order at 4:36 p.m.**

### **2. ROLL CALL**

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Byrne, Gallagher, Conwell, Turner, Stephens, Miller, Sweeney and Jones were in attendance and a quorum was determined. Councilmembers Kelly, Schron and Simon were absent from the meeting.**

### **3. PUBLIC COMMENT**

**There were no public comments given.**

### **4. EXECUTIVE SESSION**

- a) Pending or imminent court action

**A motion was made by Mr. Byrne, seconded by Ms. Turner and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing pending or imminent court action and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 4:38 p.m. The following Councilmembers were present Byrne, Gallagher, Conwell, Turner, Stephens, Miller, Sweeney and Jones. The following additional attendees were present: Law Director Rick Manoloff; Assistant Law Director and Senior Counsel, Gregory Huth; Budget Advisor Trevor McAleer and Special Counsel Michael King.**

**At 4:41 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**



5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

6. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 4:41 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, FEBRUARY 27, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

**Council President Jones called the meeting to order at 5:01 p.m.**

**2. ROLL CALL**

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Gallagher, Conwell, Turner, Stephens, Simon, Kelly, Miller, Sweeney, Byrne and Jones were in attendance and a quorum was determined. Mr. Schron was absent from the meeting.**

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**There was no silent meditation.**

**5. PUBLIC COMMENT**

**a) Chief of Police John T. Majoy, Village of Newburgh Heights, addressed Council regarding Resolution No. R2024-0034, awarding a total sum, not to exceed \$200,000, to the Village of Newburgh Heights for the purpose of funding Safety Forces from the District 8 ARPA Community Grant Fund.**

**b) Loh addressed Council regarding various non-agenda items.**

**6. APPROVAL OF MINUTES**

- a) February 13, 2024 Committee of the Whole Meeting
- b) February 13, 2024 Regular Meeting

**A motion was made by Mr. Sweeney, seconded by Mr. Byrne and approved by unanimous vote to approve the minutes from the February 13, 2024 Committee of the Whole and Regular meetings.**

**A motion was made by Ms. Conwell, seconded by Mr. Sweeney and approved by unanimous vote to excuse Councilmember Jack Schron from the meeting.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

**Council President Jones announced that Councilmember Meredith Turner will be presenting a Proclamation to the National Organization of Black Law Enforcement (NOBLE) Executives.**

**In honor of Black History Month, Councilmember Turner and her colleagues acknowledged the National Organization of Black Law Enforcement members and commended them for their dedication to public service.**

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive Ronayne offered his congratulations to the NOBLE members who were presented with a proclamation in appreciation for their service; spoke about the opening of the first Cuyahoga County Welcome Center on February 14, 2024, located at the Old Brooklyn-Memphis Avenue Office, and thanked Council for their support; announced that February 27<sup>th</sup> marks the anniversary of Garrett Morgan’s patent application for the traffic signal and added that he had joined Garrett Morgan’s grand daughter, Sandra Morgan, in honoring him at the Garrett Morgan High School; and declared that March 4<sup>th</sup> will be recognized as Garrett Morgan Day in Cuyahoga County; announced the kickoff for the Harvest for Hunger Campaign, which was held at the Food Bank of Greater Cleveland and encouraged all to contribute to the campaign; and said that early voting has begun for the March 19<sup>th</sup> Primary Election and reminded all to support Issue 26 – the Health and Human Services Levy.**

**9. LEGISLATION INTRODUCED BY COUNCIL**

- a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
  - 1) **R2024-0075: A Resolution awarding a total sum, not to exceed \$10,000, to the Collective Arts Network for the CAN Journal and newsletter project from the District 3 ARPA**

Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

**Council President Jones referred Resolution No. R2024-0075 to the Community Development Committee.**

- 2) R2024-0076: A Resolution awarding a total sum, not to exceed \$20,000, to Shelter the People Cleveland for the Building Capacity for Change project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

**Council President Jones referred Resolution No. R2024-0076 to the Community Development Committee.**

- 3) R2024-0077: A Resolution awarding a total sum, not to exceed \$50,000, to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Conwell

**Council President Jones referred Resolution No. R2024-0077 to the Health, Human Services & Aging Committee.**

- 4) R2024-0078: A Resolution awarding a total sum, not to exceed \$5,000, to Sigma Gamma Rho Sorority, Inc. for the Drainkeepers Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2024-0078 to the Community Development Committee.**

- 5) R2024-0079: A Resolution authorizing a pre-development economic development recoverable grant in an amount not-to-exceed \$450,000.00 to Blue Abyss Operations Inc. for the

Blue Abyss Project located on 12 acres on Aerospace Parkway in the City of Brook Park, Ohio for the purpose of constructing the main astronaut and deep water training facility, a hotel, planetarium, and a long arm centrifuge building totaling approximately 300,000 square feet; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Jones and Schron

**Council President Jones referred Resolution No. R2024-0079 to the Economic Development & Planning Committee.**

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2024-0035: A Resolution awarding a total sum, not to exceed \$10,000, to Bessie's Angels for the purpose of funding the Bessie's Hands Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

**Clerk Richardson read Resolution No. R2024-0035 into the record.**

**This item will move to the March 12, 2024 Council meeting agenda for consideration for third reading adoption.**

- 2) R2024-0048: A Resolution awarding a total sum, not to exceed \$10,000, to Crossroads Health dba New Directions for the purpose of the New Directions Summer Education Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon, Jones and Stephens

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**Clerk Richardson read Resolution No. R2024-0048 into the record.**

**Mr. Jones introduced a proposed substitute on the floor to Resolution No. R2023-0048. Discussion ensued.**

**Mr. Michael King, Special Counsel, presented the item.**

**A motion was then made by Mr. Miller, seconded by Ms. Simon and approved by unanimous vote to accept the proposed substitute.**

**This item will move to the March 12, 2024 Council meeting agenda for consideration for third reading adoption.**

- 3) R2024-0049: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

**Clerk Richardson read Resolution No. R2024-0049 into the record.**

**This item will move to the March 12, 2024 Council meeting agenda for consideration for third reading adoption.**

- c) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2023-0352: A Resolution awarding a total sum, not to exceed \$50,000, to the City of South Euclid for Year Three of the South Euclid Deer Sterilization Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2023-0352 was considered and adopted by unanimous vote.**

- 2) R2024-0003: A Resolution awarding a total sum, not to exceed \$20,000, to the National Organization of Black Law Enforcement Executives (NOBLE) Greater Cleveland Chapter for the Teen Summit and Cut with a Cop Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner, Stephens and Jones

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0003 was considered and adopted by unanimous vote.**

- 3) R2024-0005: A Resolution awarding a total sum, not to exceed \$10,000, to the Black Child Development Institute Ohio for the trauma informed curriculum which privileges the unique strengths and needs of Black children from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0005 was considered and adopted by unanimous vote.**

- 4) R2024-0006: A Resolution awarding a total sum, not to exceed \$10,000, to the Linking Partnership Opportunities Foundation, Inc. for the purpose of Childhood Hunger Initiative Power Pack Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner and Stephens

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0006 was considered and adopted by unanimous vote.**

- 5) R2024-0007: A Resolution awarding a total sum, not to exceed \$10,000, to the Alpha Omega Foundation for the Childhood Hunger Initiative Power Pack Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0007 was considered and adopted by unanimous vote.**

- 6) R2024-0008: A Resolution awarding a total sum, not to exceed \$20,000, to the Gamma Alpha Sigma Education Foundation for the purpose of providing a college tour of Historically Black Colleges & Universities in the Atlanta, Georgia area from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner, Stephens and Jones

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0008 was considered and adopted by unanimous vote.**

- 7) R2024-0009: A Resolution awarding a total sum, not to exceed \$20,000, to Impact Youth, Inc. for operating support from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner and Jones

Committee Assignment and Chair: Education, Environment & Sustainability – Simon



**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0009 was considered and adopted by unanimous vote.**

- 8) R2024-0032: A Resolution awarding a total sum, not to exceed \$50,000, to the Catholic Charities Corp. for the purpose of the Migration and Refugee Service Immigration and Legal Services program from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Sweeney, Miller and Turner

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

**On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2024-0032 was considered and adopted by unanimous vote.**

- 9) R2024-0033: A Resolution awarding a total sum, not to exceed \$200,000, to the Village of Newburgh Heights for the purpose of the Enhanced Home Maintenance Grant Program from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Jones, Sweeney and Conwell

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

**On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2024-0033 was considered and adopted by unanimous vote.**

- 10) R2024-0034: A Resolution awarding a total sum, not to exceed \$200,000, to the Village of Newburgh Heights for the purpose of funding Safety Forces from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Jones

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

**On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2024-0034 was considered and adopted by unanimous vote.**

- 11) R2024-0036: A Resolution awarding a total sum, not to exceed \$10,000, to PetFix Northeast Ohio, Inc. for the purpose of the Clinic Roof Replacement project from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0036 was considered and adopted by unanimous vote.**

- 12) R2024-0037: A Resolution authorizing an amendment to a grant agreement with College Now Greater Cleveland, Contract No. 2611, for the administration and management of debt repayment scholarships and completion scholarships to eligible post-secondary students in connection with the Cuyahoga County Completion Scholarship Program for the period 9/15/2022 – 9/14/2024, to add private four-year institutions in the State of Ohio as eligible institutions; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0037 was considered and adopted by unanimous vote.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

- d) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2024-0080 & R2024-0081.**

- 1) R2024-0080: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Fiscal Officer/Office of Budget and Management

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0080 was considered and adopted by unanimous vote.**

- 2) R2024-0081: A Resolution approving a proposed settlement in the matter of Marvin Robinson v. Cuyahoga County, et al., United States District Court for the Northern District of Ohio, Eastern Division Case No. 1:22-cv-961; authorizing the County Executive and/or his designee to execute a settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Law

**On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2024-0081 was considered and adopted by unanimous vote.**

- e) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2024-0082: A Resolution making an award on RQ13736 to CATTS Construction Inc., in the amount not-to-exceed \$1,998,321.23 for the resurfacing of Forbes Road from Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights, and the Village of Oakwood in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 4125 and all other documents consistent with said award and

this Resolution, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2024-0082 to the Public Works, Procurement & Contracting Committee.**

2) R2024-0083: A Resolution authorizing a Grant Agreement with State of Ohio, Department of Development in the amount not-to-exceed \$8,057,000.00 to serve as fiscal agent for various lead renovation, abatement and mitigation services in connection with the FY2023 Lead Safe Ohio Program for the period 12/1/2023 – 4/30/2026; and recommending awards to various political subdivisions and providers in the total amount not-to-exceed \$8,057,000.00 for various projects or programs in connection with the FY2023 Lead Safe Ohio Program for the period 3/1/2024 – 12/31/2025; authorizing the County Executive to execute the agreements, contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) CHN Housing Partners in the amount not-to-exceed \$2,000,000.00 for various home loans, grants and incentives to homeowners for home repair.
- b) City of Cleveland Heights in the amount not-to-exceed \$492,908.00 for repairs of various childcare facilities.
- c) Cuyahoga County Board of Health, fiscal agent, in the amount not-to-exceed \$4,089,092.00 for operational support of the Lead Safe Program.
- d) Mount Sinai Health Foundation, fiscal agent, in the amount not-to-exceed \$1,375,000.00 for operational support for The Lead Safe Cleveland Coalition.

Sponsor: County Executive Ronayne/Department of Housing and Community Development

**Council President Jones referred Resolution No. R2024-0083 to the Community Development Committee.**

- 3) R2024-0084: A Resolution making awards to various municipalities, in the total amount of \$2,223,000.00 for various projects or programs in connection with the FY2024 Community Development Block Grant Program for the period 3/12/2024 - 12/31/2024; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution, and declaring the necessity that this Resolution become immediately effective:
- a) City of Bedford in the amount not-to-exceed \$150,000.00 for vehicle replacement for Bedford Police Department.
  - b) City of Berea in the amount not-to-exceed \$150,000.00 for Baker Street Improvement Project.
  - c) City of Brooklyn in the amount not-to-exceed \$150,000.00 for Southwood Drive Watermain Project.
  - d) City of Fairview Park in the amount not-to-exceed \$150,000.00 for Fairview Park/Metroparks Connectivity Lighting Project.
  - e) City of Maple Heights in the amount not-to-exceed \$150,000.00 for Maple Heights Senior Center Emergency Generator Project.
  - f) City of Middleburg Heights in the amount not-to-exceed \$150,000.00 for resurfacing of Grant Boulevard from Webster Road to Glenridge Avenue.
  - g) Village of Newburgh Heights in the amount not-to-exceed \$150,000.00 for resurfacing of Bridgeview Avenue.
  - h) Village of North Randall in the amount not-to-exceed \$150,000.00 for Housing Rehabilitation and Restoration Program.
  - i) City of North Royalton in the amount not-to-exceed \$38,000.00 for Memorial Park ADA Parking Lot Improvements.

- j) Village of Oakwood in the amount not-to-exceed \$150,000.00 for First Place Pavement Improvement Project.
- k) City of Parma Heights in the amount not-to-exceed \$150,000.00 for resurfacing of Denison Boulevard.
- l) City of Richmond Heights in the amount not-to-exceed \$150,000.00 for Richmond Heights Community Center Fire Suppression Initiative.
- m) City of Shaker Heights in the amount not-to-exceed \$150,000.00 for Lee Road Storefront and Exterior Improvement Program.
- n) City of South Euclid in the amount not-to-exceed \$150,000.00 for Playground of Possibilities Restoration Project at Bexley Park.
- o) City of Warrensville Heights in the amount not-to-exceed \$150,000.00 for Granada Boulevard Reconstruction: Street and Road Repair Project – Phase 5.
- p) Village of Woodmere in the amount not-to-exceed \$85,000.00 for Exterior Home Maintenance Grant Program.

Sponsor: County Executive Ronayne/Department of Housing and Community Development

**Council President Jones referred Resolution No. R2024-0084 to the Community Development Committee.**

- 4) R2024-0085: A Resolution making awards to various municipalities and agencies in the total amount of \$1,438,828.00 for various projects or programs in connection with the FY2024 Community Development Supplemental Grant Program for the period 3/12/2024 – 2/28/2025; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) City of Bay Village in the amount not-to-exceed \$35,850.00 for Reese Park Court Conversion.
- b) City of Berea in the amount not-to-exceed \$50,000.00 for Baker Street Improvement Project.
- c) City of Brecksville in the amount not-to-exceed \$50,000.00 for Brecksville Public Outdoor Pickleball Court Project.
- d) City of Brooklyn in the amount not-to-exceed \$50,000.00 for Exterior Home Repair Program.
- e) Village of Brooklyn Heights in the amount not-to-exceed \$50,000.00 for Dorset Mini Park Improvements.
- f) City of Brook Park in the amount not-to-exceed \$50,000.00 for improving community access of the Kennedy Park Playground.
- g) Cleveland Cultural Gardens in the amount not-to-exceed \$20,000.00 for One World Day.
- h) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for Village Hall Playground.
- i) Cuyahoga Land Bank in the amount not-to-exceed \$50,000.00 for Circle East District Greenway.
- j) Delta Alpha Lambda Foundation in the amount not-to-exceed \$50,000.00 for Food Pantry Site Room Remodel and Annex Expansion Project.
- k) City of Euclid in the amount not-to-exceed \$50,000.00 for Russell Avenue Park Improvements.
- l) Euclid Development Corporation in the amount not-to-exceed \$50,000.00 for Neighborhood Opportunity Grant.
- m) City of Fairview Park in the amount not-to-exceed \$50,000.00 for Morton Park Connector Path Project.

- n) City of Garfield Heights in the amount not-to-exceed \$50,000.00 for Garfield Heights Civic Center Sidewalk Improvement Project.
- o) Village of Highland Hills in the amount not-to-exceed \$36,850.00 for Government Complex Accessibility Improvements.
- p) City of Lakewood in the amount not-to-exceed \$50,000.00 for Madison Park – Bird Town Neighborhood Connector Project.
- q) City of Maple Heights in the amount not-to-exceed \$50,000.00 for 2024 Exterior Home Repair Program.
- r) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for resurfacing of Grant Boulevard from Glenridge Avenue to dead end.
- s) Village of Newburgh Heights in the amount not-to-exceed \$50,000.00 for Playground Improvements.
- t) City of North Olmsted in the amount not-to-exceed \$46,153.00 for North Olmsted Community Park Restroom Restoration Project.
- u) Village of North Randall in the amount not-to-exceed \$50,000.00 for Housing Rehabilitation and Preservation Supplemental Grant.
- v) City of North Royalton in the amount not-to-exceed \$50,000.00 for Green City Landscaping and Wayfinding Improvements.
- w) Village of Oakwood in the amount not-to-exceed \$50,000.00 for First Place Pavement Improvement Project.
- x) City of Parma in the amount not-to-exceed \$50,000.00 for Ukranian Village and Polish Village Streetscape Improvement – Phase VI.
- y) City of Parma Heights in the amount not-to-exceed \$49,975.00 for Cassidy Theatre/Community Center Lobby Restoration Project – Phase II.



- z) Refugee Response in the amount not-to-exceed \$50,000.00 for Ohio City Farm – New Farm Market Concrete Foundation.
- aa) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for Richmond Heights Greenwood Farm Gazebo Project.
- bb) City of South Euclid in the amount not-to-exceed \$50,000.00 for Playground of Possibilities Restoration at Bexley Park.
- cc) Village of Walton Hills in the amount not-to-exceed \$50,000.00 for ITA Pavement Reconstruction – Phase III.
- dd) City of Warrensville Heights in the amount not-to-exceed \$50,000.00 Granada Boulevard Reconstruction (Street and Road Repair Project – Phase 5).

Sponsor: County Executive Ronayne/Department of Housing and Community Development

**Clerk Richardson read Resolution No. R2024-0085 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2024-0085.**

**Ms. Cynthia Mason, Policy Advisor, presented the item.**

**A motion was then made by Ms. Stephens, seconded by Ms. Simon and approved by unanimous vote to accept the proposed substitute. Discussion ensued.**

**Council President Jones referred Resolution No. R2024-0085 to the Community Development Committee.**

- 5) R2024-0086: A Resolution authorizing an amendment to Contract No. 4105 (fka Contract No. 2973) with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2024 to change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$1,941,245.20; authorizing the County Executive to execute the amendment and all documents consistent with this Resolution; and declaring the

necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/on behalf of Cuyahoga  
County Court of Common Pleas/Juvenile Court Division

**Council President Jones referred Resolution No. R2024-0086 to the Public Safety & Justice Affairs Committee.**

- 6) R2024-0087: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,473,857.03 for child support services for the period 1/1/2024 – 12/31/2024; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) Agreement No. 4154 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$19,701.15.
  - b) Agreement No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68.
  - c) Agreement No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85.
  - d) Agreement No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.
  - e) Agreement No. 4172 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$4,316,786.57.

Sponsor: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services

**Council President Jones referred Resolution No. R2024-0087 to the Health, Human Services & Aging Committee.**

- 7) R2024-0088: A Resolution authorizing an amendment to Contract No. 3014 with Young Women's Christian Association

of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the amount not-to-exceed \$2,536,793.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

**Council President Jones referred Resolution No. R2024-0088 to the Health, Human Services & Aging Committee.**

f) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2024-0067: A Resolution declaring that public convenience and welfare requires the resurfacing of Warrensville Center Road from Fairmount Boulevard to Mayfield Road in the Cities of University Heights and South Euclid; total estimated project cost \$7,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/ Department of Public Works

Committee Assignment and Vice Chair: Public Works, Procurement & Contracting – Miller

**Clerk Richardson read Resolution No. R2024-0067 into the record.**

**This item will move to the March 12, 2024 Council meeting agenda for consideration for third reading adoption.**

- 2) R2024-0069: A Resolution authorizing an amendment to Contract No. 576 (fka Contract No. CE1000867-01) with the

Near West Side Multi-Service Corporation dba May Dugan Center for lease of office space located at 4115 Bridge Ave., Cleveland, Ohio, for use by Cuyahoga County Court of Common Pleas/Adult Probation Department for the period 8/1/2020 – 7/31/2025 to extend the time period to 7/31/2030, to change the terms, and for additional funds in the amount not-to-exceed \$177,000.00, effective upon contract signatures of all parties; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Adult Probation Department and Councilmembers Conwell and Sweeney

Committee Assignment and Vice Chair: Public Works, Procurement & Contracting – Miller

**Clerk Richardson read Resolution No. R2024-0069 into the record.**

**This item will move to the March 12, 2024 Council meeting agenda for consideration for third reading adoption.**

- g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and to place on final passage Resolution Nos. R2024-0051; R2024-0055; R2024-0058; R2024-0064; R2024-0065; R2024-0068; R2024-0070; R2024-0071; R2024-0072; R2024-0073 & R2024-0074.**

- 1) R2024-0051: A Resolution confirming the County Executive's appointment of Ronnie J. Cannon to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2023 – 7/14/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0051 was considered and adopted by unanimous vote.**

- 2) R2024-0055: A Resolution confirming the County Executive's appointment of Christina Bohuslawsky-Brown to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Turner

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0055 was considered and adopted by unanimous vote.**

- 3) R2024-0058: A Resolution confirming the County Executive's reappointment of The Honorable Mayor Kim Thomas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Turner

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0058 was considered and adopted by unanimous vote.**

- 4) R2024-0064: A Resolution confirming the County Executive's reappointment of Douglas Bennett to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Turner

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0064 was considered and adopted by unanimous vote.**

- 5) R2024-0065: A Resolution confirming the County Executive’s reappointment of Janet Keeler, Ph.D. to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0065 was considered and adopted by unanimous vote.**

- 6) R2024-0068: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5054 for replacement of various Rockside Road Bridges No. 03.23 in the City of Independence and Bridge No. 3.32 over the Cuyahoga River in the City of Independence and the Village of Valley View; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works/Division of County Engineer

Committee Assignment and Vice Chair: Public Works, Procurement & Contracting – Miller

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2024-0068 was considered and adopted by unanimous vote.**

- 7) R2024-0070: A Resolution making awards on RQ13201 for a Master Contract with various providers in the total amount not-to-exceed \$1,554,000.00 for various vehicle repair parts, equipment and services for the Fleet Division for the period 3/1/2024 – 2/28/2026; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 4058 with Applied Maintenance Supplies & Solutions, LLC. in an anticipated amount of \$80,000.00.
- b) Contract No. 4059 with Car Parts Warehouse, Inc. in an anticipated amount of \$100,000.00.
- c) Contract No. 4060 with The Goodyear Tire & Rubber Company in the anticipated amount of \$240,000.00.
- d) Contract No. 4061 with Hall Public Safety Co. in an anticipated amount of \$32,000.00.
- e) Contract No. 4062 with Industrial Safety Products, Inc. in an anticipated amount of \$60,000.00.
- f) Contract No. 4063 with Jack Doheny Companies, Inc. in an anticipated amount of \$160,000.00.
- g) Contract No. 4064 with North Coast Two-Way Radio, Inc. in an anticipated amount of \$19,000.00.
- h) Contract No. 4065 with Parts Authority, LLC in an anticipated amount of \$180,000.00.
- i) Contract No. 4066 with Rieth's Automotive Supply Co., Inc. dba Fleetwise in an anticipated amount of \$150,000.00.
- j) Contract No. 4067 with R.H. Auto & Truck Glass in an anticipated amount of \$26,000.00.
- k) Contract No. 4068 with Rich's Towing & Service, Inc. in an anticipated amount of \$33,000.00.
- l) Contract No. 4069 with Rush Truck Centers of Ohio, Inc. dba Rush Truck Center, Cleveland in an anticipated amount of \$230,000.00.
- m) Contract No. 4070 with The Safety Company dba MTech in an anticipated amount of \$70,000.00.
- n) Contract No. 4071 with United Towing Services, Inc. in an anticipated amount of \$14,000.00.

- o) Contract No. 4072 with Universal Oil, Inc. in an anticipated amount of \$110,000.00.
- p) Contract No. 4073 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in an anticipated amount of \$30,000.00.
- q) Contract No. 4074 with Winzer Franchise Company in an anticipated amount of \$20,000.00.

Sponsor: County Executive Ronayne/Department of Public Works

Committee Assignment and Vice Chair: Public Works, Procurement & Contracting – Miller

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2024-0070 was considered and adopted by unanimous vote.**

- 8) R2024-0071: A Resolution authorizing an amendment to various contracts with Manatron, Inc. dba Aumentum Technologies for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2025 and for additional funds in the total amount not-to-exceed \$1,537,986.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - a) Contract No. 2411 in the amount not-to-exceed \$312,223.00 for CAMA SIGMA System.
  - b) Contract No. 2424 in the amount not-to-exceed \$1,225,763.00 for the Visual Property Tax System.

Sponsor: County Executive Ronayne/Fiscal Department

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0071 was considered and adopted by unanimous vote.**



- 9) R2024-0072: A Resolution authorizing an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2024 to extend the time period to 3/31/2025, to change the terms, effective 4/1/2024, and for additional funds in the amount not-to-exceed \$550,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Fiscal Department/  
Department of Purchasing

Committee Assignment and Chair: Finance & Budgeting –  
Miller

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0072 was considered and adopted by unanimous vote.**

- 10) R2024-0073: A Resolution authorizing an amendment to a Master Contract with various providers for trauma informed respite and youth care center services for the period 9/1/2021 – 6/30/2023 to extend the time period to 6/30/2024, to change the terms effective 7/1/2023, and for additional funds in the total amount not-to-exceed \$510,293.94; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) Contract No. 4096 (fka Contract No. 1813) with Raven House in the amount not-to-exceed \$153,666.66.
  - b) Contract No. 4099 (fka Contract No. 1814) with Life’s Right Direction, Inc. in the amount not-to-exceed \$199,413.72.
  - c) Contract No. 4104 (fka Contract No. 1815) with Lutheran Metropolitan Ministry in the amount not-to-exceed \$157,213.56.

Sponsor: County Executive Ronayne on behalf of Cuyahoga  
County Court of Common Pleas/Juvenile Court Division

Committee Assignment and Chair: Public Safety & Justice  
Affairs – Gallagher

**On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2024-0073 was considered and adopted by unanimous vote.**

- 11) R2024-0074: A Resolution authorizing an amendment to Contract No. 3673 (fka Contract No. 1031) with Americab Transportation, Inc. for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/29/2024 to extend the time period to 2/28/2025 and for additional funds in the amount not-to-exceed \$4,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2024-0074 was considered and adopted by unanimous vote.**

- h) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- 1) O2024-0001: An Ordinance providing for the adoption of a modified Section 6.12 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Cuyahoga County Executive Ronayne/Department of Human Resources

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

**Clerk Richardson read Ordinance No. O2024-0001 into the record.**

**This item will move to the March 12, 2024 Council meeting agenda for consideration for third reading adoption.**

## 11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, March 4<sup>th</sup> at 1:00 p.m. to discuss the Year-End Report on the Actual Financials for 2023.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, March 5<sup>th</sup> at 1:00 p.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, March 6<sup>th</sup> at 1:00 p.m.**

**Ms. Turner reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, March 5<sup>th</sup> at 10:00 a.m.**

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, March 6<sup>th</sup> at 3:00 p.m. to receive a presentation on the restructuring of the Department of Sustainability and to discuss the Cleveland Water Alliance Water Attraction contract.**

**Ms. Stephens reported that she would need to review her schedule relative to the next Community Development Committee meeting date.**

**Clerk Richardson reminded Ms. Stephens that the next Community Reinvestment Advisory Subcommittee will meet on Wednesday, February 28<sup>th</sup> at 2:00 p.m.**

## 12. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

## 13. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 6:05 p.m., without objection.**



**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2024-0089**

|   |   |
|---|---|
| <p>Sponsored by: <b>Council on behalf of the Cuyahoga County Public Defender Commission</b></p> | <p><b>A Resolution</b> approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, representing approximately 95 employees in the classification of Assistant Public Defender for the period 1/1/2022-12/31/2024; to establish the terms of the wage re-opener and to modify Article 46 and include a new Appendix B; directing that funds necessary to implement the Amendment to the Collective Bargaining Agreement be budgeted and appropriated; authorizing the Cuyahoga County Public Defender Commission to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|---|

WHEREAS, the Cuyahoga County Public Defender Commission on behalf of the County of Cuyahoga (hereinafter referred to as “County”), has been engaged in collective bargaining negotiations with the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, (hereinafter referred to as “AFSCME, Local 3631”), in an effort to amend the Collective Bargaining Agreement (“CBA”) for the period 01/01/2022-12/31/2024, covering approximately 95 employees in the classification of Assistant Public Defender ; and

WHEREAS, the CBA maintains a re-opener for 2024 wages that the parties have met in effort to negotiate new terms and have reached a tentative agreement on a amendment to establish the terms of the re-opener, to modify Article 46, and to include a new Appendix B; and

WHEREAS, the members of the bargaining unit voted to ratify the amendment; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any

other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, the Cuyahoga County Public Defender Commission is recommending that Council approve the proposed Wage Reopener Amendment for the period 01/01/2022-12/31/2024; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County.

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

**SECTION 1.** The Cuyahoga County Council hereby approves the amendment to the Collective Bargaining Agreement between Cuyahoga County and the AFSCME, Local 361 representing approximately 95 employees in the Assistant Public Defender classification for the period of 1/1/2022 – 12/31/2024, to establish terms of the wage re-opener, to modify Article 46m and to include a new Appendix B, and authorizes the Cuyahoga County Public Defender Commission to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the amendment to the Collective Bargaining Agreement between the County and the AFSCME, Local 3631, shall be budgeted and appropriated.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the Office of the Cuyahoga County Public Defender; the preservation of public peace, health or safety in the County, and any additional reasons set forth in the preamble. This amendment becomes a binding agreement upon the affirmative vote of a majority of members of this Council or upon a decision by Council to enter the agreement into the record and take no further action at this time.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive                                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council                                      \_\_\_\_\_  
Date

Journal CC \_\_\_\_\_  
\_\_\_\_\_, 2024

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2024-0090**

|   |  |
|---|--|
| <p>Sponsored by: <b>Council on behalf of the Cuyahoga County Public Defender Commission</b></p> | <p><b>A Resolution</b> approving a Memorandum of Understanding to the Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, representing approximately 96 employees in the classification of Assistant Public Defender for the period 1/1/2022-12/31/2024; directing that funds necessary to implement the Memorandum of Understanding to the Collective Bargaining Agreement be budgeted and Appropriated; authorizing the Cuyahoga County Public Defender Commission to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|--|

WHEREAS, the Cuyahoga County Public Defender Commission on behalf of the County of Cuyahoga (hereinafter referred to as “County”), has been engaged in collective bargaining negotiations with the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, (hereinafter referred to as “AFSCME, Local 3631”), in an effort to amend the Collective Bargaining Agreement (“CBA”) for the period 01/01/2022-12/31/2024, covering approximately 96 employees in the classification of Assistant Public Defender; and

WHEREAS, the parties have met in effort to negotiate new terms and have reached a tentative agreement on a Memorandum of Understanding regarding Parental Leave; and,

WHEREAS, the members of the bargaining unit voted to ratify the Memorandum of Understanding; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize



the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, the Cuyahoga County Public Defender Commission is recommending that Council approve the proposed Memorandum of Understanding for the period 01/01/2022-12/31/2024; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County.

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

**SECTION 1.** The Cuyahoga County Council hereby approves the Memorandum of Understanding between Cuyahoga County and the AFSCME, Local 361 representing approximately 96 employees in the Assistant Public Defender classification for the period of 1/1/2022 – 12/31/2024, and authorizes the Cuyahoga County Public Defender Commission to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the Memorandum of Understanding between the County and the AFSCME, Local 3631, shall be budgeted and appropriated.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the Office of the Cuyahoga County Public Defender; the preservation of public peace, health or safety in the County, and any additional reasons set forth in the preamble. This Memorandum of Understanding becomes a binding agreement upon the affirmative vote of a majority of members of this Council or upon a decision by Council to enter the agreement into the record and take no further action at this time.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive                                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council                                      \_\_\_\_\_  
Date

Journal CC \_\_\_\_\_  
\_\_\_\_\_, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0091

|  |   |
|--|---|
| Sponsored by: <b>Councilmember Conwell</b> | <b>A Resolution</b> awarding a total sum, not to exceed \$25,000, to Wallstreet Nottingham Ltd. for the purpose of offering classes to small businesses from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. |
|--|---|

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$25,000 Wallstreet Nottingham Ltd. for the purpose of offering classes to small businesses; and

**WHEREAS**, Wallstreet Nottingham Ltd. estimates approximately 135 to 150 people will be served annually through this award; and

**WHEREAS**, Wallstreet Nottingham Ltd. estimates the total cost of the project is \$55,000; and

**WHEREAS**, Wallstreet Nottingham Ltd. indicates the other funding source(s) for this project includes:

- A. \$15,000 from a Private fund;
- B. \$40,000 from pending government requests; and

**WHEREAS**, Wallstreet Nottingham Ltd. is estimating the start date of the project will be June 2024 and the project will be completed by May 2025; and

**WHEREAS**, Wallstreet Nottingham Ltd. requested \$30,000 from the District 7 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$25,000 to Wallstreet Nottingham Ltd. to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$25,000 to Wallstreet Nottingham Ltd. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of offering classes to small businesses.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 take effect and be in force immediately upon the

earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 8.** 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0092

|   |   |
|---|---|
| Sponsored by: <b>Councilmember Stephens</b> | <b>A Resolution</b> awarding a total sum, not to exceed \$500,000, to the City of University Heights for the purpose of reimbursing costs for garage repair at the University Square shopping center from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 10 ARPA Community Grant Fund in the amount of \$500,000 to the City of University Heights for the purpose of reimbursing costs for garage repair at the University Square shopping center; and

**WHEREAS**, the City of University Heights estimates approximately 50,000 people will be served annually through this award; and

**WHEREAS**, the City of University Heights estimates approximately 600 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the City of University Heights estimates the total cost of the project is \$30 million; and

**WHEREAS**, the City of University Heights indicates the other funding source(s) for this project includes funds from the developer as well as Target, Macy's, and the City's Community Improvement Corporation; and

**WHEREAS**, the City of University Heights is estimating the start date of the project will be completed within 24 months after commencement; and

**WHEREAS**, the City of University Heights requested \$500,000 from the District 10 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$500,000 to the City of University Heights to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$500,000 to the City of University Heights from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of reimbursing costs for garage repair at the University Square shopping center.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 8.** 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0093

|  |   |
|--|---|
| Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b> | <b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective. |
|--|---|

**WHEREAS**, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

**WHEREAS**, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, on February 14, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through I) and recommended to County Council the formal adoption and implementation of the attached changes; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A:     Class Title:     *Administrator, Homeless Services*  
                  Number:       13271

- Exhibit B: Pay Grade: 13A/Exempt  
 Class Title: *Appraisal Permit Coordinator*  
 Number: 10301  
 Pay Grade: 8A/Non-Exempt
- Exhibit C: Class Title: *Senior Administrator, Homeless Services*  
 Number: 13272  
 Pay Grade: 15A/Exempt
- Exhibit D: Class Title: *Senior Supervisor, Investigation*  
 Number: 19023  
 Pay Grade: 13A/Exempt
- Exhibit E: Class Title: *Supervisor, Public Works Stockroom*  
 Number: 15201  
 Pay Grade: 7A/Non-Exempt

Proposed Revised Classifications:

- Exhibit F: Class Title: *Fiscal Specialist 3 (Supervisor, Fiscal Specialist)*  
 Class Number: 11183  
 Pay Grade: 13A/Non-Exempt  
 \* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
- Exhibit G: Class Title: *Manager, Investigation*  
 Class Number: 19023  
 Pay Grade: 15A/Exempt (No change)  
 \* Changes were made to the classification because of adding a lower-level position to the series. Changes were made to the essential job functions, minimum education/experience and classification number.
- Exhibit H: Class Title: *Manager, Multimedia*  
 Class Number: 16212  
 Pay Grade: 15B/Non-Exempt  
 \* PRC routine maintenance. Classification last revised in 2016. The department was changed from Information Technology to Communications. Updates were made to language and formatting. A technology requirements section was added. No change to PG or FLSA status.
- Exhibit I: Class Title: *Multimedia Designer*  
 Class Number: 16211  
 Pay Grade: 11B/Non-Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2016. The department was changed from Information Technology to Communications. Updates were made to language and formatting. A technology requirements section was added. No change to PG or FLSA status.

Proposed Deleted Classifications:

Exhibit J:     Class Title:   *Forensic Pathologist 1*  
                  Class Number: 17011  
                  Pay Grade:     26A/Exempt  
                  \* This classification is now unclassified and can be deleted from the class plan.

**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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council 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 forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Deborah Southerington, Chairwoman  
 Thomas Colaluca, Commissioner  
 F. Allen Boseman, Commissioner

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: February 8, 2024

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the February 14, 2024, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

| NEW CLASSIFICATION                            | PAY GRADE and FLSA STATUS | DEPARTMENT                        |
|---|---------------------------|-----------------------------------|
| Administrator, Homeless Services 13271        | 13A Exempt                | HHS - Office of Homeless Services |
| Appraisal Permit Coordinator 10301            | 8A Non-Exempt             | Fiscal                            |
| Senior Administrator, Homeless Services 13272 | 15A Exempt                | HHS - Office of Homeless Services |
| Senior Supervisor, Investigation 19023        | 13A Exempt                | Health and Human Services         |
| Supervisor, Public Works Stockroom 15201      | 7A Non-Exempt             | Public Works                      |

| REVISED CLASSIFICATIONS<br>(Revised Title)                | CURRENT PAY GRADE & FLSA | RECOMMENDED PAY GRADE & FLSA  | DEPARTMENT                |
|---|--------------------------|-------------------------------|---------------------------|
| Fiscal Specialist 3 (Supervisor, Fiscal Specialist) 11183 | 12 Exempt                | 13 Non-Exempt                 | All Departments           |
| Manager, Investigation 19023                              | 15A Exempt               | 15A Exempt<br>(NO CHANGE)     | Health and Human Services |
| Manager, Multimedia 16212                                 | 15B Non-Exempt           | 15B Non-Exempt<br>(NO CHANGE) | Information Technology    |
| Multimedia Designer 16211                                 | 11B Non-Exempt           | 11B Non-Exempt<br>(NO CHANGE) | Information Technology    |

| DELETED CLASSIFICATION       | PAY GRADE and FLSA STATUS | DEPARTMENT       |
|------------------------------|---------------------------|------------------|
| Forensic Pathologist 1 17011 | 26A Exempt                | Medical Examiner |

Posted: 2/9/2024  
Meeting: 2/14/2024

| <u>Job Title</u>                              | <u>Classification Number</u> | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u>         | <u>Rationale</u>  |
|---|------------------------------|-------------------------------------|---|---------------------------|---|
| <b>NEW</b>                                    |                              |                                     |   |                           |   |
| Administrator, Homeless Services 13271        | 13271                        | N/A                                 | 13A Exempt                              | HHS - Homeless Services   | This is a new classification requested by the Office of Homeless Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.                            |
| Appraisal Permit Coordinator 10301            | 10301                        | N/A                                 | 8A Non-Exempt                           | Fiscal                    | This is a new classification requested by the Fiscal Office based on department needs. The classification reflects the essential functions and minimum qualifications of the position.  |
| Senior Administrator, Homeless Services 13272 | 13272                        | N/A                                 | 15A Exempt                              | HHS - Homeless Services   | This is a new classification requested by the Office of Homeless Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.                            |
| Senior Supervisor, Investigation 19023        | 19023                        | N/A                                 | 13A Exempt                              | Health and Human Services | This is a new classification requested by the Department of Health and Human Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.                |
| Supervisor, Public Works Stockroom 15201      | 15201                        | N/A                                 | 7A Non-Exempt                           | Public Works              | This is a new classification created based on the CPQ of a current Supervisor, Administrative Support. She was deemed misclassified by HR and they requested we create a classification specific to the work she is performing. |

| <u>Job Title</u>  | <u>Classification Number</u> | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u>         | <u>Rationale</u>  |
|---|------------------------------|-------------------------------------|---|---------------------------|---|
| <b>REVISED</b>  |                              |                                     |   |                           |   |
| Fiscal Specialist 3<br><i>(Supervisor, Fiscal Specialist)</i> | 11183                        | 12 Exempt                           | 13 Non-Exempt                           | All Departments           | PRC routine maintenance. Classification last revised in 2019. Changes were made to the language and formatting. The title changed from Fiscal Specialist 3 to Supervisor, Fiscal Specialist. The pay grade has increased from PG 12A to PG 13A.                   |
| Manager, Investigation  | 19023                        | 15A Exempt                          | 15A Exempt<br>(NO CHANGE)               | Health and Human Services | Changes were made to the classification because of adding a lower-level position to the series. Changes were made to the essential job functions, minimum education/experience, and classification number.  |
| Manager, Multimedia   | 16212                        | 15B Non-Exempt                      | 15B Non-Exempt<br>(NO CHANGE)           | Information Technology    | PRC routine maintenance. Classification last revised in 2016. The department was changed from Information Technology to Communications. Updates were made to language and formatting. A technology requirements section was added. No change to PG or FLSA status |

|                                 |                                  |                   |   |                        |  |
|---------------------------------|----------------------------------|-------------------|---|------------------------|--|
| Multimedia Designer             | 16211                            | 11B Non-Exempt    | 11B Non-Exempt<br>(NO CHANGE)   | Information Technology |  |
|                                 |                                  |                   |   |                        |  |
| <u>DELETED CLASSIFICATION</u>   | <u>PAY GRADE and FLSA STATUS</u> | <u>DEPARTMENT</u> | <u>Rationale</u>  |                        |  |
| Forensic Pathologist 1<br>17011 | 26A Exempt                       | Medical Examiner  | This classification is now unclassified and can be deleted from the class plan. |                        |  |

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                  |                      |       |
|---------------------|----------------------------------|----------------------|-------|
| <b>Class Title:</b> | Administrator, Homeless Services | <b>Class Number:</b> | 13271 |
| <b>FLSA:</b>        | Exempt                           | <b>Pay Grade:</b>    | 13A   |
| <b>Dept:</b>        | Office of Homeless Services      | EXHIBIT A            |       |

## Classification Function

The purpose of this classification is to facilitate the operations of the Office of Homeless Services (OHS) by coordinating Advisory Board and Continuum of Care committees and workgroups, reviewing and evaluating performance of contract partners, and producing required reporting for the OHS.

## Distinguishing Characteristics

This is a supervisory-level classification with responsibility for coordinating Advisory Board and Continuum of Care (CoC) committees and workgroups, reviewing and evaluating performance of contract partners, and producing required reporting for the OHS. Incumbents work within a framework of established regulations, policies, and procedures and are expected to exercise independence and utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

- Coordinates Office of Homeless Services Committee and Advisory Board meetings; coordinates subcommittee meetings for forty Continuum of Care (CoC) member agencies; determines time for committee and Advisory Board meetings based on participant availability and required participation numbers; creates committee/Advisory board meeting agendas; presents OHS service data and information at committee meetings; participates in strategic discussions during committee meetings to improve OHS services; records meeting minutes and any decisions that were reached during the meeting; creates and distributes a newsletter to stakeholders containing information and updates from the committee meetings; coordinates access to the Homeless Management Information System (HMIS) for partner organizations.

25% +/- 10%

- Oversees and produces required reporting for OHS; reviews data in the HMIS and creates reports based on the information; determines report requirements based on stakeholder stipulations or government regulations; requests data and data analyses from HMIS Administrator based on report requirements; reviews results of analyses to determine if report requirements are met; writes report accompanying the data and analyses and ensures appropriate formatting; distributes reports to stakeholders and/or governing entities; gives presentations on data, interpretations, and conclusions.

25% +/- 10%

- Researches, analyzes, and evaluates performance of OHS contract partners; performs gap analyses on services provided by OHS through contract partners; reviews contract requirements and expectations for OHS partners; determines the expected level of performance for each partner according to the contract; ascertains whether the contract partner experienced any advantages/hindrances that affected results of the performance measurement by communicating with partner; requests data and data analyses from HMIS Administrator based on requirements of the gap

Effective Date: TBD  
Last Modified: TBD



analysis; reviews results of analyses to determine if they cover the necessary scope for the gap analysis; writes report on results of the gap analysis including performance levels, whether or not contract expectations are being met, and any advantages/hindrances affecting performance; distributes reports to stakeholders and/or governing entities; communicates with contract partners who are not meeting contract requirements to discuss how to improve performance; works with partner to create contract performance plan; remains up to date on events that can affect OHS or its partners.

10% +/- 5%

- Participates in the preparation of grant applications for life-time grants; collects performance data for all OHS projects from HMIS database or departmental spreadsheets; interprets results from performance data and determines project status and growth or improvement potential; writes narrative for the grant proposal summarizing performance data for all OHS projects; communicates with the Housing and Urban Development (HUD) state representatives on the most effective way to complete grant applications; revises the grant proposal as needed based on guidance from the HUD state representative.

10% +/- 5%

- Supervises and directs the work of the HMIS Administrator; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in social work, urban services administration, urban studies, or related field with six (6) years of experience in HUD/federally funded data analytics, HUD/federally funded social service program administration, or HUD/federally funded program monitoring; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), and database software (Homeless Management Information System, Infor, OnBase, Matrix, HUD E-SNAPS, Sage Data Depository).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including annual reports and analyses, quarterly reports, grant agreements, budgets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, HUD Continuum of Care policies, funding guidelines and standards, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, and Federal Partner Regulations.
- Ability to prepare performance reports for HUD funded grants, budget presentations, employee performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, accounting, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, grant recipients, boards, taskforce members, state and federal agencies and partners, and other County employees and departments.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                              |                      |       |
|---------------------|------------------------------|----------------------|-------|
| <b>Class Title:</b> | Appraisal Permit Coordinator | <b>Class Number:</b> | 10301 |
| <b>FLSA:</b>        | Non-Exempt                   | <b>Pay Grade:</b>    | 8A    |
| <b>Dept:</b>        | Fiscal Office                | EXHIBIT B            |       |

## Classification Function

The purpose of this classification is to coordinate and manage activities related to the implementation and maintenance of a standardized system for submitting building permit information to the Cuyahoga County Appraisal Department.

## Distinguishing Characteristics

This is a journey-level position responsible for coordinating and managing activities related to the implementation and maintenance of a standardized system for submitting building permit information to the Cuyahoga County Appraisal Department. This position works under general supervision of the Manager, Residential/Agricultural Appraisal. Incumbents work independently but receive occasional instruction or assistance as new or unusual situations arise. Employees ensure that all activities are performed in a timely manner and according to policies, procedures, and regulations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

40% +/- 10%

- Implements and manages the standardized annual permit submission process; establishes standardized language and formatting in which permits should be submitted to ensure consistency and clarity; collaborates with department employees and municipalities' building departments to draft and review standardized terms and language for building permits; coordinates with the County Information Technology department and/or software vendors to incorporate and update standardized language and forms in the data system; coordinates the monthly submission of building permits from municipalities; reviews permits submitted by the municipalities' building departments to determine accuracy and completeness of information; inputs, maintains, and compiles a variety of reports and forms related to permitting activity; ensures that policies and procedures are followed in the receipt of permits; identifies areas for improvement in the permit submission process based off of feedback or when issues arise; reviews permit information and language to determine if an appraisal field review is needed; utilizes information in GIS database and/or communicates with building commissioners to obtain more information when needed on making a determination for a field review.

30% +/- 10%

- Oversees and utilizes database system to coordinate permit information and fill queries; collaborates with Appraisal Analysts and/or system vendors to troubleshoot technical issues with the database system; maintains comprehensive permit information in database system warehouse so data is accessible for use by various stakeholders; receives query requests for information from the department's data warehouse from municipalities' building departments, colleges, universities, Cuyahoga County departments, or partner agencies; assists with completion of the annual state property tax report by providing necessary data to Appraisal Managers.

Effective Date:  
Last Modified:

## Appraisal Permit Coordinator

20% +/- 10%

- Serves as primary liaison for permit submission process and permit data; informs partner agencies of the availability of electronic submittal and web-based options; provides information regarding permit submission process; attends meetings with real estate developers, land banks, municipalities, and land-use consortiums regarding Cuyahoga County tax appraisal matters; attends public events where community members can dispute the changes in their tax bills; answers phone questions that come in from the public regarding their tax bills.

10% +/- 5%

- Develops and maintains policies and procedures for permit submission process; drafts policies, procedures, and training materials for the permit submission process for use by the Appraisal Department and municipality building departments; provides in-person and virtual training and guidance to municipality building department directors in submitting various permit forms and ensuring understanding of the process and the necessary information required to complete an accurate and complete submission.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree and three (3) years of municipal building department, public appraisal, real estate, realtor, tax appraisal, residential/commercial builder, or related experience; **or any equivalent combination of education, training, and experience as defined in the table below.**

| Education               | Experience |
|-------------------------|------------|
| High School Diploma/GED | 7 years    |
| Associates              | 5 years    |
| Bachelors               | 3 years    |
| Masters/PH.D.           | 1 years    |

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (Data Cloud Solutions, CAMA, OnBase, Infor, etc.).

### Supervisory Responsibilities

- No supervisory responsibilities required.

### Mathematical Ability

Effective Date:  
Last Modified:

## Appraisal Permit Coordinator

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and basic geometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including building permits, plats, razing affidavits, property inquiries, data query requests, system usage reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, the Employee Handbook, Ohio Department of Taxation requirements, and agency policies and procedures.
- Ability to prepare data reports, data spreadsheets, training materials, use guidelines, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret real estate appraisal and construction terminology and language.
- Ability to communicate effectively with supervisor, management, coworkers, external government partner agencies, Building Commissioners, Land Bank employees, other County departments and employees, software vendors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |       |
|---------------------|---|----------------------|-------|
| <b>Class Title:</b> | Senior Administrator, Homeless Services | <b>Class Number:</b> | 13272 |
| <b>FLSA:</b>        | Exempt                                  | <b>Pay Grade:</b>    | 15A   |
| <b>Dept:</b>        | Office of Homeless Services             | EXHIBIT C            |       |

## Classification Function

The purpose of this classification is to plan, organize, oversee, and review internal efforts and coordinate external efforts and community partnerships in providing homeless assistance services.

## Distinguishing Characteristics

This is a managerial level classification with responsibility for assisting the Director with leading, planning, and coordinating Cleveland/Cuyahoga County Homeless Continuum of Care (CoC) efforts to develop and implement a coordinated community plan to provide homeless assistance services and end homelessness. Incumbents work under general direction of the Director, Office of Homeless Services (OHS). Work performed is not standardized and employees are expected to exercise a high level of independent judgment and initiative. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

25% +/- 10%

- Assists with leading the Cleveland/Cuyahoga County Homeless Continuum of Care; coordinates service providers, advocates, and public agencies in collaboration of a coordinated community plan to provide homeless assistance services; leads collaborative community efforts in allocation of funds and strategic planning for homeless services and ending homelessness; establishes framework in which CoC providers collaborate and make decisions to reflect shared objectives and address key challenges during day-to-day operations, special events, and crises; determines possible avenues to address CoC emergency services and business needs; identifies gaps within the CoC's delivery of homeless services; initiates collaboration and identifies funding sources to address those needs; assists the Advisory Board to the CoC in reflecting the diversity of people experiencing homelessness in Cuyahoga County; ensures that policies established by the Advisory Board are implemented by the CoC.

25% +/- 10%

- Oversees the provision of homeless services through contracted service providers; manages grant contracts; develops and oversees the competitive process to allocate available funding among current non-profit service providers; oversees development of contracts, program budgets, and expenditures of service providers; monitors program compliance and performance levels of contracted service providers; manages and addresses gaps in service delivery; collaborates with service providers to establish policies and written standards for the delivery of services; develops, implements, and provides training on Evidence Based Practices; provides interpretation of HUD program regulations and system performance requirements for service providers.

25% +/- 10%

- Assists with leading agency-wide initiatives to promote system improvements, increase and diversify revenue, improve service delivery, and measure outcomes; conducts an annual analysis of program

Effective Date: TBD  
Last Modified: TBD

## Senior Administrator, Homeless Services

inventory and CoC funding and resources; utilizes information to determine most strategic use of funding and identify CoC gaps and needs; oversees data collection and analysis including the annual point-in-time count, inventory of resources to address homelessness, and program outcomes; evaluates, develops, revises, and standardizes policies and practices to support overall system delivery and improve project performance; promotes equity within agency contracts and service delivery through revision of policies and funding opportunities through OHS.

10% +/- 5%

- Coordinates funding for homeless assistance including federal, state, and local dollars to ensure a full continuum of homeless services; works with the Director and other staff to complete the annual grant application process for Continuum of Care HUD funds; oversees compilation of required reports and ensures reports are submitted according to requirements and by the deadline; ensures that any matching requirements for funding are met; uses performance data to examine if funds are being most effectively utilized and provides recommendations on areas that are underperforming.

10% +/- 5%

- Supervises and directs the work of the Administrator, Homeless Services; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; attends and participates in professional group meetings; prepares various reports and makes presentations to boards, commissions, and other groups regarding program and recommendations; stays abreast of state and federal legislation and innovations relating to homelessness programs and funding; performs various public relations activities including communicating with the public, media, elected officials, and government agencies.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in social work, urban services administration, urban studies, or related field with eight (8) years of HUD/federally funded data analytics, HUD/federally funded social service program administration, or HUD/federally funded program monitoring human services program administration, homeless service administration, or non-profit program management; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Effective Date: TBD  
Last Modified: TBD

### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), and database software (Homeless Management Information System, Infor, OnBase, Matrix, HUD E-SNAPS, Sage Data Depository).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including annual reports and analyses, quarterly reports, grant agreements, budgets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books, manuals, guidelines, and standards including the Employee Handbook, HUD Continuum of Care policies, funding guidelines, and standards, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, CoC Policies and Standards and Federal Partner Regulations.
- Ability to prepare performance reports for HUD funded grants, application to HUD for grant funding, budget presentations, employee performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, accounting, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, grant recipients, boards, taskforce members, state and federal agencies and partners, and other County employees and departments.



**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                  |                      |       |
|---------------------|----------------------------------|----------------------|-------|
| <b>Class Title:</b> | Senior Supervisor, Investigation | <b>Class Number:</b> | 19023 |
| <b>FLSA:</b>        | Exempt                           | <b>Pay Grade:</b>    | 13A   |
| <b>Dept:</b>        | Health and Human Services        | EXHIBIT D            |       |

## Classification Function

The purpose of this classification is to supervise lower-level supervisors and to ensure integrity in the execution of Cuyahoga County public assistance programs.

## Distinguishing Characteristics

This is a second-line supervisory-level classification that is responsible for supervising Investigation Supervisors and assisting the Manager, Investigation with management of the Investigations unit. This position works under direction of the Manager, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. The Senior Supervisor classification is distinguished from the Manager, Investigation in that the former manages the operations of the investigations unit whereas the latter has overall responsibility for the department and manages its other units including fraud auditing and the IEVS unit.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 25% +/- 10%
- Supervises and directs the work of Investigation Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Organizes, coordinates, monitors, and evaluates Investigative unit operations and procedures; develops, establishes, and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; creates and explains processes for the completion of specific tasks; assists with establishing and communicating guidelines, policies, and procedures to employees.
- 15% +/- 5%
- Performs investigations duties; prepares and reviews benefits fraud cases for criminal prosecutions in local, state and federal courts; reviews cases for submission to the Ohio Bureau of State Hearings (BSH) to disqualify individuals for participation in County administered programs; serves as expert witness on programs, procedures, and policies in court proceedings related to benefits fraud; reviews bankruptcy dockets and terminates claims appropriately; assists federal and state

Effective Date:  
Last Modified:

## Senior Supervisor, Investigation

law enforcement in SNAP Trafficking investigations; assists members of the public and other agencies by responding to requests for information, service, or appropriate referral; attends quarterly state fraud control meetings.

15% +/- 5%

- Assists with the management of the daily operations of the department; ensures daily operations, case management, and service delivery processes are in compliance with County, state, and federal government laws, directives, and standards; oversees activities for multiple programs by implementing policies, recommending enhancements, and monitoring compliance; oversees activities related to proper implementation of state and federal programs; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.

10% +/- 5%

- Provides guidance and assistance to assigned staff on benefits claims cases; troubleshoots issues with case maintenance when needed; provides interpretation and clarification of applicable regulations, policies, and procedures to staff and clients.

10% +/- 5%

- Organizes, coordinates, prepares, and delivers training for Supervisors, Investigators and EFS Specialists on eligibility and investigation policies/procedures as related by State Fraud Control and USDA Food and Nutrition Service (FNS).

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, criminal justice, or a related field and five (5) years of public assistance eligibility determination or investigations experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (MS Publisher, PowerPoint), database software (Microsoft Access), and case management software.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.

Effective Date:  
Last Modified:

## Senior Supervisor, Investigation

- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend the discipline or discharge of other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, State Hearing and Compliance reports, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, bankruptcy filings, child custody records, child support documentation, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, the Employee Handbook, CJFS Manual, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Administrative Hearing Handbook, bankruptcy laws, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, tracking spreadsheet, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other County departments, other County employees, State employees, Court personnel, law enforcement personnel, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                    |                      |       |
|---------------------|------------------------------------|----------------------|-------|
| <b>Class Title:</b> | Supervisor, Public Works Stockroom | <b>Class Number:</b> | 15201 |
| <b>FLSA:</b>        | Non-Exempt                         | <b>Pay Grade:</b>    | 7A    |
| <b>Dept:</b>        | Public Works                       | EXHIBIT E            |       |

## Classification Function

The purpose of this classification is to maintain the Harvard Yard stockroom and conduct the ordering/re-ordering of various supplies, equipment, and tools for all Sanitary, Road and Bridge, and Fleet employees.

## Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising various custodial, landscaping, and other assigned staff. This classification works under close direct supervision and exercise discretion in following and ensuring a well-defined framework of policies, procedures, and regulations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

35% +/- 10%

- Performs the ordering and receipt of all inventory for the Stockroom; orders supplies, tools, and personal protective equipment (PPE) for various teams and projects ; reviews quotes and estimates; prepares requisitions for all PPE and supplies that are needed for the stockroom; reviews purchase order statuses and approval numbers; checks if vendors are registered; assists unregistered vendors with necessary documentation for registration; orders office supplies and equipment for office employees.

20% +/- 10%

- Supervises and directs the work of groundskeeper, storekeeper, custodial, administrative support, or clerical staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; trains new and current employees on various office and administrative tasks such as procedures for requesting and ordering supplies, completing documents and forms, and using common desktop software; assigns vehicles and ensures appropriate equipment is available; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Tracks inventory parts and supplies using the Enterprise Asset Management (EAM) module in the County's INFOR system; performs data entry, data processing, and record maintenance activities for all inventory parts and supplies in the Stockroom; resolves routine issues, and plans process improvements to increase workflow efficiency; identifies and resolves inconsistencies in records; updates information in databases; maintains inventory counts of all tools, materials, and equipment in the stockroom; produces reports of database information as requested.

Effective Date: TBD  
Last Modified: TBD

15% +/- 5%

- Oversees the maintenance of meeting rooms; coordinates the room set up and take down for all booked meetings and trainings; accommodates supplemental equipment that is needed; coordinates cleaning and disinfecting after events; staffs weekday and weekend events that utilize the training rooms.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and boards throughout the County.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent with five (5) year of administrative and support experience; or any equivalent combination of education, training, and experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED              | 5 years             |
| Unrelated associate degree           | 3 years             |
| Related associate degree             | 3 years             |
| Unrelated bachelor's degree          | 1 year              |
| Related bachelor's degree            | 1 year              |
| Unrelated master's/doctoral degree   | 0 years             |
| Related master's/doctoral degree     | 0 years             |

*Related degree fields:* accounting, business, public administration, management

*Related work experience:*

**Additional Requirements**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate various moving supplies such as pallet jack, ladder, and two-wheel dolly.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend, and twist; ability to push, pull, and lift up to 50lbs.

**Technology Requirements**

## Supervisor, Public Works Stockroom

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database software (INFOR EAM) and other software as needed.

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including vendor billing invoices, attendance records, vendor quotes, packing slips, purchase orders, office supply request forms, agendas, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, vendor quotes, purchase orders, packing slips, inventory lists, agendas, performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisors, coworkers, vendors, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in a stockroom and an office environment.

Supervisor, Public Works Stockroom

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                               |                      |       |
|---------------------|-------------------------------|----------------------|-------|
| <b>Class Title:</b> | Supervisor, Fiscal Specialist | <b>Class Number:</b> | 11183 |
| <b>FLSA:</b>        | Exempt                        | <b>Pay Grade:</b>    | 13A   |
| <b>Dept:</b>        | All Departments               | EXHIBIT F            |       |

## Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to supervise accounting, clerical, and other support staff.

## Distinguishing Characteristics

This is a supervisory level classification that is responsible for planning, coordinating, and directing a variety of fiscal and budgetary duties as well as supervising lower level fiscal and budget personnel. This class works under a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner. The Fiscal Specialist 3 is distinguished from the Fiscal Specialist 2 by supervisory duties, greater level of managing responsibility, and more advanced, technical duties.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Plans, directs, coordinates, and manages fiscal control activities and operations for a department or specialized fiscal section of a department or division; manages fiscal programs and projects; reviews, processes, and monitors expense adjustments, revenue adjustment, appropriation adjustments, budget transfers, requisitions, and purchase orders; oversees and directs preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; controls fund distribution to various accounts; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; authorizes and oversees inventory control and travel reimbursement functions; researches financial discrepancies and resolves; plans, develops, and updates fiscal, budget, and accounting procedures and ensures operational compliance with applicable department, County, state and/or federal regulations; manages and ensures compliance for federal grants.
- 30% +/- 10%
- Administers department's budget by overseeing and monitoring financial processes, financial management systems, budgetary programs, grant accounts and budgets, cost funding, and cost management systems; develops and monitors budgetary programs and cost funding systems and procedures; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs;

## Supervisor, Fiscal Specialist

develops budget presentations; establishes and implements guidelines and procedures for budget preparation; develops, supervises, and monitors budget and fiscal control processes; prepares, maintains, and oversees preparation and maintenance of financial records and reports and ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and county, state, and federal regulations; develops, recommends, and implements policies and procedures as they relate to department budget and fiscal operations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

20% +/- 10%

- Supervises accounting, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plan, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Provides budgetary assistance and technical advice to budget and fiscal personnel, clients, upper level management, and other County departments; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; provides technical expertise in budgetary matters to county, state and/or private agencies; provides assistance with grant-funded programs to other county agencies; coordinates with other county agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting, business administration, finance, or related field with three (3) years of accounting, finance, or budget management experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Supervisor, Fiscal Specialist

### **Supervisory Responsibilities**

- Ability to review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including assessment reports, financial reports, Infor reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, letters, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, , administrative procedures, fiscal handbooks, and the Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, auditors, subordinates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                           |                      |       |
|---------------------|---------------------------|----------------------|-------|
| <b>Class Title:</b> | Manager, Investigation    | <b>Class Number:</b> | 19024 |
| <b>FLSA:</b>        | Exempt                    | <b>Pay Grade:</b>    | 15A   |
| <b>Dept:</b>        | Health and Human Services | EXHIBIT G            |       |

### Classification Function

The purpose of this classification is to organize, coordinate, and direct the activities of the Investigation Department and its personnel.

### Distinguishing Characteristics

This is a manager level classification that is responsible for managing investigations into fraud or overpayments for both public assistance programs and internal investigations across Health and Human Service agencies as well as supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. This position oversees the operations and promotes the efficiencies of the Investigation Department, incorporates process improvements, and ensures that work meets time and quality objectives. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 35% +/- 10%
- Manages the Investigation Department and its activities; oversees and ensures that the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; gathers and analyzes department performance data; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives, and activities of department to ensure continuing operations.

- 25% +/- 10%
- Supervises and directs the work of Investigation Senior Supervisor, Internal Audit staff, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 20% +/- 10%
- Performs investigations duties; provides assistance to case prosecutors and federal and state agencies during all stages of trial proceedings; serves as expert witness on programs, procedures, and policies in court proceedings; oversees County public assistance collections; reviews, edits and

## Manager, Investigation

approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.

10% +/- 5%

- Provides guidance and assistance to staff on benefits claims cases or internal cases; troubleshoots issues with case maintenance when needed; provides interpretation and clarification of applicable regulations, policies, and procedures to staff and clients.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with federal and state fraud units, law enforcement, and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business, finance, law, criminal justice, or related field with seven (7) years of criminal or administrative investigative experience including four (4) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No additional license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (MS Publisher, PowerPoint), and case management information systems.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

## Manager, Investigation

- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook, program guidelines, and ethics policies.
- Ability to prepare monthly, quarterly, and annual summary reports, collections data, claims processed summary, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, attorneys, auditors, law enforcement personnel, other County, State and Federal personnel, Unions, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                     |                      |       |
|---------------------|---------------------|----------------------|-------|
| <b>Class Title:</b> | Manager, Multimedia | <b>Class Number:</b> | 16212 |
| <b>FLSA:</b>        | Exempt              | <b>Pay Grade:</b>    | 15B   |
| <b>Dept:</b>        | Communications      | EXHIBIT H            |       |

## Classification Function

The purpose of the classification is to plan, direct, coordinate, and manage the technical production of video media activities initiated, generated, and produced by County staff.

## Distinguishing Characteristics

This is a professional, management-level class working under the direction of the Communications Director. The person in this class is responsible for overseeing internal and external resources, client relations, and content creation and dissemination to support the goals of the Communication Department. This position is responsible for monitoring the work of outside service vendors as well as supervising and participating with staff. The employee in this class uses interpersonal communication, analytical, and problem-solving skills, as well as technical skills to demonstrate the ability to think creatively and provide marketable solutions in developing and producing content. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of multimedia development for the County. This class requires extensive knowledge of multimedia, A/V, and video equipment, systems, and programs.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Administers projects and manages a staff of technical production specialists to support strategic objectives of the Communications Director; gathers project requirements, reviews project proposals, prepares status reports, and monitors projects to ensure that they remain on schedule, within budget, and are in alignment with current technical standards and communication strategy; effectively communicates business objectives; reviews and researches client concerns and acts as lead collaborative with client, web designers, and productions staff to ensure brand consistency; contributes and produces multi-platform communications for use by broadcast, web, social media, and print; oversees and coordinates graphic design, copywriting, and production.
- 30% +/- 10%
- Captures, directs, and edits Cuyahoga County video productions including in-studio, on-location, live events, and special projects; produces original client driven multimedia content and AV system solutions; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; use aesthetic judgment and presentation skills to stylize assigned programs; produces, shoots, and edits high-definition video and optimizes media for various formats.
- 25% +/- 10%
- Supervises and directs the work of Multimedia Designer(s) and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee

training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Oversees and maintains production facilities including studio, meeting control rooms, edit stations & equipment rooms to ensure proper setup, use and maintenance of production areas and equipment; oversees the work of vendors including A/V installation, configuration and maintenance; monitors and evaluates the efficiency and effectiveness of multimedia delivery methods and procedures, and makes recommendations for improvements; conducts research for production equipment purchases and provides budgetary pricing and purchase recommendations for future needs and advances in technology.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in communications, video productions, management, digital media, or a related field with six (6) years of experience involving photography, videography, digital editing, storytelling, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of camera systems and video equipment, lighting equipment and light-board, production equipment, AV systems equipment, voice recorders, live broadcasting hardware, sound mixer and other sound equipment, aerial drone with camera system, and various other technologies and software utilized by the County multimedia department.

#### **Technology Requirements**

- Ability to operate a variety of multimedia production software including cloud-based digital asset management software (EVO Sharebrowser, Canto), collaboration software (MS OneNote), email software (Outlook), publishing/photo editing software (Adobe Creative Cloud suite: Premiere Pro, Illustrator, Photoshop, InDesign, XD), presentation software (PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.



- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and utilize principles of algebra and geometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including project concepts, agency promotional and operational material, video release forms, billing invoices, performance evaluations forms, and other reports and records.
- Ability to comprehend a variety of reference books and materials including the Employee Handbook, departmental and County policy manual, software manuals, video productions, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, timesheets, status reports, budget information, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing, video and audio production, web and network, AV systems, schematic drawings, construction blueprints, renderings, and sound mastering terminology and language.
- Ability to communicate with County Council Members, Executive leadership, staff, clients, vendors, contractors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at field locations.
- Work in the field locations may involve exposure to weather conditions.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                     |                      |       |
|---------------------|---------------------|----------------------|-------|
| <b>Class Title:</b> | Multimedia Designer | <b>Class Number:</b> | 16211 |
| <b>FLSA:</b>        | Exempt              | <b>Pay Grade:</b>    | 11B   |
| <b>Dept:</b>        | Communications      | EXHIBIT I            |       |

### Classification Function

The purpose of the classification is to capture, direct, and edit multimedia productions including in-studio, on-location, live events, and special projects to meet the goals and communication needs for the agencies, organizations, and partners of Cuyahoga County.

### Distinguishing Characteristics

This is a journey level classification responsible for designing, creating, and providing multimedia content through multiple County platforms. This position works under general supervision of the Manager, Multimedia and is expected to exercise independent judgment and initiative. The employee in this class ensures that assigned activities are completed in a timely and efficient manner and according to policies, procedures, and related regulations. This class is distinguished from the Manager, Multimedia in that the latter supervises this class and performs the more complex work of the unit.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 35% +/- 10%
- Captures, directs, and edits video productions including in-studio, on-location, live events, and special projects; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; produces, shoots, and edits visual communication projects and optimizes media for various formats; setup lighting; pack and transport necessary audio, video, lighting gear and grip equipment to remote locations; ensures composition, focus, exposure, audio levels and video signals for proper guidelines and results; edits video clips and utilize additional footage, broadcast graphics, music, sound to engage the audience.
- 25% +/- 10%
- Administers technical video engineering and conducts research to stay up to date on current technologies; administers functional operation of hardware and software systems; plan and develop custom technical solutions to meet client requirements and requests; research equipment, hardware, software, technology, and high-end storage systems.
- 15% +/- 5%
- Designs graphics and animations for print, web, and digital applications; produce designs and develops work for various media (e.g., web, television, social media, etc.); develop video branding and informational slides related to specific projects; design broadcast ready graphics and animations to help the audience visualize complex information and statistics.
- 15% +/- 5%
- Manages client account services; communicates, plans, and executes complex projects with various agencies and levels of administration to fulfill their media strategies; develop ideas and communicate opportunities with end clients.

## Multimedia Designer

10% +/- 5%

- Captures, directs, and edits photography; schedules, plans, and coordinates photography session and photography related projects for marketing, advertising, and communication initiatives; edits and enhances the appearance and level of professionalism in finalized photos.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in visual communications, digital art / design, film, or a related field with two (2) years previous experience that includes photography, videography, film editing, or a related field, or any equivalent combination of education, training, and experience.
- A valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of camera systems and video equipment, lighting equipment and light-board, production equipment, AV systems equipment, voice recorders, live broadcasting hardware, sound mixer and other sound equipment, aerial drone with camera system, and various other technologies and software utilized by the County multimedia department.

#### **Technology Requirements**

- Ability to operate a variety of multimedia production software including cloud-based digital asset management software (EVO Sharebrowser, Canto), collaboration software (MS OneNote), email software (Outlook), publishing/photo editing software (Adobe Creative Cloud suite: Premiere Pro, Illustrator, Photoshop, InDesign, XD), presentation software (PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and utilize principles of algebra and geometry.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including project concepts, project proposals, project scripts, equipment lists, equipment order forms, media treatment forms, order delivery sheets, billing invoices, and other reports and records.

## Multimedia Designer

- Ability to comprehend a variety of reference books and materials including the Employee Handbook, software manuals, video specifications and regulations, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, timesheets, status reports, budget information, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret marketing, video and audio production, web and network, and A/V systems terminology and language.
- Ability to communicate with supervisor, co-workers, County Council Members, Executive leadership, department administrators, clients, vendors, contractors, other County employees, representatives from external agencies and businesses, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at field locations.
- Work in the field locations may involve exposure to weather conditions.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                           |                      |       |
|---------------------|---------------------------|----------------------|-------|
| <b>Class Title:</b> | Forensic Pathologist 1    | <b>Class Number:</b> | 17011 |
| <b>FLSA:</b>        | Exempt                    | <b>Pay Grade:</b>    | 26A   |
| <b>Dept:</b>        | Medical Examiner's Office | EXHIBIT J            |       |

### Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 65% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets ancillary testing as necessary; attends crime scenes to assist with death investigations; determines the identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists with the education of students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Performs related ancillary responsibilities; attends meetings, conferences, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; assists in the planning and participation of department research activities.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Board Eligibility in Anatomic and Forensic Pathology as determined by the American Board of Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier..
- Ability to use appropriate surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, Fellow applications and evaluations, accreditation documents, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.

## Forensic Pathologist 1

- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments, and conditions at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0077

|  |   |
|--|---|
| Sponsored by: <b>Councilmember Conwell</b>                 | A <b>Resolution</b> awarding a total sum, not to exceed \$50,000, to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. |
| Co-sponsored by: <b>Councilmembers Stephens and Turner</b> |   |

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$50,000 to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center; and

**WHEREAS**, the Catholic Charities Corporation estimates approximately 2,000 people will be served annually through this award; and

**WHEREAS**, the Catholic Charities Corporation estimates approximately 4.5 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the Catholic Charities Corporation estimates the total cost of the project is \$50,000; and



**WHEREAS**, the Catholic Charities Corporation is estimating the start date of the project will be January 2024 and the project will be completed by December 2025; and

**WHEREAS**, the Catholic Charities Corporation requested \$50,000 from the District 7 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$50,000 to the Catholic Charities Corporation to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$50,000 to the Catholic Charities Corporation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 8.** 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 27, 2024  
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: March 6, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0079

|   |  |
|---|--|
| <p>Sponsored by: <b>Councilmembers Miller, Jones, Schron and Turner</b></p> | <p><b>A Resolution</b> authorizing a pre-development economic development recoverable grant in an amount not-to-exceed \$450,000.00 to Blue Abyss Operations Inc. for the Blue Abyss Project located on 12 acres on Aerospace Parkway in the City of Brook Park, Ohio for the purpose of constructing the main astronaut and deep water training facility, a hotel, planetarium, and a long arm centrifuge building totaling approximately 300,000 square feet; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|--|

**WHEREAS**, the County Council recommends a pre-development economic development recoverable grant in an amount not-to-exceed \$450,000.00 to Blue Abyss Operations Inc. for the Blue Abyss Project located on 12 acres on Aerospace Parkway in the City of Brook Park, Ohio for the purpose of constructing the main astronaut and deep water training facility, a hotel, planetarium, and a long arm centrifuge building totaling approximately 300,000 square feet; and

**WHEREAS**, the primary goal of this recoverable grant is to assist in funding pre-development costs for the Blue Abyss Project; and

**WHEREAS**, this project is anticipated to create approximately 200 new jobs; and

**WHEREAS**, the total cost of the project is approximately \$250,000,000 of which the County will provide a pre-development economic development recoverable grant in the amount not-to-exceed \$450,000; and

**WHEREAS**, the project is funded 100% Community Grant Fund, which is funded by gross casino revenue; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a pre-development Economic Development Recoverable Grant in an amount not-to-exceed \$450,000.00 to Blue Abyss Operations, Inc. for the Blue Abyss Project located on 12 acres on Aerospace Parkway in the City of Brook Park, Ohio for the purpose of constructing the main astronaut and deep water training facility, a hotel, planetarium, and a long arm centrifuge building totaling approximately 300,000 square feet.

**SECTION 2.** The recoverable grant will be secured by a second position lien on the real property where the Blue Abyss Project is located. The recoverable grant will be repayable in full if the Blue Abyss Project is not substantially completed as planned. The recoverable grant is subject to other terms and conditions as the Department of Development determines are needed to ensure funds are used for their intended pre-development purposes.

**SECTION 3.** That the County Executive and/or the Director of Development is authorized to execute all documents consistent with said grant and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 5.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 27, 2024  
Committee(s) Assigned: Economic Development & Planning

Additional Sponsorship Requested: February 27, 2024

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

# The Economic and Fiscal Impact Study of the Blue Abyss Training Facility and Hotel

by:

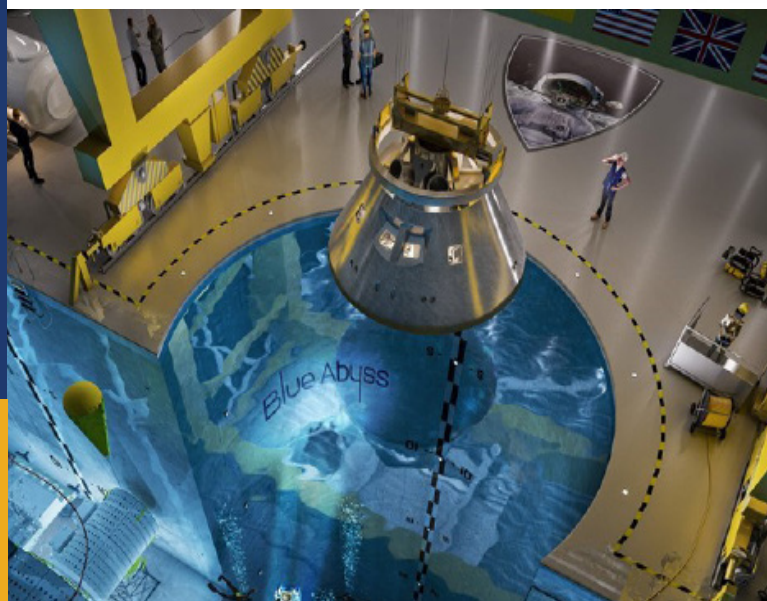
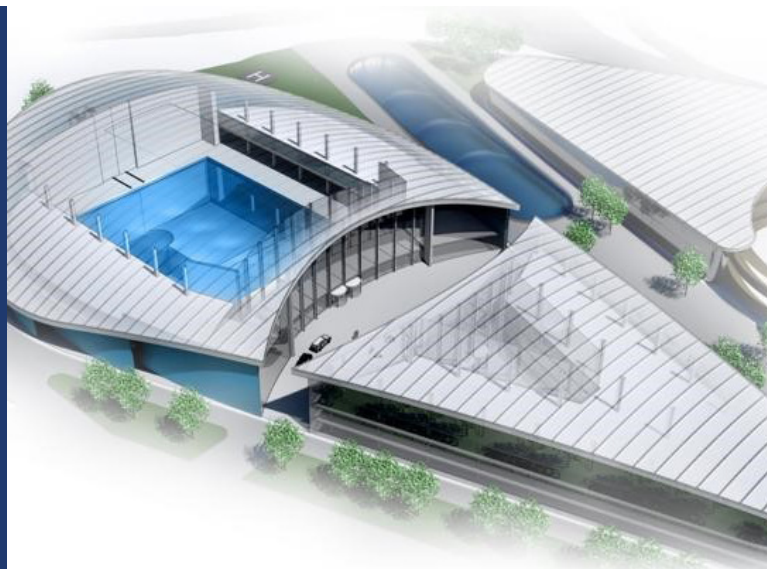
**Dr. Shawn M. Rohlin<sup>1</sup>**

Professor of Economics  
Director of the Brinzo  
Entrepreneurship Center  
Kent State University

**Dr. Nadia Greenhalgh-Stanley<sup>2</sup>**

Professor of Economics  
Kent State University

November 1st, 2023



Ambassador Crawford College  
of Business and Entrepreneurship

<sup>1</sup>Department of Economics, Kent State University. 454 College of Business, Kent, OH 44242. Phone: (330) 672 - 1098. Email: srohlin@kent.edu

<sup>2</sup>Department of Economics, Kent State University. 456 College of Business, Kent, OH 44242. Phone: (330) 672 - 2366. Email: ngreenha@kent.edu

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**Executive Summary**

The Blue Abyss Company is interested in developing a large space and deep-sea training facility in Brook Park Ohio. This research and deep-sea training facility will provide astronauts, as well as marine and oil researchers a cutting-edge location for extreme environment training. Such a large development project will attract many visitors, providing substantive economic and fiscal benefits to the local economy.<sup>3</sup>

The local economy will benefit quickly from the construction of the training complex and hotel adding 1,759 full-time equivalent jobs, an increase in local residents’ incomes of \$135 million, and a total spending impact of \$316 million. However, equally important are the recurring economic and fiscal benefits that occur from the operation of the facility and hotel. These benefits will be driven by increased local spending by the operations of the complex, the added staff, and perhaps most importantly the increase in visitor spending to the area.

In just 5 years, the training facility and hotel will produce an additional \$654 million and will create or support 3,900 additional jobs and add \$277 million to local residents’ incomes. In 30 years, this economic impact will total \$3.6 billion, provide 21,800 additional jobs, and add \$1.5 billion to local residents’ incomes.

*Source:* Summary of IMPLAN Model Output

| <b>Table 1: Economic Impact of the Blue Abyss Facility and Hotel (in 2023 Dollars)</b> |                 |                        |                        |                        |
|--|-----------------|------------------------|------------------------|------------------------|
| <b>The 5 Year Economic Impact</b>  |                 |                        |                        |                        |
| Impacts  | Employment      | Local Earnings         | Value-added            | Output                 |
| Direct Impact  | 2,343.3         | \$183,728,022          | \$205,967,601          | \$374,323,750          |
| Indirect Impact  | 736.4           | \$48,024,270           | \$73,629,110           | \$140,469,711          |
| Induced Impact   | 816.9           | \$45,850,186           | \$80,092,488           | \$139,427,487          |
| <b>Total:</b>  | <b>3,896.6</b>  | <b>\$277,602,479</b>   | <b>\$359,689,199</b>   | <b>\$654,220,948</b>   |
| <b>The 30 Year Economic Impact</b>   |                 |                        |                        |                        |
| Impacts  | Employment      | Local Earnings         | Value-added            | Output                 |
| Direct Impact  | 12,671.0        | \$947,621,172          | \$1,133,337,910        | \$2,010,319,505        |
| Indirect Impact  | 4,849.4         | \$309,473,962          | \$456,955,172          | \$890,926,965          |
| Induced Impact   | 4,285.5         | \$240,685,525          | \$420,494,481          | \$732,012,979          |
| <b>Total:</b>  | <b>21,805.9</b> | <b>\$1,497,780,659</b> | <b>\$2,010,787,563</b> | <b>\$3,633,259,450</b> |

<sup>3</sup> We define the local economy as Cuyahoga County.



## **I. Introduction**

Blue Abyss Global Holdings Ltd. is pursuing the development of a new research center and training complex in Brook Park, Ohio. Focused on space and deep-sea research this complex will provide training facilities for astronauts, as well as marine and oil researchers, including a 150-foot-deep pool containing 43,000 cubic meters of water, a “mission control” center, and hyperbaric chambers.

The construction and operation of this training facility and hotel will provide significant economic and fiscal benefits locally for Brook Park, Ohio, Cuyahoga County, and its neighboring counties as well as for the state of Ohio. The total economic impact includes the direct impact of construction and operation as well as the multiplier effect as the economic activity spreads through the industry interconnections in the economy and from the additional household spending from income earned.

This study uses IMPLAN (Impact Analysis for Planning) software to measure the direct economic impact as well as the indirect impact through higher demand for inputs, and the induced effects from higher demand for local goods and services from the associated increase in labor income resulting from both construction and the operation of the training facility and hotel. IMPLAN uses an input-output methodology to model the economic links between industry sectors of the local economy.

The **direct impact** of the construction project, for example, includes the construction jobs created or supported directly by the training facility and the labor earnings associated with these jobs. The **indirect impact** of the construction project includes spending by the construction industry on inputs such as building materials, which supports jobs and earnings in industries that supply inputs. The wages and salaries earned by employees in the construction industry

### The Multiplier Effect

*Captures the secondary effects from the interconnections between various local economic sectors.*

- **Indirect effects** measure the economic impact on the various industry suppliers of local goods and services.
- **Induced effects** measure the impact of changes in household spending of income on local goods and services.

and by employees in the various industries that supply inputs are then recirculated in the local economy by spending on local goods and services, the *induced effect*. The direct, indirect, and induced effects reflect the three components of the total economic impact (equation 1).

$$\text{Total Effect} = \text{Direct Effect} + \text{Indirect Effect} + \text{Induced Effect} \quad (1)$$

Within each of these effects, this study focuses on the impact on employment (jobs), local residents' income, value-added and total output (\$). The total output includes the value of intermediate purchases in other industries and the value-added by the industry (equation 2). The value-added includes the labor income associated with employment in the industry.

$$\text{Output} = \text{Intermediate Purchases} + \text{Value-Added} \quad (2)$$

Once the direct, indirect, and induced effects are measured, we calculate the multiplier effect (equation 3 for the employment multiplier and the output multiplier. The multiplier effect describes how many additional dollars (or jobs) are created or supported in other industries per each additional dollar (or job) in the construction industry associated with Blue Abyss's training facility. Because the linkages between economic sectors varies by region, the multiplier effect is specific to Cuyahoga County.<sup>4</sup>

$$\text{Multiplier Effect} = \frac{\text{Direct} + \text{Indirect} + \text{Induced}}{\text{Direct}} \quad (3)$$

---

<sup>4</sup> At the county level, the typical IMPLAN output multiplier is 1-2. <https://implanhelp.zendesk.com/hc/en-us/articles/115009505707-General-Information-About-Multipliers>

**II. Economic and Fiscal Impact Analysis**

There are three main sources of the economic impact of Blue Abyss’s training facility and hotel: (1) the construction project itself, the direct economic impact on the construction industry as well as the indirect and induced effects associated with building the project, the multiplier effect, and (2) the yearly impact of the operation of the training facility as well as its associated indirect and induced effects, and (3) the yearly impact of the visitor spending that occurs because of the complex. The economic impact of the construction project tends to be a shorter-term impact whereas the impact of the operations of the training facilities and visitor spending generate economic activity for a much longer period. Thus, we measure the expected economic impact in the next 5 years and 30 years.

**II.A. Economic and Fiscal Impact Analysis: Constructing the Training Facilities**

Table 2 presents the economic impact of the construction associated with Blue Abyss’s training facilities. The overall costs of constructing the training facilities is budgeted for \$179.6 million. This construction is expected to create or support (direct employment impact) 814 jobs. The indirect employment, 242, are the jobs created or supported by the intermediate inputs necessary for the construction project. The induced employment, 321, accounts for the jobs that are created or supported as a result of household spending on local goods and services from the wages and salaries associated with the construction project. The total employment, 1,377, are the additional jobs created or supported by Blue Abyss’s training facility construction.

| <b>Table 2: The Economic Impact of the Construction of the Training Facilities</b> |              |                      |                      |                      |
|--|--------------|----------------------|----------------------|----------------------|
| Impacts  | Employment   | Local Earnings       | Value-added          | Output               |
| Direct Impact  | 814          | \$71,064,463         | \$74,274,447         | \$150,443,158        |
| Indirect Impact  | 242          | \$16,652,321         | \$27,256,653         | \$49,866,945         |
| Induced Impact   | 321          | \$18,002,624         | \$31,442,902         | \$54,736,527         |
| <b>Total:</b>  | <b>1,377</b> | <b>\$105,719,407</b> | <b>\$132,974,003</b> | <b>\$255,046,630</b> |

Source: Summary of IMPLAN Model Output

## Economic and Fiscal Impact Study of the Blue Abyss Training Complex

The local labor income associated with these jobs is included in column 2 of Table 2. The wages and earnings (direct+indirect+induced) resulting from the construction total over \$105.7 million. Wages and earnings directly associated with the construction industry will increase by over \$71 million. Local suppliers to the construction industry will see their wages and earnings increase by approximately \$16.6 million. As a result of household spending from the additional wages and earnings, other industries such as the retail industry will see wages and earnings increase by \$18 million. Thus, the construction project will increase jobs and earnings in a variety of industry sectors across the local economy.

The value-added column reflects the difference between the industry's total output and the cost of intermediate inputs. It is the value that the industry specifically adds to the economy of the local area through the training facility construction, totaling almost \$133 million. The total output directly associated with the construction, value-added and intermediate inputs, is \$150 million.<sup>5</sup> For suppliers to the industry, their total output will increase by almost \$50 million. For local retailers and other industries that will see a bump in sales from the additional household income, their total output will increase by over \$54 million. In total, the local will increase total output by \$255 million.

This increase in spending throughout the economy will help increase tax revenue for the various levels of government. Table 3 provides the fiscal impact of the construction of the training facilities. Starting with column 1, we find that sub-county taxes, such as cities, villages, townships, will collect an additional \$1.3 million. County taxes in the region will increase by \$609 thousand dollars while the state of Ohio and the federal government will increase their tax revenue by \$4.1 and \$17.5 million respectively. In totality the construction of Blue Abyss's training facilities will increase tax revenue by \$23.5 million.

---

<sup>5</sup> Note that this number is less than the total construction budget because not all of the budget will be spent in the area.

| <b>Table 3: The Fiscal Impact of the Construction of the Training Facilities</b> |                    |                  |                    |                     |                     |
|--|--------------------|------------------|--------------------|---------------------|---------------------|
| Jurisdictions  | Sub-County Taxes   | County Taxes     | State Taxes        | Federal Taxes       | Total Taxes         |
| Direct Impact  | \$602,845          | \$70,543         | \$31,182           | \$12,239,824        | \$12,944,393        |
| Indirect Impact  | \$372,956          | \$302,249        | \$2,268,885        | \$2,358,513         | \$5,302,603         |
| Induced Impact   | \$341,141          | \$236,559        | \$1,847,106        | \$2,869,433         | \$5,294,240         |
| <b>Total:</b>  | <b>\$1,316,942</b> | <b>\$609,350</b> | <b>\$4,147,174</b> | <b>\$17,467,770</b> | <b>\$23,541,237</b> |

Source: Summary of IMPLAN Model Output

**II.B. Economic and Fiscal Impact Analysis: Operating the Training Facilities**

Once construction is complete the training facilities will employ numerous people across many occupations and will source many of their operating expenses locally. The value of these economic and fiscal impacts are that these impacts persist yearly providing a substantive and continuous impact over time. Table 4 provides estimates of the yearly economic impact from operating the training facilities at expected capacity 4 years after the construction. Column 4, of Table 4 indicates that the facilities are expected to increase local spending by \$101 million which will multiply through the economy to cause a \$186 million total spending impact. This yearly spending will provide and support the equivalent of 1,041 full-time equivalent jobs, increase local earnings by \$78 million and increase value-added Gross Domestic Product (GDP) by almost \$103 million.

| <b>Table 4: The Yearly Economic Impact of the Operation of the Training Facility</b> |              |                     |                      |                      |
|--|--------------|---------------------|----------------------|----------------------|
| Impacts  | Employment   | Local Earnings      | Value-added          | Output               |
| Direct Impact  | 563          | \$49,330,305        | \$57,160,476         | \$101,186,946        |
| Indirect Impact  | 256          | \$16,421,851        | \$23,918,437         | \$46,529,946         |
| Induced Impact   | 222          | \$12,486,406        | \$21,815,429         | \$37,977,183         |
| <b>Total:</b>  | <b>1,041</b> | <b>\$78,238,563</b> | <b>\$102,894,342</b> | <b>\$185,694,075</b> |

Source: Summary of IMPLAN Model Output

Table 5 provides the yearly fiscal impact of the operation and maintenance of the training facility complex. The \$185 million in increased spending found in the economic impact analysis will help local cities, towns, and villages by increasing their tax revenue by \$884,000 while county taxes in the region will rise by \$246,000 yearly.

The State of Ohio and the federal government will benefit the most with increased tax revenue of \$13 million and \$17.4 million respectively.

| <b>Table 5: The Yearly Fiscal Impact of the Operation of the Training Facility</b> |                  |                  |                    |                     |                     |
|--|------------------|------------------|--------------------|---------------------|---------------------|
| Jurisdictions  | Sub-County Taxes | County Taxes     | State Taxes        | Federal Taxes       | Total Taxes         |
| Direct Impact  | \$448,316        | \$16,812         | \$831,244          | \$8,653,313         | \$9,949,685         |
| Indirect Impact  | \$199,088        | \$65,843         | \$680,585          | \$2,877,058         | \$3,822,573         |
| Induced Impact   | \$236,806        | \$164,323        | \$1,282,806        | \$1,989,774         | \$3,673,708         |
| <b>Total:</b>  | <b>\$884,209</b> | <b>\$246,978</b> | <b>\$2,794,634</b> | <b>\$13,520,144</b> | <b>\$17,445,966</b> |

Source: Summary of IMPLAN Model Output

**II.C. Economic and Fiscal Impact Analysis: Constructing and operating the Hotel**

In addition to the Training facilities a hotel will also be constructed to provide lodging for all visitors from the astronauts and recreational non-local visitors. Tables 6 and 7 provide the economic and fiscal impacts of constructing the hotel while Tables 8 and 9 provide the economic and fiscal impacts of operating the hotel. Beginning with Table 6, \$37.3 million will be spent directly to build the hotel and restaurant, which will provide an additional \$8.5 million and \$15.5 million in supply chain effects and impacts due to increase local household incomes. This spending on construction will increase local residents’ incomes by almost \$30 million and create the equivalent of 382 full-time equivalent jobs.

| <b>Table 6: The Economic Impact of the Construction of the Hotel</b> |            |                     |                     |                     |
|--|------------|---------------------|---------------------|---------------------|
| Impacts  | Employment | Local Earnings      | Value-added         | Output              |
| Direct Impact  | 252        | \$21,808,317        | \$22,512,678        | \$37,340,345        |
| Indirect Impact  | 39         | \$2,756,266         | \$4,505,222         | \$8,523,080         |
| Induced Impact   | 91         | \$5,101,529         | \$8,909,798         | \$15,510,359        |
| <b>Total:</b>  | <b>382</b> | <b>\$29,666,111</b> | <b>\$35,927,697</b> | <b>\$61,373,784</b> |

Source: Summary of IMPLAN Model Output

Table 7 indicates that the yearly local (sub-county and county) tax revenue will increase by \$352,000 and \$139,000 while the state of Ohio and the federal government will see tax revenues of roughly \$4.9 million and \$6.3 million each from the construction of the hotel.

| <b>Table 7: The Fiscal Impact of the Construction of the Hotel</b> |                  |                  |                  |                    |                    |
|--|------------------|------------------|------------------|--------------------|--------------------|
| Jurisdictions  | Sub-County Taxes | County Taxes     | State Taxes      | Federal Taxes      | Total Taxes        |
| Direct Impact  | \$201,257        | \$31,255         | \$133,070        | \$3,680,403        | \$4,045,985        |
| Indirect Impact  | \$54,911         | \$40,614         | \$312,324        | \$417,523          | \$825,372          |
| Induced Impact   | \$96,661         | \$67,021         | \$523,333        | \$813,156          | \$1,500,170        |
| <b>Total:</b>  | <b>\$352,828</b> | <b>\$138,890</b> | <b>\$968,727</b> | <b>\$4,911,081</b> | <b>\$6,371,527</b> |

Source: Summary of IMPLAN Model Output

However, because these effects are from the construction of the hotel and restaurant they only occur over the two years the hotel is built. In order to understand the yearly economic and financial impact of the hotel and restaurant Tables 8 and 9 are presented. From Table 8, we found that the yearly operating of the hotel provided a total spending impact of \$24 million across all 3 impacts. This spending provided an economic on local residents' earnings of \$7.7 million and an jobs impact of 184 full-time equivalent.

| <b>Table 8: The Yearly Economic Impact of the Operation of the Hotel</b> |            |                    |                     |                     |
|--|------------|--------------------|---------------------|---------------------|
| Impacts  | Employment | Local Earnings     | Value-added         | Output              |
| Direct Impact  | 128        | \$4,357,014        | \$7,893,656         | \$14,045,954        |
| Indirect Impact  | 35         | \$2,141,312        | \$3,231,473         | \$6,450,685         |
| Induced Impact   | 22         | \$1,220,878        | \$2,133,103         | \$3,713,396         |
| <b>Total:</b>  | <b>184</b> | <b>\$7,719,204</b> | <b>\$13,258,232</b> | <b>\$24,210,035</b> |

Source: Summary of IMPLAN Model Output

Table 9 presents the fiscal impact of the yearly operations of the hotel and suggests that all levels of government will benefit yearly from the operations of the hotel and restaurant. Specifically, sub-county taxes will grow by a total of \$154 thousand dollars while county taxes will grow by \$113 thousand. The state of Ohio and the Federal government benefit the most with fiscal impacts of \$875 thousand and \$1.1 million respectively. Note that we assume that 90% of those staying in the hotel are related to the training center while 10% of visitors simply chose to stay in the hotel due to its location but are unrelated to the activities of the training facility and therefore are not counted.

| <b>Table 9: The Yearly Fiscal Impact of the Operation of the Hotel</b> |                  |                  |                  |                    |                    |
|--|------------------|------------------|------------------|--------------------|--------------------|
| Jurisdictions  | Sub-County Taxes | County Taxes     | State Taxes      | Federal Taxes      | Total Taxes        |
| Direct Impact  | \$100,029        | \$81,467         | \$609,414        | \$639,153          | \$1,430,062        |
| Indirect Impact  | \$31,776         | \$16,356         | \$140,907        | \$355,068          | \$544,108          |
| Induced Impact   | \$23,156         | \$16,069         | \$125,444        | \$194,549          | \$359,218          |
| <b>Total:</b>  | <b>\$154,961</b> | <b>\$113,892</b> | <b>\$875,764</b> | <b>\$1,188,771</b> | <b>\$2,333,389</b> |

Source: Summary of IMPLAN Model Output

**II.D. Economic and Fiscal Impact Analysis: Visitor Spending**

Lastly, unlike most businesses, which provide economic benefits to the local economy from their employees and local purchases, Blue Abyss’s training facilities will provide an additional economic driver through spending by the visitors they attract. This study uses estimates of the number astronauts who will be staying roughly 6.5 months to train. The training of non-astronauts will also provide many visitors with around 17,280 visitors a year in the fourth year of operation. It is expected that roughly 30% of these visitors will be international and stay an average of 7 days while 66% will be non-local American visitors spending an expected average of 4 days in area for training. Note the last 4% of the visitors will be local and have no economic or fiscal impact. Taken together the expectation is that there will be over 86,000 visitor days from out-of-towners due to the new facility.

In order to estimate how much non-local visitors will spend we used a weighted-average of spending patterns from similar studies we have done in the greater Cleveland area as well as spending pattern data from Destination Marketing Association International, which provides spending pattern data for visitors of the representative group of cities. Table 9 provides the dollar amount and industry that is expected to be spent. Note since we already incorporate the spending on lodging through the hotel impact we don’t include those numbers in the visiting impact. Additionally, since the hotel impact includes spending at a restaurant in the hotel we assume half of the restaurant spending will be spent in the hotel (therefore not included in the visitor spending impact) while the other half is spent in the region outside the hotel.



| <b>Table 10: Spending Allocation Assumptions</b> |                      |
|--|----------------------|
| Industry   | Spending per visitor |
| Overnight Non-local Visitors                     |                      |
| Restaurants                                      | \$85.45              |
| Entertainment                                    | \$14.51              |
| Retail   | \$43.74              |
| Local Transportation                             | \$29.03              |
| Other  | \$12.34              |
| <b>Total:</b>                                    | <b>\$185.07</b>      |

Using the expected non-local visitors and the spending pattern numbers this study estimates how much additional spending will be created by the training facility. Tables 11 and 12 provide the economic and fiscal impacts from the spending of non-local visitors. Table 11 suggests that each year total spending from non-local visitors will have a spending impact of \$9.5 million, increasing value-added GDP by \$5.4 million, increasing local residents' incomes by almost \$4 million and creating a jobs impact the equivalent of 93 full-time workers.

| <b>Table 11: The Yearly Economic Impact of Spending by Visitors of the Training Facility</b> |            |                    |                    |                    |
|--|------------|--------------------|--------------------|--------------------|
| Impacts  | Employment | Local Earnings     | Value-added        | Output             |
| Direct Impact  | 70         | \$2,561,760        | \$3,232,547        | \$5,233,236        |
| Indirect Impact  | 12         | \$688,619          | \$1,076,209        | \$2,279,100        |
| Induced Impact   | 11         | \$639,366          | \$1,116,882        | \$1,944,305        |
| <b>Total:</b>  | <b>93</b>  | <b>\$3,889,746</b> | <b>\$5,425,639</b> | <b>\$9,456,641</b> |

Source: Summary of IMPLAN Model Output

Table 12 suggests that local (sub-county and county) governments will benefit somewhat modestly (\$91 and \$75 thousand respectively) in terms of tax revenue from this new visitor spending. This is likely due to the types of industries that the spending will occur in.

| Jurisdictions   | Sub-County Taxes | County Taxes    | State Taxes      | Federal Taxes    | Total Taxes        |
|-----------------|------------------|-----------------|------------------|------------------|--------------------|
| Direct Impact   | \$69,321         | \$61,912        | \$454,148        | \$275,183        | \$860,565          |
| Indirect Impact | \$10,116         | \$5,233         | \$45,033         | \$116,203        | \$176,584          |
| Induced Impact  | \$12,121         | \$8,408         | \$65,644         | \$101,897        | \$188,070          |
| <b>Total:</b>   | <b>\$91,558</b>  | <b>\$75,553</b> | <b>\$564,825</b> | <b>\$493,283</b> | <b>\$1,225,219</b> |

Source: Summary of IMPLAN Model Output

### **III. Economic and Fiscal Impact Analysis: 5- and 30-Year Totals**

Combing all the economic drivers (construction of both the training facilities and the hotel, operating both the training facility and hotel, and visitor spending) together provides the total economic and fiscal impacts from Blue Abyss’s facilities and hotel. Table 13 provides 5- and 30-year economic impacts from the training facility. The total economic impacts include the direct impact of these activities as well as the multiplier effect as the economic activity spreads through the industry interconnections in the economy and from the additional household spending from income earned. In 5 years, the Blue Abyss training facility will create or support almost 3,900 total full-time equivalent jobs and nearly \$654 million in economic activity while local residents incomes will rise by \$277 million. In 30 years, those figures grow to an astounding 21,800 jobs, \$3.6 billion of total output, with \$1.5 billion in increased local residents’ incomes. That is simply amazing.

| <b>The 5 Year Economic Impact</b>  |                 |                        |                        |                        |
|------------------------------------|-----------------|------------------------|------------------------|------------------------|
| Impacts                            | Employment      | Local Earnings         | Value-added            | Output                 |
| Direct Impact                      | 2,343.3         | \$183,728,022          | \$205,967,601          | \$374,323,750          |
| Indirect Impact                    | 736.4           | \$48,024,270           | \$73,629,110           | \$140,469,711          |
| Induced Impact                     | 816.9           | \$45,850,186           | \$80,092,488           | \$139,427,487          |
| <b>Total:</b>                      | <b>3,896.6</b>  | <b>\$277,602,479</b>   | <b>\$359,689,199</b>   | <b>\$654,220,948</b>   |
| <b>The 30 Year Economic Impact</b> |                 |                        |                        |                        |
| Impacts                            | Employment      | Local Earnings         | Value-added            | Output                 |
| Direct Impact                      | 12,671.0        | \$947,621,172          | \$1,133,337,910        | \$2,010,319,505        |
| Indirect Impact                    | 4,849.4         | \$309,473,962          | \$456,955,172          | \$890,926,965          |
| Induced Impact                     | 4,285.5         | \$240,685,525          | \$420,494,481          | \$732,012,979          |
| <b>Total:</b>                      | <b>21,805.9</b> | <b>\$1,497,780,659</b> | <b>\$2,010,787,563</b> | <b>\$3,633,259,450</b> |

Source: Summary of IMPLAN Model Output

Table 14, summaries the fiscal impact of Blue Abyss’s training facility and hotel at the federal, state, county, and sub-county level. After 5 years, the sub-county (nearby cities, towns, and villages) tax revenues will increase by over \$3.5 million. After 30 years, the sub-county should expect an increase in tax revenues of over \$19 million (net present value).<sup>6</sup> The state of Ohio can expect an additional tax revenue of \$46 million over 5 years and \$252 million after 30 years, while the federal government would get \$65 million over 5 years and \$350 million after 30 years.

| <b>Table 14: Fiscal Impact of the Blue Abyss Facility and Hotel (in 2023 Dollars)</b> |                     |                    |                     |                      |                      |
|---|---------------------|--------------------|---------------------|----------------------|----------------------|
| <b>The 5 Year Fiscal Impact</b>   |                     |                    |                     |                      |                      |
| Jurisdictions   | Sub-County Taxes    | County Taxes       | State Taxes         | Federal Taxes        | Total Taxes          |
| Direct Impact   | \$1,841,660         | \$420,607          | \$3,582,234         | \$31,155,516         | \$38,053,988         |
| Indirect Impact   | \$792,511           | \$481,678          | \$3,928,753         | \$7,722,081          | \$13,223,955         |
| Induced Impact  | \$869,166           | \$602,900          | \$4,707,139         | \$7,307,324          | \$14,040,672         |
| <b>Total:</b>   | <b>\$3,503,336</b>  | <b>\$1,505,185</b> | <b>\$12,218,126</b> | <b>\$46,184,921</b>  | <b>\$65,318,614</b>  |
| <b>The 30 Year Fiscal Impact</b>  |                     |                    |                     |                      |                      |
| Jurisdictions   | Sub-County Taxes    | County Taxes       | State Taxes         | Federal Taxes        | Total Taxes          |
| Direct Impact   | \$10,229,900        | \$2,596,085        | \$29,314,729        | \$161,089,408        | \$204,284,094        |
| Indirect Impact   | \$4,065,150         | \$1,669,059        | \$15,696,623        | \$53,194,216         | \$74,923,978         |
| Induced Impact  | \$4,564,188         | \$3,166,906        | \$24,723,412        | \$38,355,440         | \$71,364,090         |
| <b>Total:</b>   | <b>\$18,859,239</b> | <b>\$7,432,050</b> | <b>\$69,734,764</b> | <b>\$252,639,063</b> | <b>\$350,572,162</b> |

Source: Summary of IMPLAN Model Output

<sup>6</sup> For both 5 year and 30 year estimates we assume a 3% growth rate of economic activity and use a discount rate of 7%.

#### **IV. Conclusion**

The Blue Abyss space and deep-sea training facility is an important piece of a larger push to redevelop the local economy to foster a more vibrant and economically viable region. It brings very high quality jobs and economic activity not only to the construction industry but also to many different industries, businesses, and people throughout the local region. After 5 years, the training facility will create or support over 3,900 jobs and increase total output by well over \$654 million (Table 13) and increase county and sub-county tax revenue by nearly \$3.5 million combined (Table 13). After 30 years, the economic impact will have created or supported an astounding 21,800 jobs and increase total output by \$3.6 billion and increase tax revenue for the county and sub-county by over \$19 million.

#### **Appendix A: A Closer Look at the Input-Output Multiplier Framework**

This section describes in detail the methodology used to calculate the economic impact figures for Blue Abyss's training facility. The full economic impact of a project or program is not realized in the initial functions of that project or program. To truly measure the effects that may be incurred, all the interactions in an economy must be considered. For every dollar spent, an effect is created that allows for a portion of that dollar to reenter the economy. This effect is the multiplier effect created by some level of spending. By purchasing a meal at a local restaurant, a portion of that money will be given to a local worker who will in turn spend a portion of that money at a local business. Thus, the initial spending creates secondary and even tertiary spending in the local economy.

The multiplier effects that are used for this study are derived from IMPLAN and the publicly available data it incorporates from the U.S. Census Bureau. It is based upon the Input-Output (IO) accounting framework. The basis of the IO method is to create a table of the distribution of any inputs purchased within an industry and the outputs sold. Using IMPLAN allows us to capture localized effects instead of state or even nationwide effects.

In general terms, the multiplier effect says that an extra dollar spent inside of an economy from an outside source creates a ripple effect throughout that economy.

For example, a non-local visitor goes to a restaurant and buys a meal, leaving a tip for the server. That server then uses that extra income to purchase gas from a local gasoline station. That gasoline station then takes those extra profits and puts them into a savings account at a local bank. That local bank then takes that money and uses it for a loan to give to another local business. This cycle is known as the money multiplier effect and is computed using the econometric input-output model. Each sector within an economy (gasoline, hotel, restaurant, etc.) has its own specific multiplier corresponding to the money multiplier effect on business revenues, personal incomes, and increased employment in the local economy.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0035

|   |  |
|---|--|
| Sponsored by: <b>Councilmember Turner</b> | <b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to Bessie’s Angels for the purpose of funding the Bessie’s Hands Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. |
|---|--|

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the Bessie’s Angels for the purpose of the Bessie’s Hands Project; and

**WHEREAS**, the Bessie’s Angels estimates approximately 50 people will be served annually through this award including approximately 50 people who qualify as low to moderate income; and

**WHEREAS**, the Bessie’s Angels estimates the total cost of the project is \$25,000; and

**WHEREAS**, the Bessie’s Angels indicates the other funding source(s) for this project includes:

- A. \$2,000 from Dollar Bank
- B. \$3,000 from Private Donor Donations
- C. \$10,000 from Third Federal Bank

D. In-Kind contributions from Cuyahoga Community College; and

**WHEREAS**, the Bessie's Angels is estimating the start date of the project will be January 2024 and the project will be completed by June 2024; and

**WHEREAS**, the Bessie's Angels requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Bessie's Angels to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Bessie's Angels from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of funding the Bessie's Hands Project.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 8.** 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  |
| _____                    | _____ |
| County Executive         | Date  |
| _____                    | _____ |
| Clerk of Council         | Date  |

First Reading/Referred to Committee: January 23, 2024  
Committee(s) Assigned: Health, Human Services & Aging

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0048

|  |  |
|--|--|
| <p>Sponsored by: <b>Councilmembers Simon and Jones</b></p> <p>Co-sponsored by: <b>Councilmember Stephens</b></p> | <p><b>A Resolution</b> awarding a total sum, not to exceed \$20,000, to Crossroads Health dba New Directions for the purpose of the New Directions Summer Education Program from the District 8 and District 11 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.</p> |
|--|--|

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide \$10,000 from the District 8 ARPA Community Grant Fund and \$10,000 from the District 11 ARPA Community Grant Fund in the total amount of \$20,000 to Crossroads Health dba New Directions for the purpose of the New Directions Summer Education Program; and

**WHEREAS**, Crossroads Health dba New Directions estimates approximately 35 to 45 students will be served annually through this award; and

**WHEREAS**, Crossroads Health dba New Directions estimates the total cost of the project is \$65,000; and

**WHEREAS**, Crossroads Health dba New Directions indicates the other funding source(s) for this project includes:

- A. \$10,000 from Third Federal Foundation
- B. \$45,000 from New Direction's Annual Fundraiser; and

**WHEREAS**, Crossroads Health dba New Directions is estimating the start date of the project will be June 2024 and the project will be completed by September 2024; and

**WHEREAS**, Crossroads Health dba New Directions requested \$10,000 from the District 11 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$20,000 to Crossroads Health dba New Directions to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$20,000 to Crossroads Health dba New Directions from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of the New Directions Summer Education Program.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 8.** 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 13, 2024  
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested in Committee: February 21, 2024

Legislation Substituted on the Floor: February 27, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0049

|  |  |
|--|--|
| Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b> | <b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. |
|--|--|

**WHEREAS**, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

**WHEREAS**, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, on January 10, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) and recommended to County Council the formal adoption and implementation of the attached changes; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Caregiver Coach*

Exhibit B:       Number:       13281  
                  Pay Grade:    12A/Exempt  
                  Class Title:   *Supervisor, Application Support*  
                  Number:       16502  
                  Pay Grade:    13B/Exempt

Exhibit C:       Class Title:   *Supervisor, Civil Administrative Unit*  
                  Number:       10291  
                  Pay Grade:    11A/Exempt

Proposed Revised Classifications:

Exhibit D:       Class Title:    *Fiscal Specialist 1*  
                  Class Number: 11181  
                  Pay Grade:    7A/Non-Exempt (No change)  
                  \* PRC routine maintenance. Classification last revised in 2019.  
                  Updates were made to essential job functions, language and  
                  formatting. A technology requirements section was added. No  
                  change to PG or FLSA status.

Exhibit E:       Class Title:    *Fiscal Specialist 2*  
                  Class Number: 11182  
                  Pay Grade:    9A/Non-Exempt (No change)  
                  \* PRC routine maintenance. Classification last revised in 2019.  
                  Updates were made to essential job functions, supervisory  
                  responsibilities, and language and formatting. A technology  
                  requirements section was added. No change to PG or FLSA  
                  status.

**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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council 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 forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: February 13, 2024  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_





Deborah Southerington, Chairwoman  
 Thomas Colaluca, Commissioner  
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: January 18, 2024

To: Cuyahoga County Council President Pernel Jones Jr.  
 Council Members, Human Resources, Appointments & Equity  
 Committee

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on January 10, 2024, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

| <b>PROPOSED NEW CLASSIFICATIONS</b>         |                                     |   |                           |
|---|-------------------------------------|---|---------------------------|
| <b>NEW CLASSIFICATIONS</b>                  | <b>CURRENT PAY GRADE &amp; FLSA</b> | <b>RECOMMENDED PAY GRADE &amp; FLSA</b> | <b>DEPARTMENT</b>         |
| Caregiver Coach 13281                       | N\A                                 | 12A Exempt                              | Health and Human Services |
| Supervisor, Application Support 16502       | N\A                                 | 13B Exempt                              | Health and Human Services |
| Supervisor, Civil Administrative Unit 10291 | N\A                                 | 11A Exempt                              | Sheriff’s Department      |

**PROPOSED REVISED CLASSIFICATIONS**

| <b>REVISED CLASSIFICATIONS<br/>(Revised Title)</b> | <b>CURRENT PAY<br/>GRADE &amp; FLSA</b> | <b>RECOMMENDED<br/>PAY GRADE &amp; FLSA</b> | <b>DEPARTMENT</b> |
|--|---|---|-------------------|
| Fiscal Specialist 1 11181                          | 7A Non-Exempt                           | 7A Non-Exempt<br>(No Change)                | All Departments   |
| Fiscal Specialist 2 11182                          | 9A Non-Exempt                           | 9A Non-Exempt<br>(No Change)                | All Departments   |

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah Nemastil, HR Director  
Kelli Neale, Program Officer 4

Posted: 1/4/2024  
Meeting: 1/10/2024

| <u>Job Title</u>                      | <u>Classification Number</u> | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u>         | <u>Rationale</u>  |
|---------------------------------------|------------------------------|-------------------------------------|---|---------------------------|---|
| <b>NEW</b>                            |                              |                                     |   |                           |   |
| Caregiver Coach                       | 13281                        | N/A                                 | 12A Exempt                              | Health and Human Services | This is a new classification requested by HHS based on department needs. The classification reflects the essential functions and minimum qualifications of the position.  |
| Supervisor, Application Support       | 16502                        | N/A                                 | 13B Exempt                              | Health and Human Services | This is a new classification requested by the Department of Health and Human Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.  |
| Supervisor, Civil Administrative Unit | 10291                        | N/A                                 | 11A Exempt                              | Sheriff's Department      | This is a new classification requested by HR via the audit process for two employees currently in the Supervisor, Administrative Support classification but who were deemed incorrectly classified. The new classification reflects the essential functions and minimum qualifications of the position. |

| <u>Job Title</u>    | <u>Classification Number</u> | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u> | <u>Rationale</u>  |
|---------------------|------------------------------|-------------------------------------|---|-------------------|---|
| <b>REVISED</b>      |                              |                                     |   |                   |   |
| Fiscal Specialist 1 | 11181                        | 7A Non-Exempt                       | 7A Non-Exempt (No Change)               | All Departments   | PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, language, and formatting. A technology requirements section was added. No change to PG or FLSA status.                                  |
| Fiscal Specialist 2 | 11182                        | 9A Non-Exempt                       | 9A Non-Exempt (No Change)               | All Departments   | PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, supervisory responsibilities, and language and formatting. A technology requirements section was added. No change to PG or FLSA status. |

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                     |                      |       |
|---------------------|-------------------------------------|----------------------|-------|
| <b>Class Title:</b> | Caregiver Coach                     | <b>Class Number:</b> | 13281 |
| <b>FLSA:</b>        | Exempt                              | <b>Pay Grade:</b>    | 12A   |
| <b>Departments:</b> | Health and Human Services EXHIBIT A |                      |       |

## Classification Function

The purpose of this classification is to lead the planning, development, provision, and evaluation of evidence-based coaching for foster, adoptive, and kinship caregivers to prevent disruptions and to manage crises of client placement.

## Distinguishing Characteristics

This is a journey-level classification responsible for planning and providing focused, evidence-based coaching to caregivers of agency clients. The incumbent will measure and evaluate outcomes of coaching interventions, conduct on-going research, recommend improvements, and participate in the development and delivery of pre- and in-service training programs. This class works under general supervision from a supervisory-level position. Incumbents in this position are required to work non-traditional hours such as evenings and weekends.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Provides assessment and evaluation for the coaching of caregivers; creates, evaluates, and updates working policies and practices for caregiver coaching from a training and development perspective; aligns coaching goals with State and Agency policy, evidence-based practices, and needs for specific caregivers; establishes and maintains working groups, taskforces, and knowledge-sharing relationships among public social service agency administrators and managers, university faculty, community partners, area-collaborative representatives, and other relevant experts.
- 30% +/- 10%
- Plans, develops, and implements assessment methods and tools for identifying caregivers for referral to coaching, coaching intake assessment, and overall evaluation of client-placement satisfaction and success; researches and reviews relevant evidence-based and practice-tested models, summarizes findings, and applies research to the synthetic models in the County; convenes and leads specialized and ad-hoc teams of caseworkers, supervisors, training specialists, and other personnel to determine desired outcomes and set objectives for the training programs; tests, evaluates, and refines methods and tools used by applying caregiver/client outcome data; advises training specialists about curriculum and lesson changes for large-group preservice and in-service training sessions.
- 30% +/- 10%
- Conducts client coaching; assesses individual client's coaching needs; meets individually with placement caseworkers, caregivers, and prospective caregivers to assess knowledge and skills deficits and any special requirements related to the assigned clients; plans and conducts multiple individualized coaching sessions with caregivers and prospective caregivers; re-evaluates planned coaching program and adjusts plans as client and caregiver circumstances change.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains

Effective Date: TBD  
Last Modified: TBD

## Caregiver Coach

coaching fields and enters data and notes into Learning Management System (LMS); participates in department meetings and completes professional development activities.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Seven (7) years of training or social work experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

| Highest degree of education attained | Experience required    |
|--------------------------------------|------------------------|
| High school diploma/GED              | 7 years                |
| Unrelated associate degree           | 6 years                |
| Related associate degree             | 5 years                |
| Unrelated bachelor's degree          | 4 years                |
| Related bachelor's degree            | 3 years                |
| Unrelated master's/doctoral degree   | 2 years                |
| Related master's/doctoral degree     | No experience required |

Related degree fields: social work, psychology, sociology, criminology, family studies, childhood development.

Certifications/licenses: certification as a Certified Coach and/or a social work license (e.g., LSW, LISW, LISW-S) are equivalent to one (1) year of related experience.

### Additional Requirements

- No additional license or certification required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), electronic mail software (Microsoft Outlook), and data entry software (Learning Management System).

#### Supervisory Responsibilities

- No supervisory responsibilities required.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

## **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including State and Agency policy and procedure documents, reference manuals, research articles, journals, and historical materials, agency data, results of caregiver assessments, progress reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including State and Agency policies and procedures, State and Federal laws, ODJFS Directives, Ohio Revised Code, Child Welfare Manual, and the Employee Handbook.
- Ability to prepare policy documents and template forms, coaching plans, presentations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret related legal and counseling terminology and language.
- Ability to communicate effectively with caregivers, caseworkers, co-workers, employees, other County and State personnel, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment or in a location agreed upon by coach and caregiver, such as the caregiver's home.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGAN COUNTY CLASSIFICATION SPECIFICATION

|                     |                                 |                      |       |
|---------------------|---------------------------------|----------------------|-------|
| <b>Class Title:</b> | Supervisor, Application Support | <b>Class Number:</b> | 16502 |
| <b>FLSA:</b>        | Exempt                          | <b>Pay Grade:</b>    | 13B   |
| <b>Dept:</b>        | Health & Human Services         | EXHIBIT B            |       |

## Classification Function

The purpose of this classification is to provide oversight of administrative management software used by employees in the Department of Health and Human Services (HHS) and supervise staff who coordinate activities relating to the software.

## Distinguishing Characteristics

This is a supervisory-level position responsible for supervising staff in the management and coordination of software systems used to support the work of HHS agencies. Employees in this position are also responsible for supervising staff who are responsible for providing reports and interactive data visualizations and who develop new operations, projects, systems, policies, and procedures for HHS programs. This position works under direction from a management-level position. The employee oversees the operations of their assigned unit and exercises discretion in applying policies and procedures to resolve issues and to ensure that activities are completed in a timely, accurate, and efficient manner in compliance with applicable rules and regulations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

- Manages and oversees the work of the unit; oversees technical support for various systems; provides direction, coaching, troubleshooting, and communication for staff on each software system; oversees and/or completes help request tickets from system users; oversees small process improvement projects to enhance business practices and the integrity of the databases managed; oversees and/or completes requests for data extraction and query writing; identifies project needs, writes requirements, and follows up on progress; supports staff in identifying contacts and evaluating quality/suitability of business intelligence work product for agency needs; executes backend cleanup utilities according to software manuals/vendor instructions; provides detailed instructions on infrequently used system functions to management; combines and reconciles conflicting reports; manually corrects and enters data between different software systems when automatic processes fail due to incomplete/inconsistent data; approves overrides to system activity in according with agency policy.

25% +/- 10%

- Supervises and directs the work of Database Developers, Business Intelligence Analysts, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training, coaching, and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Application Support

25% +/- 10%

- Reports and evaluates system usage; monitors usage and adherence by users; produces and delivers usage and output reports; reviews system data for inconsistencies, omissions, inaccuracies, and outliers relating to system usage; reviews and analyzes the major findings related to these reports; produces data queries and reports for management review.

10% +/- 5%

- Interacts with software vendors and State and County agencies who own or develop software used by the agency; keeps up to date on software changes; proposes, evaluates, and tests software enhancements; communicates with vendors and agencies regarding software configuration and bugs; communicates with vendors and agencies relating to software contracts, account usage, status of enhancement requests, and allowable users; provides support to agency in planning and executing major replacement/upgrades of support software.

10% +/- 5%

- Onboards and trains new users and management in case management interface; maintains security and access rights; develops and maintains training documents; prepares, coordinates, and reconciles users between software systems.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in public administration, social work, social sciences, information technology, business systems or a related field, and five (5) years of experience related to the use of software administration such as social services case management, work management, client/account/vendor management systems, or related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and various administrative software systems for purposes such as case management, task management, document management, travel management, call center management, and client referral management.

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

Effective Date: TBD  
Last Modified: TBD



## Supervisor, Application Support

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including travel activity reports, software manuals, training videos, time sheets, leave schedules, system usage reports, helpdesk tickets, internal memos, test scripts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, training videos, software upgrade release notes, IT Security Policies, vendor application software manuals, the Employee Handbook, state and federal program requirements, and agency policies and procedures.
- Ability to prepare usage reports, issue tracking spreadsheets, training materials, use guidelines, feature proposals, staff performance evaluations, project charters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with, management, coworkers, other County departments and employees, software vendors, and clients.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                       |                      |       |
|---------------------|---------------------------------------|----------------------|-------|
| <b>Class Title:</b> | Supervisor, Civil Administrative Unit | <b>Class Number:</b> | 10291 |
| <b>FLSA:</b>        | Exempt                                | <b>Pay Grade:</b>    | 11A   |
| <b>Dept:</b>        | Sheriff's Department                  | EXHIBIT C            |       |

### Classification Function

The purpose of this classification is to supervise the operations of the Sheriff's Civil Administrative Unit and to supervise assigned office personnel performing clerical and administrative functions.

### Distinguishing Characteristics

This is a supervisory-level classification that is responsible for overseeing the operations of the Sheriff's Civil Division including execution of weekly foreclosure sales, court document services, maintaining compliance of unclaimed funds services dictated by the Ohio Revised Code (O.R.C.), collection, disbursal, and allocation of all Civil Administrative Unit Funds from numerous sources, and bank account management and reconciliation. Civil Administrative Unit Supervisors are also responsible for supervision of clerical office personnel. The employee works under general supervision from a manager. The employee exercises discretion in applying laws, policies, and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner and according to federal, state, and local law. This class requires frequent public and court professional contact and is responsible for ensuring both are provided in a tactful and diplomatic manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Directly supervises clerical office staff of the Civil Administrative Unit; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; provides guidance to employees with difficult or unusual situations; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Plans, coordinates, and oversees the activities of the Civil Administrative Unit; oversees Sheriff's foreclosure sales; ensures processing of Foreclosure, Writ, and Subpoena documents within required deadlines and according to local, State, and Federal regulations; understands, interprets, and applies laws needed to process judicial documents correctly; gathers information, prepares list of Unclaimed Funds, posts for public access, allocates disbursements, and issues checks to County Treasurer; assigns needed appraisals to contracted appraisers; assists with the development and implementation of the Sheriff's Civil Administrative Unit policies and procedures.
- 20% +/- 10%
- Oversees bank account and fiscal activity related to receipt and disbursement of money from Sheriff's Foreclosure sales and court document services; verifies that money collected reflects system issued receipts; verifies accuracy of funds transferred from Real Auction to bank account

Effective Date:  
Last Modified:

and that the correct amounts are recorded in the database; reviews amounts to be distributed from sale proceeds based on court orders; disburses funds to appropriate parties; prepares distribution reports for filing with the Clerk of Courts; issues checks to the Treasurer for collected taxes and Sheriff's fees; conducts monthly reconciliation to verify an accurate system to bank account balance; investigates discrepancies between system and bank account amounts; determines reason for discrepancies and makes necessary corrections or adjustments; prepares annual financial and statistical reports for the Civil Administrative Unit; provides financial records for County and State audits as requested.

10% +/- 5%

- Performs, oversees, and manages data entry, document processing, and record maintenance activities; reviews forms, applications, and documents to determine accuracy and completeness of information; ensures compliance with established department procedures for processing forms, applications, and documents; maintains manual/computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested; assists in the development, implementation, and updating of the software system utilized for processing court documents.

10% +/- 5%

- Acts as a liaison with the Courts, other County Agencies, Attorneys, and the general public; coordinates with Court personnel on case information including case status, information changes, corrections, and court document revisions; coordinates with the Clerk of Courts, Treasurer, and Fiscal Officer on cases including case status information, accounting, and fiscal reporting; coordinates with Land Banks and Law firms on court cases and foreclosure processes; provides information to the general public relative to departmental services; handles clients' complaints and queries; responds to Public Records Requests.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Seven (7) years of accounting, administrative support, or related experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

| Highest degree of education attained         | Experience required |
|--|---------------------|
| HS diploma/GED or unrelated associate degree | 7 years             |
| Related associate degree                     | 5 years             |
| Unrelated bachelor's or graduate degree      | 4 years             |
| Related bachelor's degree                    | 3 years             |
| Related master's/doctoral degree             | 2 years             |

*Related degree fields:* accounting, business administration, communications, finance, law, public administration.

*Related work experience:* accounting, administrative support, auditing, bookkeeping, financial management, account management, public-sector finance, county/city economics, financial experience with government programs, reimbursement, creating/preparing legal documents, reading/interpreting court documents.

### **Additional Requirements**

- Must obtain CJIS certification within one (1) week of starting position.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a telephone, computer, and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and case management software (Proware).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including court documents, bank statements, end of day deposits, Sheriff's deeds, motion for affidavit in contempt, Sheriff's service returns, billing invoices, receipts, spreadsheets, daily and monthly logs and reports, summary reports, records requests, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Local Rules, Collective Bargaining Agreement, Sheriff's standard Schedule of Disciplinary Offenses, Civil Division Policy and Procedures, Records Retention Schedule, and the Ohio Revised Code.

## Supervisor, Civil Administrative Unit

- Ability to prepare annual financial and statistical reports, certificate of records disposal, monthly reconciliations, unclaimed funds list, appraiser's lists, receipts, daily and monthly logs and reports, spreadsheets, status reports, timesheets, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with staff, supervisor, management, coworkers, appraisal vendors, Court personnel, Fiscal Office, banks, law firms, internal and external agencies, clients, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                     |                      |       |
|---------------------|---------------------|----------------------|-------|
| <b>Class Title:</b> | Fiscal Specialist 1 | <b>Class Number:</b> | 11181 |
| <b>FLSA:</b>        | Non-Exempt          | <b>Pay Grade:</b>    | 7A    |
| <b>Dept:</b>        | All Departments     | EXHIBIT D            |       |

## Classification Function

The purpose of this classification is to perform and monitor a variety of fiscal and budget activities.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for performing a variety of fiscal and budgetary duties. Employees in this classification perform work that is more routine and limited in scope and work under close supervision. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This position has no supervisory responsibilities.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 80% +/- 10%
- Performs, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information from various sources to prepare and maintain technical records and reports related to fiscal activities and operations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, withdrawals, and deposits; monitors and tracks expenditures; performs coding functions necessary for proper coding of revenues, expenditures, and adjustments in database; monitors contracts and contract activities for program compliance.
- 10% +/- 5%
- Assists with budget preparation duties for simple budgets and programs; participates in budget development and preparation; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; prepares and maintains financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; contributes to discussions on department financial operations as requested; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; assists with providing reports and information for audits; provides information as requested regarding budgets and fiscal operations to budget and fiscal personnel and clients.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below.**

| Highest degree of education attained | Experience required    |
|--------------------------------------|------------------------|
| High school diploma/GED              | 2 years                |
| Unrelated associate degree           | 2 years                |
| Related associate degree             | 1 year                 |
| Unrelated bachelor’s degree          | 1 year                 |
| Related bachelor’s degree            | No experience required |
| Unrelated master’s/doctoral degree   | 1 year                 |
| Related master’s/doctoral degree     | No experience required |

*Related degree fields:* accounting, business administration, finance, business management, economics, public/nonprofit administration.

*Related work experience:* accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

**Additional Requirements**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.

**Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor Lawson).

**Supervisory Responsibilities**

- No supervisory responsibilities required.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including fiscal reports, assessment reports, billing invoices, purchase orders, checks, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, purchasing policies and procedures, and manuals.
- Ability to prepare fiscal reports, financial reports, vouchers, purchase orders, invoices, reimbursements, receipts, revenue reports, agendas, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate effectively with supervisor, coworkers, sales representatives, vendors, other County employees, community partners, external organizations, auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                     |                      |       |
|---------------------|---------------------|----------------------|-------|
| <b>Class Title:</b> | Fiscal Specialist 2 | <b>Class Number:</b> | 11182 |
| <b>FLSA:</b>        | Non-Exempt          | <b>Pay Grade:</b>    | 9A    |
| <b>Dept:</b>        | All Departments     | EXHIBIT E            |       |

## Classification Function

The purpose of this classification is to plan and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to perform lead worker responsibilities.

## Distinguishing Characteristics

This is an entry level classification that is responsible for performing and coordinating a variety of fiscal and budgetary projects, reports, and duties. Employees in this classification work under general supervision from a supervisor or manager level position. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. The Fiscal Specialist 2 has greater autonomy and responsibility in performance of responsibilities than the Fiscal Specialist 1 and may lead project work. The Fiscal Specialist 2 is assigned work that is more technical/project oriented in nature and more advanced budgets/programs.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

70% +/- 10%

- Performs, plans, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; assists with managing fiscal programs, projects, and/or grants; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information to prepare and maintain technical records and reports related to fiscal activities and operations; oversees preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and deposits; monitors and tracks expenditures; monitors and ensures proper coding of revenues, expenditures, and adjustments in database; controls funds distributions to various accounts; monitors contracts and contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches payment and reimbursement discrepancies and past due and problem invoices and resolves; contributes to development of fiscal, budget, and accounting procedures as requested; ensures operational compliance with applicable department, County, state and/or federal regulations.

20% +/- 10%

- Performs and coordinates budget and/or fiscal agenda preparation duties for moderately advanced budgets and programs; assists management with budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; performs and oversees preparation and maintenance of financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; analyzes budget trends and fiscal activities of assigned area of

responsibility; advises and consults with management concerning accounting and financial implications of existing and projected department operations; contributes to development of policies and procedures as they relate to department budget and fiscal operations as requested; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; coordinates the provision of reports and information for audits; coordinates with other County agencies on financial report preparation; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below.**

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED              | 5 years             |
| Unrelated associate degree           | 4 years             |
| Related associate degree             | 3 years             |
| Unrelated bachelor's degree          | 3 years             |
| Related bachelor's degree            | 1 year              |
| Unrelated master's/doctoral degree   | 1 year              |
| Related master's/doctoral degree     | 1 year              |

*Related degree fields:* accounting, business administration, finance, business management, economics, public/nonprofit administration.

*Related work experience:* accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

**Additional Requirements**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor Lawson).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including assessment reports, financial reports, Infor reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook , department policies and procedures, administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0094

|  |  |
|--|--|
| Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b> | <b>A Resolution</b> amending the 2024/2025 Biennial Operating Budget for 2024 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, amending Resolution No. R2024-0050 dated 2/13/2024; and declaring the necessity that this Resolution become immediately effective. |
|--|--|

WHEREAS, on December 5, 2023, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2024/2025 (Resolution No. R2023-0285) establishing the 2024/2025 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2024 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

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

**SECTION 1.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. 2280 – Other Health and Safety **BA2410118**  
PJ280135 – State Homeland Security Project  
Other Expenses \$ 83,800.00

The Department of Public Safety & Justice Services requests appropriations of \$83,800 for the FY2023 State Homeland Security Grant for the periods of September 1, 2023, to December 31, 2025. This grant is used to support and enhance the County’s homeland security efforts and is approved at Board of Control via CON2023-127. The funding source is the Ohio Emergency Management Agency. There is no cash match required.

B. 2280 – Other Health and Safety **BA2410119**  
PJ280135 – State Homeland Security Project  
Other Expenses \$ (1,373.60)

The Department of Public Safety and Justice Services requests an appropriation decrease of \$1,373.60 to close the FY19 State Homeland Security Grant for the period of September 1, 2019, through December 31, 2021. The original grant award was \$653,444.00 and \$652,070.40 or 99.8% of the funds were spent. The funding source is the Ohio Emergency Management Agency. There was no cash match required.

C. 2285 – Other Judicial **BA2410120**  
PJ285145 – JJDP Block Grant  
Other Expenses \$ (167.96)

The Department of Public Safety and Justice Services requests an appropriation decrease of \$167.96 to close the FY21 County CPG Title V Block Grant for the period of October 1, 2021, through September 30, 2023. The original grant award was \$190,000.00 and \$189,832.04 or 99.9% of the funds were spent. The funding source is the Ohio Department of Youth Services. There was no cash match required.

D. 2325 – Victim Assistance **BA2410121**  
PJ325120 – VAWA Block Grant  
Other Expenses \$ (48,274.42)

The Department of Public Safety and Justice Services requests an appropriation decrease of \$48,274.42 to close the FY21 VAWA Block Grant for the period of January 1, 2022, through March 31, 2023. The original grant award was \$586,470.50 and \$538,196.08 or 91.8% of the funds were

spent. The funding source is the Ohio Office of Criminal Justice Services. There was no cash match required.

E. 2280 – Other Health and Safety **BA2410122**  
PJ280120 – State SHSP-Law Enforcement  
Other Expenses \$ (1,240.93)

The Department of Public Safety and Justice Services requests an appropriation decrease of \$1,240.93 to close the FY20 State Homeland Security Program Grant for the period of September 1, 2020, through March 31, 2023. The original grant award was \$269,244.00 and \$268,003.07 or 99.5% of the funds were spent. The funding source is the Ohio Emergency Management Agency. There was no cash match required.

F. 2285 – Other Judicial **BA2410123**  
PJ285150 – Juvenile Justice Admin.  
Personal Services \$ 10,000.00

The Department of Public Safety and Justice Services requests appropriations of \$10,000 for the FY23 Racial and Ethnic Disparities Planning Program in connection with the Juvenile Justice and Delinquency Prevention Title II Formula Block Grant for the period of October 1, 2023, through December 31, 2024. This grant was approved at the Board of Control via CON2023-129. The funding source is the Ohio Department of Youth Services. There is no cash match required.

G. 2240 – Court **BA2410124**  
JC240110 – Indigent Driver Alcohol Treat  
Other Expenses \$ 53,940.00

Juvenile Court request appropriations of \$53,940 to fund the Indigent Driver Alcohol Treatment (IDAT) program for expenses expected to post in 2024. The funding source is the Indigent Driver special revenue fund which has a cash balance of \$53,943.02 as of 02/27/2024, net of encumbrances. Revenues for this fund are generated from License Fee Reinstatements and Operating Vehicle while Intoxicated (OVI) Fines.

H. 2285 – Other Judicial **BA2413316**  
SH285165 – Law Enforcement CPT  
Other Expenses \$ 50,000.00

The Sheriff's Department is requesting an appropriation increase of \$50,000 to cover Continuing Professional Training (CPT) for the Law Enforcement

Division. The funding source is revenue received from the State of Ohio. The current cash balance is \$260,966.55, net of encumbrances.

I. 2285 – Other Judicial **BA2413318**  
ME285105 – DNA Backlog  
Other Expenses \$ (0.13)

The Medical Examiner’s Office is requesting an appropriation decrease of \$.13 to close out the FY2021 – FY2023 DNA Capacity Enhancement for Backlog Reduction Grant Program. The original grant was \$321,946, of which \$321,945.87, or 99%, was spent. The award was funded by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. There is no cash match required.

J. 1100 – General Fund **BA2413319**  
SH100140 – Jail Operations  
Other Expenses \$ 350,000.00

The Sheriff’s Department is requesting an appropriation increase of \$350,000 to cover the purchase of the new live scan and fingerprinting scanning equipment. The funding source is the General Fund.

K. 2285 – Other Judicial **BA2413324**  
SH285185 – Sheriff Commissary Fund  
Other Expenses \$ 670,400.00

The Sheriff’s Department is requesting an appropriation increase of \$670,400 to cover additional 2024 eligible expenses (AED’s, canine dogs, and the Keefe commissary contract). The funding source is the Commissary Fund which generates revenue from inmate purchases. The current cash balance in the Commissary Fund is \$2,262,330.84.

L. 2295 – Other Public Works **BA2414922**  
PW295100 – Other Public Works Grants – Road and Bridge  
Other Expenses \$ 50,000.00

The Department of Public Works - Road and Bridge is requesting an appropriation increase of \$50,000 for public engagement activities in connection with the Rediscover Veterans Memorial Bridge for the period July 1, 2023, to June 30, 2024. This is a continuation grant approved by the Board of Control via Resolution number CON2023-125. The funding source is the Cleveland Foundation. There is no cash match required.

M. 2220 – Community Development **BA2416521**  
 HS220100 – Homeless Services  
 Other Expenses \$ 533,700.00

The Department of Health and Human Services - Office of Homeless Services requests an appropriation increase of \$533,700 for the PY2023 Homeless Crisis Response Program. Funds will be used from January 1, 2024, through February 28, 2026, to provide rapid rehousing rental and supportive services assistance to quickly exit singles and families throughout Cuyahoga County from homelessness into permanent housing. This grant was approved by the Board of Control via CON2024-19 dated February 12, 2024. The funding source is the Ohio Department of Development. There is no cash match required.

N. 2220 – Community Development **BA2416522**  
 HS220140 – Homeless Crisis Response 2020  
 Other Expenses \$ 1,451,600.00

The Department of Health and Human Services - Office of Homeless Services requests an appropriation increase of \$1,451,600 for the PY2023 Homeless Crisis Program Emergency Solutions Grant. Funds will be used September 1, 2023, through August 25, 2025, to provide rapid rehousing assistance to homeless singles and families throughout Cuyahoga County. This grant was approved by the Board of Control via CON2023-131 dated December 11, 2023. The funding source is the Ohio Department of Development. There is no cash match required.

O. 7950 – Soil & Water Conservation District **BA2418129**  
 SC950105 – Soil and Water Grants  
 Other Expenses \$ 300,000.00

The Soil and Water Conservation District requests an appropriation increase of \$300,000 for the CWA Section 319(h) Nonpoint Source Implementation program grant for the period of November 1, 2022, through October 31, 2025. The grant funds will be used for the west branch of Euclid Creek/Mayfield Campus Stream restoration project phase 2. The funding source is the United States Environmental Protection Agency passed through the Ohio Protection Agency. No cash match required.

P. 2305 – Real Estate Assessment **BA2418130**  
 BR305100 – Board of Revision BR  
 Other Expenses \$ 62,400.00



The Board of Revisions requests an appropriation increase of \$62,400 for the closing out and final payment of the new case management system. The funding source is the Real Estate Assessment Fund which receives revenue from a portion of property taxes collected and has a current cash balance of \$32,789,000.

Q. 1100 – General Fund **BA2418133**  
IT100135 – Security and Disaster Recovery  
Other Expenses \$ (2,000,000.00)

The Department of Information Technology is requesting an appropriation decrease of \$2,000,000 to move appropriation to the IT Capital Projects Fund. The County Council approved additional funds of \$2,000,000 for capital projects as part of the 2024-2025 Biennial budget. This item corresponds with Item R, Section 1 of this resolution. The funding source is the General Fund.

R. 4600 – Capital Projects **BA2418134**  
IT600100 – Technology Capital Projects  
Other Expenses \$ 2,000,000.00

The Department of Information Technology is requesting an appropriation increase of \$2,000,000 to move appropriation to the IT Capital Projects Fund. The County Council approved additional funds of \$2,000,000 for capital projects as part of the 2024-2025 Biennial budget. This item corresponds with Item Q, Section 1 of this resolution. The funding source is the General Fund.

S. 2275 – Other Community Development **BA2418135**  
EX275105 – Sustainability Grants  
Personal Services \$ 150,000.00

The Department of Sustainability requests to appropriate \$150,000 for a grant received to support the Chief of Climate and Sustainability position for the period of November 1, 2023, to October 31, 2025. This is a new grant approved by the Board of Control via CON2024-10 on January 29, 2024. The funding source is the Cleveland Foundation. There is no cash match.

T. 2275 – Other Community Development **BA2418136**  
EX275105 – Sustainability Grants  
Personal Services \$ 150,000.00

The Department of Sustainability requests to appropriate \$150,000 for a grant received to support the Chief of Climate and Sustainability position

for the period of January 2, 2023, to January 1, 2026. This is a new grant approved by the Board of Control via CON2024-11 on January 29, 2024. The funding source is the George Gund Foundation. There is no cash match.

**SECTION 2.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following appropriation transfers:

| <u><b>Fund Nos./Budget Accounts</b></u>   | <u><b>Journal Nos.</b></u> |
|---|----------------------------|
| C. FROM:1100 – General Fund               | <b>BA2418131</b>           |
| BE100100 – Board of Elections             |                            |
| Other Expenses                            | \$ 350,000.00              |
| TO: 1100 – General Fund                   |                            |
| BE100125 – Electronic Voting Consultation |                            |
| Other Expenses                            | \$ 350,000.00              |

The Cuyahoga County Board of Elections requests an appropriation transfer of \$350,000 for the purchase and maintenance of one Agilis ballot sorting machine. This adjustment will correct additional funding that was approved by County Council during the 2024-2025 Biennial Budget. The funding source is the General Fund.

**SECTION 3.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following cash transfers between County funds:

| <u><b>Fund Nos./Budget Accounts</b></u> | <u><b>Journal Nos.</b></u> |
|---|----------------------------|
| A. FROM:2285 – Other Judicial           | <b>CT2413326</b>           |
| SH285185 – Sheriff Commissary Fund      |                            |
| Trans Out – Transfer Out                | \$ 250,550.00              |
| TO: 6755 – Maintenance Garage           |                            |
| PW755105 – Fleet Vehicles               |                            |
| Trans In – Transfer In                  | \$ 250,550.00              |

The Sheriff’s Department requests a cash transfer of \$250,550 for the purchase of five K9 Fleet Vehicles and their necessary buildouts. The funding source is the Commissary Fund which generates revenue from inmate purchases.

|   |                  |
|---|------------------|
| B. FROM:1100 – General Fund               | <b>CT2418138</b> |
| FS100350 – General Fd Operating Subsidies |                  |

Trans Out – Transfer Out \$ 153,050.00

TO: 6755 – Maintenance Garage  
 PW755105 – Fleet Vehicles  
 Trans In – Transfer In \$ 153,050.00

The Department of Public Works requests a cash transfer of \$153,050 for the purchase of five (5) additional K9 vehicles for the Sheriff's Department. The appropriations for this item were approved via R2024-0080 Section 2, Item C. The funding source is the General Fund.

C. FROM:2255 – Health and Human Services Levy **CT2423203**  
 FS255105 – HHS Levy 4.8 Subsidies (2016)  
 Trans Out – Transfer Out \$ 937,926.88

2257 – HHS Levy 4.7  
 FS257110 – HHS Levies 4.7 Subsidies (2020)  
 Transfer Out – Transfer Out \$ 937,926.87

TO: 2260 – Human Services  
 HS260185 – Admin Svcs – Gen'l Manager  
 Trans In – Transfer In \$ 1,875,853.75

The Office of Budget and Management requests a cash transfer of \$1,875,853.75 for the Department of Health and Human Services – Division of Job and Family Services mandated share for the first quarter of 2024 (January through March 2024). The funding sources are the 4.7 and 4.8 Health and Human Services Levies.

**SECTION 4.** That items approved in Resolution No. R2023-0317 dated November 14, 2023 be rescinded as follows to reconcile appropriations for the year 2023 in the County's financial system:

**Resolution No. R2024-0050 dated 02/13/2024:**

**Original Items to be Corrected – Section 1**

M. 2223 – Housing Development **BA2414912**  
 HC223125 – Lead Hazard Reduction  
 Personal Services \$ 100,000.00  
 Other Expenses \$ 7,957,00.00

The Department of Housing and Community Development is requesting an appropriation increase of \$8,057,000 for the Lead Safe Ohio grant program

for the period December 1, 2023 to July 31, 2026. This is a new grant approved by Board of Control via BC2023-628 on October 11, 2023. The funding source is the State of Ohio - Department of Development. There is no cash match required.

**Resolution No. R2024-0050 dated 02/13/2024:**

**Corrected Item – Section 1**

|                                  |    |                  |
|----------------------------------|----|------------------|
| M. 2223 – Housing Development    |    | <b>BA2414912</b> |
| HC223125 – Lead Hazard Reduction |    |                  |
| Personal Services                | \$ | 100,000.00       |
| Other Expenses                   | \$ | 7,957,000.00     |

The Department of Housing and Community Development is requesting an appropriation increase of \$8,057,000 for the Lead Safe Ohio grant program for the period December 1, 2023 to July 31, 2026. This is a new grant approved by Board of Control via BC2023-628 on October 11, 2023. The funding source is the State of Ohio - Department of Development. There is no cash match required.

**Resolution No. R2024-0050 dated 02/13/2024:**

**Original Items to be Corrected – Section 3**

|   |    |                  |
|---|----|------------------|
| B. FROM: 1100 – General Fund              |    | <b>CT2418107</b> |
| FS100350 – General FD Operating Subsidies |    |                  |
| Trans Out – Transfer Out                  | \$ | 37,782,306.00    |
| TO: 3500 – Debt Service                   |    |                  |
| FS500110 – Brownfield Debt Service        |    |                  |
| Trans In – Transfer In                    | \$ | 1,098,854.00     |
| 3500 – Debt Service                       |    |                  |
| FS500120 – Community Redevelopment Debt S |    |                  |
| Trans In – Transfer In                    | \$ | 266,072.00       |
| 3500 – Debt Service                       |    |                  |
| FS500130 – Med Mart Debt Service 2020     |    |                  |
| Trans In – Transfer In                    | \$ | 26,268,538.00    |
| 3500 – Debt Service                       |    |                  |
| FS500145 – DS-Western Reserve Series 2014 |    |                  |
| Trans In – Transfer In                    | \$ | 4,609,740.00     |

3500 – Debt Service  
FS500150 – Med Mart Debt Service 2014  
Trans In – Transfer In                   \$           679,000.00

3500 – Debt Service  
FS500165 – DS – Progressive Field Improve  
Trans In – Transfer In                   \$           2,557,602.00

3500 – Debt Service  
FS500170 – DS – Series '22 Econ Dev Rev  
Trans In – Transfer In                   \$           2,302,602.00

The Office of Budget and Management requests subsidy cash transfers totaling \$37,782,306 to support annual service payments on bonds issued for the County Ballpark, Brownfield and Commercial Redevelopment, Western Reserve Economic Development, and the Convention Center. The funding source is the General Fund.

**Resolution No. R2024-0050 dated 02/13/2024:**

**Corrected Item – Section 3**

B.FROM: 1100 – General Fund **CT2418107**

FS100350 – General FD Operating Subsidies  
Trans Out – Transfer Out               \$           37,782,306.00

TO: 3500 – Debt Service  
FS500110 – Brownfield Debt Service  
Trans In – Transfer In                   \$           1,098,854.00

3500 – Debt Service  
FS500120 – Community Redevelopment Debt S  
Trans In – Transfer In                   \$           266,072.00

3500 – Debt Service  
FS500130 – Med Mart Debt Service 2020  
Trans In – Transfer In                   \$           26,268,538.00

3500 – Debt Service  
FS500145 – DS-Western Reserve Series 2014  
Trans In – Transfer In                   \$           4,609,740.00

3500 – Debt Service  
FS500150 – Med Mart Debt Service 2014

Trans In – Transfer In                   \$           679,000.00

3500 – Debt Service

FS500165 – DS – Progressive Field Improve

Trans In – Transfer In                   \$           2,557,500.00

3500 – Debt Service

FS500170 – DS – Series '22 Econ Dev Rev

Trans In – Transfer In                   \$           2,302,602.00

The Office of Budget and Management requests subsidy cash transfers totaling \$37,782,306 to support annual service payments on bonds issued for the County Ballpark, Brownfield and Commercial Redevelopment, Western Reserve Economic Development, and the Convention Center. The funding source is the General Fund.

**SECTION 5.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 6.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC  
March 12, 2024



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: March 5, 2024

Re: Fiscal Agenda – 3/12/2024 - Proposed

cc: Katherine Gallagher, Chief of Operations & Community Innovation; Michael Chambers, Fiscal Office; Shawntaye McCurdy, David Razum, Deputy Chief of Communications & Strategy

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **March 12, 2024**. The requested fiscal items are necessary to reconcile the originally adopted 2024 Budget. Items of note on this agenda include:

- Request to provide appropriation increases/decreases
- Request to provide appropriation transfers
- Request to provide cash transfers

**Additional Appropriation Summary** – Additional appropriation is requested to cover expenditures that exceed the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

| Department                         | Amount Requested | Item | Funding Source                          | Purpose                |
|------------------------------------|------------------|------|---|------------------------|
| Public Safety and Justice Services | \$83,800.00      | A    | Grant – No General/HHS Levy Fund Impact | Appropriation Increase |
| Public Safety and Justice Services | \$ (1,373.60)    | B    | Grant – No General/HHS Levy Fund Impact | Appropriation Decrease |
| Public Safety and Justice Services | \$ (167.96)      | C    | Grant – No General/HHS Levy Fund Impact | Appropriation Decrease |
| Public Safety and Justice Services | \$ (48,274.42)   | D    | Grant – No General/HHS Levy Fund Impact | Appropriation Decrease |
| Public Safety and Justice Services | \$ (1,240.93)    | E    | Grant – No General/HHS Levy Fund Impact | Appropriation Decrease |



|                                      |                   |   |   |                        |
|--------------------------------------|-------------------|---|---|------------------------|
| Public Safety and Justice Services   | \$10,000.00       | F | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| Juvenile Court                       | \$53,940.00       | G | Special Revenue – No General/HHS Levy Fund Impact | Appropriation Increase |
| Sheriff's Department                 | \$50,000.00       | H | Special Revenue – No General/HHS Levy Fund Impact | Appropriation Increase |
| Medical Examiner                     | \$ (0.13)         | I | Grant – No General/HHS Levy Fund Impact           | Appropriation Decrease |
| Sheriff's Department                 | \$350,000.00      | J | General Fund                                      | Appropriation Increase |
| Sheriff's Department                 | \$670,400.00      | K | General Fund                                      | Appropriation Increase |
| Public Works                         | \$50,000.00       | L | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| HHS – Homeless Services              | \$533,700.00      | M | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| HHS – Homeless Services              | \$1,451,600.00    | N | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| Soil and Water Conservation District | \$300,000.00      | O | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| Board of Revision                    | \$62,400.00       | P | Special Revenue – No General/HHS Levy Fund Impact | Appropriation Increase |
| Department of IT                     | \$ (2,000,000.00) | Q | General Fund                                      | Appropriation Decrease |
| Department of IT                     | \$2,000,000.00    | R | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| Sustainability                       | \$150,000.00      | S | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |
| Sustainability                       | \$150,000.00      | T | Grant – No General/HHS Levy Fund Impact           | Appropriation Increase |

**Appropriation Transfer Summary** – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

| Department         | Amount Requested | Item | Funding Source | Purpose                |
|--------------------|------------------|------|----------------|------------------------|
| Board of Elections | \$350,000.00     | A    | General Fund   | Appropriation Transfer |

**Cash Transfer Summary** – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

| <b>Department</b>               | <b>Amount Requested</b> | <b>Item</b> | <b>Funding Source</b>                             | <b>Purpose</b> |
|---------------------------------|-------------------------|-------------|---|----------------|
| Sheriff's Department            | \$250,550.00            | A           | Special Revenue – No General/HHS Levy Fund Impact | Cash Transfer  |
| Public Works                    | \$153,050.00            | B           | General Fund                                      | Cash Transfer  |
| Office of Budget and Management | \$1,875,853.75          | C           | HHS Levy  | Cash Transfer  |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0095

|  |  |
|--|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Law</b></p> | <p><b>A Resolution</b> approving a proposed settlement in the matter of <i>Tonya Clay, et al. v. Cuyahoga County, et al.</i>, U.S.D.C. Northern District of Ohio Case No. 1:18-CV-02929; authorizing the County Executive and/or his designee to execute a settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.</p> |
|--|--|

WHEREAS, Plaintiffs Tonya Clay, *et al.*, filed a civil action docketed as *Tonya Clay, et al. v. Cuyahoga County, et al.*, U.S.D.C. Northern District of Ohio Case No. 1:18-CV-02929; and

WHEREAS, Plaintiffs and the County of Cuyahoga, Ohio wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that Plaintiffs have or may have against the County of Cuyahoga and its officers or employees; and

WHEREAS, the parties hereto have reached a settlement agreement that, if performed, will fully settle and resolve the matter; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

**SECTION 1.** The Cuyahoga County Council hereby authorizes a settlement agreement with Plaintiffs in the matter of *Tonya Clay, et al. v. Cuyahoga County, et al.*, U.S.D.C. Northern District of Ohio Case No. 1:18-CV-02929, in an amount not to exceed One Hundred Seventy-Five Thousand Dollars (\$175,000.00), inclusive of all costs and attorneys' fees.

**SECTION 2.** The County Executive (or the Executive's authorized designee) is hereby authorized to execute said settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

**SECTION 3.** If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 4.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 5.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2024-0096**

|   |  |
|---|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Law and Department of Public Works/Animal Shelter Division</b></p> | <p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and Excavating, Building Material, Construction Drivers, Race Track Employees, Public Employees, Manufacturing, Processing, Assembling and Installer Employees, Local Union No. 436, affiliated with International Brotherhood of Teamsters, representing approximately 10 employees in the classification of Deputy Dog Warden at the Department of Public Works/Animal Shelter Division for the period 1/1/2024 - 12/31/2026; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|--|

WHEREAS, the County has been engaged in collective bargaining negotiations with the Excavating, Building Material, Construction Drivers, Race Track Employees, Public Employees, Manufacturing, Processing, Assembling and Installer Employees, Local Union No. 436, affiliated with International Brotherhood of Teamsters (“the Union”), for a successor Collective Bargaining Agreement (CBA) representing approximately 10 employees in the classifications of Deputy Dog Warden and Maintenance Laborer at the Department of Public Works/Division of Animal Shelter for the period 1/1/2024 – 12/31/2026; and

WHEREAS, the parties have met on multiple occasions to negotiate new terms and have reached a tentative agreement on a successor collective bargaining agreement; and

WHEREAS, the members in the Union have voted to ratify the proposed successor collective bargaining agreement in full; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, the County Executive, the Department of Law, and the Department of Public Works are recommending that Council approve the proposed Collective Bargaining Agreement; and,

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Animal Shelter under the Department of Public Works.

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

**SECTION 1.** The Cuyahoga County Council hereby approves a Collective Bargaining Agreement between Cuyahoga County and the Excavating, Building Material, Construction Drivers, Race Track Employees, Public Employees, Manufacturing, Processing, Assembling and Installer Employees, Local Union No. 436, affiliated with International Brotherhood of Teamsters (“the Union”), representing approximately 10 employees in the classifications of Deputy Dog Warden and Maintenance Laborer at the Department of Public Works/Division of Animal Shelter for the period 1/1/20124– 12/31/2026.

**SECTION 2.** Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

**SECTION 3.** 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 (8) members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight (8) members of Council after

disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive      Date

\_\_\_\_\_  
Clerk of Council      Date

Journal

March 12, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0097

|  |   |
|--|---|
| <p>Sponsored by: <b>County Executive Ronayne/Cuyahoga County Sheriff's Department/ Department of Law</b></p> | <p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and Communication Workers of America, Local 4340, Sheriff's Department Bargaining Unit, representing approximately 40 employees in various classifications at the Sheriff's Department for the period 1/1/2024-12/31/2026; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|--|---|

WHEREAS, Cuyahoga County (the "County") has been engaged in negotiations with the Communication Workers of America, Local 4340, Sheriff's Department Bargaining Unit (hereinafter referred to as "CWA Local 4340"), in an effort to negotiate a new successor Collective Bargaining Agreement ("CBA") for the period of 1/1/2024 – 12/31/2026, representing approximately 40 employees in various classifications at the Sheriff's Department, including the Sheriff's Clerk classification; and

WHEREAS, the parties have met in effort to negotiate new terms and have reached a tentative agreement on a successor Collective Bargaining Agreement; and,

WHEREAS, on or about March 4, 2024, the members of the bargaining unit voted to ratify the proposed successor Collective Bargaining Agreement; and,

WHEREAS, O.R.C. 4117.10(B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed



approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, the Department of Law, the County Executive, the Department of Human Resources and the County Sheriff are recommending that Council approve the CBA for the period 1/1/2024 – 12/31/2026; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County.

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

**SECTION 1.** The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and the CWA Local 4340, representing approximately 40 employees in various classifications in the Sheriff's Department, including the Sheriff's Clerk classification, for the period of 1/1/2024 – 12/31/2026, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the CBA between the County and the CWA Local 4340 shall be budgeted and appropriated.

**SECTION 3.** 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 (8) members of the Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight (8) members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive      Date

\_\_\_\_\_  
Clerk of Council      Date

Journal CC \_\_\_\_\_  
\_\_\_\_\_, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0098

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s appointment of Leonard DiCosimo to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027; and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

**WHEREAS**, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

**WHEREAS**, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to a three (3) year term; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

**WHEREAS**, the County Executive has nominated Leonard DiCosimo (replacing Charna Sherman) to be appointed to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027; and

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

**SECTION 1.** The Council of Cuyahoga County hereby confirms the County Executive’s appointment of Leonard DiCosimo (replacing Charna Sherman) to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_



Cuyahoga County

March 4, 2024

Chris Ronayne  
Cuyahoga County Executive

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Leonard DiCosimo, 4/1/2024- 3/31/2027 (three year term)**
  - Currently resides in Cleveland (Cuyahoga)
  - Replacing Charna Sherman (Board Seat #5)

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, since 2007, has awarded \$246 million through 4,000 grants to 485 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

There are known conflicts of interest for which an advisory opinion has been requested. Please see the attached opinion. This board is uncompensated. There are 40 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

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

Chris Ronayne  
County Executive

# Leonard DiCosimo



## Experience

### North Shore Federation of Labor

Executive Secretary

May 2023 – present

*Chief Executive Officer of the AFL-CIO Central Labor Council with jurisdiction in Cuyahoga, Lake and Geauga Counties. The federation is the organized voice for approximately 85,000 members in 150 local unions representing a wide variety of public and private sector workers.*

### Cleveland Federation of Musicians, AFM Local 4

President

January 2005 – present

*Representation on behalf of professional musicians in Cuyahoga and Lorain Counties, including The Musicians of Cleveland Orchestra and Playhouse Square Foundation. Proficiency in the administration of agreements, financial and membership records. Expertise in conflict resolution. Cleveland Musician Magazine editor.*

### Pilgrim United Church of Christ

Director of Music Ministry

December 2013 – December 2022

*Music Director and Conductor of the Chancel, Handbell and Flute Choirs, and Jazz and Rock Ensembles*

### Lakeland Community College

Choral Director

July 2015 – June 2020

*Music Director and Conductor of Lakeland Civic Chorus, Lakeland Chorale and Lakeland Women's Choir.*

### Ilona Corporation

September 2003 – August 2013

*Co-owner/operator of **Budapest Blonde Wine and Martini Bar** (Independence), **Budapest Blue Wine and Martini Bar** (Cleveland) and **Budapest Blonde Cocktail Mixes** (Hot Blonde, Beach Blonde & Dirty Blonde)*

### Baldwin – Wallace University

Adjunct Professor of Conducting

September 1998 – June 2005

*Music Director and Conductor of the College, Motet and Women's Choirs; Music Director for Musical Theatre and Theatre productions; Classroom Instructor for Introductory and Choral Conducting*

# Leonard DiCosimo



## Service

United Labor Agency

*President*

*July 2023 – present*

*Board Member*

*October 2019 – May 2023*

Mid-America Conference of AFM Locals

*President*

*July 2023 - present*

Ohio AFL-CIO Federation of Labor

*Board Member*

*September 2023 - present*

Policy Matters Ohio

*Treasurer*

*September 2023 - present*

United Way of Greater Cleveland

*Board Member*

*April 2015 – March 2018*

## Education

Carnegie – Mellon University, M.M. Composition

Pittsburgh, PA

*Composition: Balada, Galbraith*

*Conducting: Page*

*Voice: Cass*

Cleveland State University, B.M. Composition

Cleveland, OH

*Composition: London, Smith and Eberhardt*

*Voice: Fujii*

*Bass: Barnoff*

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0099

|   |  |
|---|--|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s re-appointment of Karolyn Isenhart to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027; and declaring the necessity that this Resolution become immediately effective. |
|---|--|

**WHEREAS**, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

**WHEREAS**, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

**WHEREAS**, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to a three (3) year term; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

**WHEREAS**, the County Executive has nominated Karolyn Isenhart to be appointed to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027; and

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

**SECTION 1.** The Council of Cuyahoga County hereby confirms the County Executive’s re-appointment of Karolyn Isenhart to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2024 – 3/31/2027



**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_



Cuyahoga County

March 4, 2024

Chris Ronayne  
Cuyahoga County Executive

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for reappointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- Karolyn Isenhart, 4/1/2024 - 3/31/2027 (three years)
  - Currently resides in Lakewood (Cuyahoga)

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, since 2007, has awarded \$246 million through 4,000 grants to 485 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 40 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

## Contact



## Top Skills

Auctioneering

Marketing Communications

Marketing Management

# Karolyn Isenhardt

Project Manager | Digital Events at Endeavor Business Media  
Greater Cleveland

## Experience

### Endeavor Business Media

Project Manager | Digital Events  
October 2019 - Present (2 years 2 months)

### Rachel Davis Fine Arts

Associate Auctioneer  
September 2001 - Present (20 years 3 months)

### Big Blue Graphics

Graphic Designer  
July 2001 - Present (20 years 5 months)

### Karolyn Isenhardt, Auctioneer

Auctioneer  
December 1998 - Present (23 years)

Conducting auctions of fine art, antiques and estates.

Conducting benefit auctions for organizations including:

Cleveland Animal Protective League Fur Ball (2009-2019)

WVIZ/ideaStream (2016, 2017)

Ruffing Montessori Gala (2016)

National Kidney Foundation-Cleveland Dining with the Stars (2015)

Friends of the Cleveland Kennel Art Fur Animals (2015)

Human Rights Campaign-Cleveland Gala (2008-2014)

One Health Organization, ArtCares and Co-auctioneer for numerous events including Regina High School and The Rock and Roll Hall of Fame and Museum.

### Penton

3 years 3 months

### Project Manager | Digital Events

August 2016 - October 2019 (3 years 3 months)

Cleveland Ohio

Project Manager

August 2016 - October 2019 (3 years 3 months)

**Xerox**

Learning and Development Analyst

April 2010 - May 2016 (6 years 2 months)

Cleveland, Ohio

**Ulmer & Berne LLP**

Marketing & Recruiting Coordinator

July 2001 - November 2008 (7 years 5 months)

**Wolf's Fine Arts Auctioneers**

Director of Marketing and Administration

January 1996 - May 2001 (5 years 5 months)

**Rachel Davis Fine Arts**

Gallery Manager

October 1992 - October 1995 (3 years 1 month)

**Wolf's Fine Arts Auctioneers**

Development and Administration

October 1989 - September 1992 (3 years)

---

**Education**

**Baldwin-Wallace College**

Bachelor of Arts, Political Science · (1984 - 1989)

**Reppert School of Auctioneering**

Auctioneer Certificate · (1997 - 1997)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0100

|   |  |
|---|--|
| <b>Sponsored by: County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s re-appointment of Nailah K. Byrd to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 2/1/2024 – 1/31/2027; and declaring the necessity that this Resolution become immediately effective. |
|---|--|

**WHEREAS**, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

**WHEREAS**, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

**WHEREAS**, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

**WHEREAS**, the members of CCCIC Board of Trustees shall serve for three-year terms; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,”; and

**WHEREAS**, the County Executive has nominated Nailah K. Byrd to serve as a County Class Trustee on the CCCIC’s Board of Trustees for the term 2/1/2024 – 1/31/2027.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s re-appointment of Nailah K. Byrd to serve as a County Class Trustee on the CCCIC’s Board of Trustees for the term 2/1/2024 – 1/31/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

February 28, 2024

Pernel Jones Jr., President  
Cuyahoga County Council  
2079 E. 9<sup>th</sup> Street, 8<sup>th</sup> floor  
Cleveland, OH 44115

Re: Cuyahoga County Community Improvement Corporation

Dear President Jones,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Nailah Byrd**, 3-year term, 02/1/2024 – 01/31/2027
  - **County Class Reappointment**
  - **Northfield, Summit County**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve a three-year term.

I have attached a copy of the nominee's resume for your review. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

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

Chris Ronayne  
County Executive



### **Nailah K. Byrd, Clerk of Courts, Cuyahoga County**

Nailah K. Byrd has served as the Clerk of Courts for Cuyahoga County since February 24, 2015. In this role she performs all statutory duties relative to the filing, preservation, retrieval and public dissemination of all applicable court documents and records pertaining to the Common Pleas Court's General and Domestic Relations Divisions and the Court of Appeals, Eighth Appellate District. Prior to that, Ms. Byrd served as Cuyahoga County's first Inspector General where she was responsible for investigating waste, fraud and abuse in Cuyahoga County and served as the County's Chief Ethics Officer. She has a wealth of experience in both criminal prosecution and civil litigation.

Ms. Byrd previously worked as a federal prosecutor in the United States Attorney's Office. Prior to that, she practiced law in the litigation group at the international law firm of Squire Sanders & Dempsey, and then served as senior counsel at National City Bank/PNC, where she managed outside litigation counsel. Ms. Byrd is admitted to practice law in New York, New Jersey, and Ohio. She started her legal career as an Assistant District Attorney in New York County after graduating from law school. In March 2013, Ms. Byrd successfully completed the training and examination to earn the designation of Certified Inspector General by the Professional Certification Board of the Association of Inspectors General.

Ms. Byrd is a graduate of the 2004 Bridge Builders class, the 2014 Leadership Cleveland Class and a member of Kaleidoscope Magazine's 40 under 40. She previously served on the Magistrate Selection Committee for the Northern District of Ohio. She has been recognized as a top lawyer in Ohio Super Lawyers Magazine and was selected by Crain's Cleveland Business Magazine as a 2011 Women of Note finalist. In 2011, Ms. Byrd was also honored by the Northeast Ohio African American Library and Cultural Center in their annual Young, Gifted, and Black with ties to Black History Program. Cleveland Magazine selected her as one of the Most Interesting People of 2012. She previously served on the Cleveland Metropolitan Bar Association Nominating Committee and currently serves as a member of their Unauthorized Practice of Law Committee. She also serves on the Advisory Committee for Ohio Legal Help and is a member of the NICS Working Group established by former Governor Kasich and Governor DeWine's Warrant Task Force. Additionally, Ms. Byrd has been asked to serve as a speaker, moderator and panelist for a number of organizations to discuss topics such as women, diversity, and law. Ms. Byrd lives with her husband, Ed, and their twin sons Jalen and Khalil.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0101

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s appointment of Ronald Dziejicki to serve on The MetroHealth System Board of Trustees for an unexpired six-year term ending 3/6/2028; and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

**WHEREAS**, Ohio Revised Code Section 339.02 provides for the creation of county hospital trustees and the means by which appointments are made; and

**WHEREAS**, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six-year term; and

**WHEREAS**, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, the County Executive has nominated Ronald Dziejicki (replacing Terrance Monnolly) to serve on The MetroHealth System Board of Trustees for an unexpired six-year term ending 3/6/2028; and

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Ronald Dziedzicki (replacing Terrance Monnolly) to serve on The MetroHealth System Board of Trustees for an unexpired six-year term ending 3/6/2028.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



March 4, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: MetroHealth System Board of Trustees

Dear President Jones,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Ronald Dziejicki**, unexpired six term ending 3/6/2028
  - Replacing Terrance Monnelly (Seat #2, six year term 3/7/2022 to 3/6/2028)
  - Medina, Medina County
    - There are currently zero members of the MetroHealth Board of Trustees that are “electors of the area served by the hospital that is outside the county in which the hospital is located.
    - Medina County falls in the definition of area served by the MetroHealth hospital.

Candidates for this board shall:

1. *“Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located”*
2. *“...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired”*

Mr. Dziejicki's resume is attached for your review and meets the qualifications to serve on this board. The candidate has been jointly selected by the County Executive and the Judge, “of the most senior in point service” for the Common Pleas Court (the Honorable Kathleen Ann Sutula) and for the Probate Courts (the Honorable Anthony J. Russo). Correspondence from the Honorable Kathleen Ann Sutula and the Honorable Anthony Russo in support of this nomination is attached.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive



## RESUME OF PROFESSIONAL QUALIFICATIONS

**OBJECTIVE** Provide senior level leadership consulting services leveraging C suite executive experience gained from a diversified administrative and teaching experience from various managed care settings, a tertiary medical center and a large integrated Health system.

**PROFILE** A career spanning forty years devoted exclusively to the field of health care. Staff and administrative positions have progressively increased in scope and responsibility. Retired as the Chief Operating Officer, University Hospitals-Cleveland Medical Center and University Hospitals Physician Services

**EDUCATION** MSS, United States Army War College, Carlisle, PA 2008-2010  
MBA John Carroll University, Cleveland, OH May 1992  
BS in Nursing, Ursuline College, Pepper Pike, OH 1977-1981

**CERTIFICATIONS** Registered Professional Nurse, State of Ohio

## QUALIFICATIONS/ACCOMPLISHMENTS

Administration - Broad-based health care leadership capabilities. Developed policy and procedures, standards, transformational and multiphase operations management. Education, mentoring, coaching, evaluation, motivation and direct/indirect supervision of regional staff. Provided the decision-making, problem solving and leadership necessary to ensure efficient and productive operations for all support services at across an integrated Health Care Delivery System related services and functions, which included 15 acute care facilities and a 1,000 bed academic medical center. Ability to motivate people and secure results.

Communications/Public Relations - Proficient in oral and written communication and instruction. People-oriented experience has helped promote effective communication and rapport with people of all age groups, backgrounds and administrative levels. This has resulted in excellent organizational skills and client relations. Maintain wide associations in the health care and professional communities.

**EXPERIENCE**

2019 – Present                      Retired/ Independent Consultant

2013- 2019                      University Hospitals-Cleveland Medical Center & University Hospitals  
Physician Services, Cleveland, OH

**Chief Operating Officer**

Responsible for overall leadership, budget preparation, policy and procedures for all clinical/non clinical services across an 850 bed academic medical center, an academic and community based practice plan (1,400 physicians) across an integrated Health Care System. To include administrative leadership for twenty-two School of Medicine based Departments and a for profit Community Practice Plan. Direct and indirect supervision for staff in excess of 11,500 FTE's. Responsible for an operating budget > \$7 billion.

2001- 2012                      **Chief Support Services Officer**

Responsible for overall administration, budget preparation, policy and procedures for all clinical/non clinical support service function within an 850 bed academic medical center and integrated Health System. To include administrative leadership for two School of Medicine based Departments. Direct and indirect supervision for staff in excess of 1,500 FTE's. Responsible for an operating budget in excess of \$3.5 billion.

**Senior Vice President and Chief Nursing Officer**

Responsible for overall administration, budget preparation, policy and procedures for a nursing department providing care for patients receiving care on a inpatient or outpatient basis. Direct and indirect supervision for all nursing and support staff. Lead organization in successful attainment of Magnet Recognition. Responsible for an operating budget > \$35, 000,000, achieved a \$4.8 million savings in operating costs by implementing an RN retention and recruitment program. Able to achieve and maintain an RN vacancy rate of < 6%, without the use of agency or foreign nurses.

1995-2001                      CIGNA HealthCare, Midwest - Regional Vice President of Operations

Responsible for managed care network development/operations for a 16-state region located primarily Midwest. In addition, functioned as the statewide Health Plan Manager for the three Commercial HMO operations in Ohio. Experience with hospital and provider contracting, medical cost reduction strategies, risk contracting, disease management programs, and medical quality management programs and network development/operations strategies.

1993-1995                      Kaiser Permanente, Cleveland, OH - Regional Manager, Medicine and  
Medical Specialties



*Ronald E. Dziedzicki*

Responsible for overall medical service operations for the Ohio region. Active participant in the integration of tertiary services at the Cleveland Clinic Foundation. Development and implementation of competency-based nursing clinical ladder and competency program for registered and licensed practical nurses employed in various outpatient settings in Northeast Ohio.

1984-1993

MetroHealth Medical Center, Cleveland, OH - **Unit Manager, Cardiac Intensive Care Unit and Cardiac Telemetry Unit; Administrative Coordinator, Trauma Critical Care**

Responsible for overall administration, budget preparation, policy and procedures of a Critical Care Division, to include managing an outpatient cardiac catheterization program. Developed computerized nursing diagnosis and census programs. Direct and indirect supervision of up to 220 nursing staff.

1981-1984

Deaconess Hospital, Cleveland, OH - **Assistant Nursing Director, Cardiac Care Unit**

Assisted in administration, budget preparation, policy and procedures. Responsible for operations of a Cardiac Care Unit. Participated in the hiring, training and supervision of up to 24 staff.

## **FACULTY APPOINTMENTS**

1984 - 2010

Cleveland State University, Cleveland, OH  
**Part-time Lecturer, Division of Continuing Education – Nursing**

2003 – 2019

Ursuline College, Pepper Pike, OH  
**Visiting Professor, Breen School of Nursing**

2005 – 2019

Case Frances Payne Bolton School of Nursing, Cleveland, OH  
**Clinical Instructor of Nursing**

## **MEMBERSHIPS**

Sigma Theta Tau, Iota Psi  
American Organization of Nurse Executives  
Association of Military Surgeons of the United States  
Greater Cleveland Organization of Nurse Executives  
Ohio Nurses Association  
Order of Military Medical Merit

## **PROFESSIONAL ACTIVITIES**

**Legislative Committee**, Northeast Ohio Nursing Initiative (NEONI) 2006-2015  
**Board of Directors**, Greater Cleveland Hospital Association (GCHA) 2007-2017  
**Board of Directors**, Ohio Organization of Nurse Executives (OONE) 2007-2017  
**Board of Directors, Blood Services** American Red Cross 2008-2015  
**President**, Greater Cleveland Organization of Nurse Executives (GCONE)  
President, 2009-2017  
**Board of Directors**, Medical Center Company, 2011-2019.  
**Board of Directors**, University Hospitals Laboratory Services Foundation, 2008-2019.

*Ronald E. Dzedzicki*

**Board of Directors**, Walker Building Owners Board, Board Co-President, 2008-2019.

**Advisory Board/Faculty**, Deloitte - Wharton Leader Academy (UPenn), 2016 - 2019

**Development Advisory Committee**, Muskingum Water Conservancy District, Development and Revenue Committee Chair, 2016 – 2021

**Board of Directors**, Muskingum Water Conservancy District, 2022 – present, Vice Chair

**Major General RONALD E. DZIEDZICKI (RET)**



SOURCE OF COMMISSIONED SERVICE

DIRECT

CURRENT OCCUPATION – Retired

PREVIOUS CIVILIAN OCCUPATION

Chief Operating Officer, University Hospitals Case Medical Center and University Hospitals Physician Services

Cleveland, Ohio – 2001 – 2019

Retired

EDUCATIONAL DEGREES

Ursuline College - BS - Nursing

John Carroll University - MBA - Business Administration

United States Army War College - MSS - Strategic Studies

MILITARY SCHOOLS ATTENDED

Army Medical Department Officer Basic and Advanced Courses

United States Army Command and General Staff College

United States Army War College

United States Air Force War College

FOREIGN LANGUAGE(S) None recorded

PROMOTIONS

1LT

CPT

MAJ

LTC

COL

BG

MG

COMPONENT

USAR

USAR

USAR

USAR

USAR

USAR

USAR

DATE OF APPOINTMENT

16 Jun 84

15 Dec 87

16 Dec 94

22 Nov 00

17 Feb 05

09 Oct 10

23 May 13

USAR - Not on Active Duty

FROM

May 16

May 13

Oct 10

May 09

May 08

May 07

Oct 05

Oct 02

TO

May 16

May 13

Oct 10

May 09

May 08

May 07

Oct 05

ASSIGNMENT

Retired Reserves

Commander, 3d Medical Command (Deployment Support), Forest Park, Georgia

Deputy Commander, 3d Medical Command (Mission Support Element), Fort Gillem, Georgia

Commander, 307th Medical Brigade, 807th Medical Command (Mission Support), Blacklick, Ohio

Chief of Staff, 330th Medical Brigade, Army Reserve Medical Command, Fort Sheridan, Illinois

Commander, 307th Medical Group, Army Reserve Medical Command, Blacklick, Ohio (May 08, non-rated)

Commander, 256th Combat Support Hospital, 88th Regional Readiness Command, Brooklyn, Ohio

Executive Officer, 307th Medical Group, 88th Regional Readiness

**MG RONALD E. DZIEDZICKI (USAR)**

|        |        |   |
|--------|--------|---|
| Dec 99 | Oct 02 | Executive Officer, 256th Combat Support Hospital, 88th Regional Support Command, Brooklyn, Ohio (Oct 02, non-rated)                             |
| Dec 94 | Dec 99 | Clinical Head Nurse, Intensive Care Unit, 256th Combat Support Hospital (Hospital Unit Surgical), 88th Regional Support Command, Brooklyn, Ohio |
| May 91 | Dec 94 | Clinical Head Nurse, Intensive Care Unit, 256th Combat Support Hospital (Hospital Unit Surgical), 83d Army Reserve Command, Brooklyn, Ohio      |

USAR - On Active Duty

|        |        |   |
|--------|--------|---|
| Feb 91 | May 91 | Clinical Staff Nurse, Emergency Room, United States Medical Activity, 86 <sup>th</sup> Evacuation Hospital, Fort Campbell, Kentucky |
|--------|--------|---|

USAR - Not on Active Duty

|        |        |  |
|--------|--------|--|
| Mar 87 | Feb 91 | Clinical Head Nurse, Intensive Care Unit, 256th General Hospital, 83d Army Reserve Command, Brooklyn, Ohio |
| Jun 86 | Mar 87 | Clinical Nurse, Intensive Care Unit, 256th General Hospital, 83d Army Reserve Command, Brooklyn, Ohio      |
| Mar 86 | Jun 86 | Clinical Nurse, Intensive Care Unit, 350th Evacuation Hospital, Canton, Ohio                               |
| Jun 84 | Mar 86 | Control Group  |

SUMMARY OF JOINT ASSIGNMENTS

DATE

GRADE

NONE

SUMMARY OF OPERATIONAL ASSIGNMENTS

DATE

GRADE

NONE

US DECORATIONS AND BADGES

Distinguished Service Medal

Legion of Merit

Meritorious Service Medal (with 3 Oak Leaf Clusters)

Army Commendation Medal (with 4 Oak Leaf Clusters)

Army Achievement Medal (with Oak Leaf Cluster)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0102

|   |  |
|---|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p> | <p><b>A Resolution</b> authorizing an amendment to Contract No. 3995 with Project Management Consultants LLC for owner’s representative services in connection with the Cuyahoga County Central Services Campus (fka the Justice Center Complex Project) for the period 1/9/2019 – 12/31/2024 to extend the time period to 5/31/2025, to expand the scope of services, effective upon signature of all parties, and for additional funds in the amount not-to-exceed \$971,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|--|

**WHEREAS**, the County Executive/Department of Public Works recommends an amendment to Contract No. 3995 with Project Management Consultants LLC for owner’s representative services in connection with the Cuyahoga County Central Services Campus (fka the Justice Center Complex Project) for the period 1/9/2019 – 12/31/2024 to extend the time period to 5/31/2025, to expand the scope of services, effective upon signature of all parties, and for additional funds in the amount not-to-exceed \$971,000.00; and

**WHEREAS**, the primary goals of this amendment includes adding funds, adding time, and updating the scope to focus exclusively on pre-construction work until the anticipated execution of a guaranteed maximum price contract for the project; and

**WHEREAS**, this project is funded 100% General Fund- American Rescue Plan Act (ARPA) Revenue Replacement/Provision of Government Services; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3995 with Project Management Consultants LLC for owner’s representative services in connection with the Cuyahoga County Central Services Campus (fka the Justice Center Complex Project) for the period 1/9/2019 – 12/31/2024 to extend the time period to 5/31/2025, to expand the scope of services, effective upon signature of all parties, and for additional funds in the amount not-to-exceed \$971,000.00.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | 2024 Public Works, Approval of 6th Amendment to contract 3995 with Project Management Consultants, LLC, for additional funds of \$971,000 and extending the contract to 05/31/2025   |
| <b>Department or Agency Name</b> | Public Works   |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue<br>Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify): |

| Original (O)/<br>Amendment<br>(A-# ) | Contract<br>No. (If PO,<br>list PO#) | Vendor Name  | Time Period             | Amount      | Date BOC<br>Approved/<br>Council's<br>Journal Date | Approval No. |
|--------------------------------------|--------------------------------------|--|-------------------------|-------------|--|--------------|
| O                                    | CE190002<br>-01                      | Project<br>Management<br>Consultants,<br>LLC (PMC) | 1/9/2019-1/8/2021       | \$ 800,000  | 1/8/2019   | R2018-0007   |
| A-1                                  | 871                                  | PMC  | 1/9/2019-1/8/2022       | \$ 0        | 2/8/2021   | BC2021-53    |
| A-2                                  | 871                                  | PMC  | 1/9/2019-<br>12/31/2022 | \$1,270,000 | 6/8/2021   | R2021-0136   |
| A-3                                  | 871                                  | PMC  | 1/9/2019-7/1/2023       | \$400,000   | 9/6/2022   | BC2022-509   |
| A-4                                  | 871                                  | PMC  | 1/9/2019-<br>12/31/2023 | \$ 0        | 7/24/2023  | BC2023-0468  |
| A-5                                  | 3995                                 | PMC  | 1/9/2019-<br>12/31/2024 | \$ 0        | 12/11/2023   | BC2023-815   |
| A-6                                  | 3995                                 | PMC  | 1/9/2019-<br>05/31/2025 | \$971,000   |  |              |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**

Department of Public Works is requesting a 6th amendment for the Owner's Representative Services for the Justice Center Complex Project contract with Project Management Consultants, LLC to additional funds of \$971,000 and extend the time period (currently 1/9/2019 to 12/31/2024) to May 31, 2025.

**For purchases of furniture, computers, vehicles:**  Additional    Replacement   **N/A**

**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**  
 The primary goal of these request is to approve the 6<sup>th</sup> amendment. This amendment includes adding funds, time, and updated scope that focuses exclusively to the proposed Cuyahoga County Corrections Center pre-construction work up until GMP execution.

**If a County Council item, are you requesting passage of the item without 3 readings.**  Yes    No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|                                     |   |
|-------------------------------------|---|
| Vendor Name and address:            | Owner, executive director, other (specify): |
| Project Management Consultants, LLC | Jeff Appelbaum                              |



|   |                           |
|---|---------------------------|
| 3900 Key Center<br>127 Public Square<br>Cleveland, Ohio 44114                                 | Managing Director         |
| Vendor Council District:  | Project Council District: |
| 7   | 8                         |
| If applicable provide the full address or list the municipality(ies) impacted by the project. | Garfield Heights          |

| COMPETITIVE PROCUREMENT  | NON-COMPETITIVE PROCUREMENT  |
|--|--|
| RQ # if applicable<br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date: 08/08/2017                             | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation:   | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received)<br><br>There were 38 contacts on the vendor list, 4 proposals received for review, 3 interviewed and one approved.   | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain.<br><br>There were no diversity goals set. | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).                   |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain:<br><br>Vender was selected based on qualifications.  | <input type="checkbox"/> Government Purchase<br><br><input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?<br><br>N/A  | <input type="checkbox"/> Contract Amendment (list original procurement)<br><br><input type="checkbox"/> Other Procurement Method, please describe:   |

|   |  |
|---|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below: <b>N/A</b> |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.  | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                                      |  |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.            |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.                     |  |

|  |
|--|
| <b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b><br><br>100% General Fund |
|--|

|  |
|--|
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):   |
| Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain): |

|   |   |
|---|---|
| <b>Provide status of project.</b>   |   |
| <input type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase               | Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission |
| <b>Reason:</b>  |   |
| <b>Timeline:</b>  |   |
| Project/Procurement Start Date<br>(date your team started working on this item):                                      |   |
| Date documents were requested from vendor:  |   |
| Date of insurance approval from risk manager:   |   |
| Date Department of Law approved Contract:   |   |
| Date item was entered and released in Infor:  |   |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: |   |
| If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)       |   |
| Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)              |   |

|                                    |
|------------------------------------|
| <b>HISTORY (see instructions):</b> |
|                                    |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0103

|   |  |
|---|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p> | <p><b>A Resolution</b> making an award on RQ7297 to Gilbane Building Company in an amount not-to-exceed \$33,353,000.00 for design build services in connection with the Cuyahoga County Central Services Campus; authorizing the County Executive to execute Contract No. 4263 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|--|

**WHEREAS**, the County Executive/Department of Public Works recommends an award on RQ7297 with Gilbane Building Company in an amount not-to-exceed \$33,353,000.00 for design build services in connection with the Cuyahoga County Central Services Campus; and

**WHEREAS**, the primary goal of this project is to design and construct a corrections facility on a new campus to replace the County’s Corrections Center, currently located at the Justice Center Complex; and

**WHEREAS**, the project is funded 100% General Fund-American Rescue Plan Act (ARPA) Revenue Replacement/Provision of Government Services; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ7297 with Gilbane Building Company in an amount not-to-exceed \$33,353,000.00 for design build services in connection with the Cuyahoga County Central Services Campus.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4263 and all documents consistent with said award and this Resolution.

**SECTION 3.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | 2024 Design Build Agreement-Cuyahoga County Corrections Center- Gilbane Building Company- RQ 7297 – CM 4263  |
| <b>Department or Agency Name</b> | Public Works   |
| <b>Requested Action</b>          | <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify): |

| Original (O)/ Amendment (A-# ) | Contract No. (If PO, list PO#) | Vendor Name              | Time Period                | Amount          | Date BOC Approved/ Council's Journal Date | Approval No. |
|--------------------------------|--------------------------------|--------------------------|----------------------------|-----------------|---|--------------|
| O                              | 4263                           | Gilbane Building Company | NA - Design Build Contract | \$33,353,000.00 | pending                                   | pending      |
|                                |                                |                          |                            |                 |   |              |
|                                |                                |                          |                            |                 |   |              |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.** The Department of Public Works is requesting to submit and award a Design Build Agreement for the Cuyahoga County Corrections Center in the amount of \$33,353,000.00 with the Gilbane Building Company. **The anticipated start completion date will be the date of the execution of this contract but since this is a design build contract the dates should not be referenced in the contract of approval.**

**For purchases of furniture, computers, vehicles:**  Additional  Replacement  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**

Over the past two years, Cuyahoga County and other justice system stakeholders have engaged in a planning process involving multiple meetings to a Justice Center Executive Steering Committee. The purpose of the Project is to design and construct a corrections facility on a new campus to replace the County's jail facilities currently located at the Justice Center Complex.

**If a County Council item, are you requesting passage of the item without 3 readings.**  Yes  No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|   |  |
|---|--|
| <b>Vendor Name and address:</b>   | <b>Owner, executive director, other (specify):</b> |
| Gilbane Building Company<br>3135 Euclid Avenue<br>Cleveland, Ohio 44115 | Kyle Merrill, Senior Business Leader               |

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|   |                             |
|---|-----------------------------|
| Vendor Council District: 7  | Project Council District: 7 |
| If applicable provide the full address or list the municipality(ies) impacted by the project. |                             |

| COMPETITIVE PROCUREMENT   | NON-COMPETITIVE PROCUREMENT  |
|---|--|
| RQ # <i>if applicable</i><br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input checked="" type="checkbox"/> Formal Closing Date: <b>October 21, 2021</b>   | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation:  | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) 46 / 1  | <input type="checkbox"/> State Contract, list STS number and expiration date   |
| Participation/Goals (%): ( 30 ) DBE ( 7 ) SBE ( 17 ) MBE ( 6 ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No, please explain.<br><b>The Design Phase was compliant for DEI goals and the Construction Phase DEI forms are forthcoming and will be uploaded as soon as received from the vendor.</b> | <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date<br><input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ). |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes<br><input type="checkbox"/> No, please explain:   | <input type="checkbox"/> Government Purchase<br><input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?  | <input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )<br><input type="checkbox"/> Other Procurement Method, please describe:  |

|  |  |
|--|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below: |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.   | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                           |  |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.          |  |

|  |
|--|
| <b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b><br><br><b>General Fund – ARPA Revenue Replacement/Provision of Government Services</b><br><b>FS100600-55200-CFCCC0000401</b> |
|--|

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction

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|   |
|---|
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):  |
| Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain): |

|   |  |
|---|--|
| <b>Provide status of project.</b> New to the County   |  |
| <input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase    | Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission |
| <b>Reason:</b>  |  |
| <b>Timeline:</b>  |  |
| Project/Procurement Start Date<br>(date your team started working on this item):                                      |  |
| Date documents were requested from vendor:  |  |
| Date of insurance approval from risk manager:   |  |
| Date Department of Law approved Contract:   |  |
| Date item was entered and released in Infor:  |  |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: |  |
| If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)       |  |
| Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)              |  |

|  |
|--|
| <b>HISTORY (see instructions):</b>                   |
| New contract in response to original RFQ- no history |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0318

|  |  |
|--|--|
| <p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by: <b>Councilmembers Sweeney, Conwell, Miller and Turner</b></p> | <p>A <b>Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2023 - 7/14/2026 and declaring the necessity that this Resolution become immediately effective.</p> |
|--|--|

**WHEREAS**, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

**WHEREAS**, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

**WHEREAS**, the County Executive has nominated the following individuals to continue their service on the Citizens’ Advisory Council on Equity, for three-year terms commencing 7/15/23 through 7/14/2026:

- a. Dr. Heidi Gullett
- b. Mr. Eddie Taylor
- c. Ms. Jenice Contreras



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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to continue to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term commencing 7/15/2023 through 7/14/2026:

- a. Dr. Heidi Gullett
- b. Mr. Eddie Taylor
- c. Ms. Jenice Contreras

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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  |
| _____                    | _____ |
| County Executive         | Date  |
| _____                    | _____ |
| Clerk of Council         | Date  |

First Reading/Referred to Committee: November 14, 2023  
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: January 30, 2024

Additional Sponsorship Requested in Committee: March 5, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 2024



November 7, 2023

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

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nominations for reappointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Dr. Heidi Gullet (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Cleveland (Cuyahoga County)
- **Eddie Taylor (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Solon (Cuyahoga County)
- **Jenice Contreras (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

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

Chris Ronayne  
County Executive

**Heidi Gullett, MD, MPH**

7/2020

*Titles:*

Heidi Gullett, MD, MPH

Associate Professor

Medical Director, Cuyahoga County Board of Health

Fellow, The Institute for Integrative Health

Co-Chair, Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga)

Physician, Neighborhood Family Practice

Charles Kent Smith, MD and Patricia Hughes Moore, MD Professorship in Medical Student Education in Family Medicine

Associate Director, Center for Community Health Integration (CHI): *Research & Development for Community Health & Integrated, Personalized Care*

School of Medicine

Case Western Reserve University

Dr. Gullett was born and raised in Youngstown, Ohio. She completed her undergraduate degree in Biochemistry and Sociology/Anthropology at Denison University in Granville, Ohio, her MD at Wright State University in Dayton, and her MPH in Health Policy at Portland State University. She completed a combined residency in Family Medicine, Public Health, and General Preventive Medicine at Oregon Health and Science University in Portland, Oregon, and is boarded in both specialties. Following residency, she served in the National Health Service Corps in rural Jellico, Tennessee, and in her hometown of Youngstown. She has worked at community health centers for most of her career, including currently practicing at Neighborhood Family Practice on the west side of Cleveland. In her clinical practice, she provides family medicine care, including inpatient medicine, with an emphasis on cancer prevention and women's health services and previously spent ten years providing full scope maternity care services. Dr. Gullett is an associate professor in the Center for Community Health Integration at CWRU that aims to promote research and development for community health and integrated, personalized care. Her research, supported by a career development award from the American Cancer Society and The Institute for Integrative Health where she serves as a fellow, heavily focuses on helping people move out of poverty. To this end, she is a facilitator for *Bridges Out of Poverty*, *Getting Ahead in a Just-Gettin'-By-World*, *Getting Ahead in the Workplace* and *Workplace Stability*. She teaches medical students and Family and Public Health/Preventive Medicine residents. Dr. Gullett is also the inaugural appointee to the Charles Kent Smith, MD and Patricia Hughes Moore, MD Professorship in Medical Student Education in Family Medicine. For the past 7 years, she has also been embedded as the School of Medicine population health liaison at the Cuyahoga County Board of Health, a position aimed at building partnerships between public health and clinical care in an effort to achieve health equity through community health improvement, one of the three School of Medicine strategic priorities. She also serves as the medical director for the Cuyahoga County Board of Health, incident commander for the COVID-19 response, and the co-chair of the Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga), a large cross-sector community health improvement consortium. Dr. Gullett is passionate about the realization of equity through authentic long-term partnerships and collective impact. She is married to Travis, an emergency physician, and is the proud mother of an 11 year-old daughter and 8 year-old son.



**EDDIE TAYLOR**

**President**

*Taylor Oswald, LLC*

Eddie Taylor, Jr. is President of Taylor Oswald, a venture between Oswald Companies and Mr. Taylor. Oswald is one of the nation's largest independent, employee-owned insurance brokerage firms. Eddie has previously owned or operated companies in a variety of industries including warehousing and distribution.

#### **EDUCATION AND PROFESSIONAL AFFILIATIONS**

A native of the Cleveland area, Mr. Taylor is a graduate of Elyria West High School and Allegheny College. He is a past Chairman of the Board of Trustees of Allegheny College. Eddie was the founding Chairman of the Board of Directors for the Cleveland Leadership Center and is a former Board Chair of the Greater Cleveland Chapter of the American Red Cross. He is a past Chair of the Commission on Economic Inclusion.

Eddie is current Chair of The Presidents' Council, LLC, and is the current vice chair of University Hospitals Cleveland Medical Center. Eddie serves as a Board Member for the Greater Cleveland Sports Commission; Greater Cleveland Partnership, College Now, Ohio Foundation of Independent Colleges, Akron Zoological Park and the Burton D. Morgan Foundation.

He completed the Executive MBA Program at the Case Western Reserve University Weatherhead School of Management. Eddie is also involved with other various entrepreneurial activities.



**Jenice Contreras**  
*Executive Director*  
*Northeast Ohio Hispanic Center for Economic  
Development*

Jenice Contreras is an established leader in small business and community development, healthcare and nonprofit management. Currently, she serves as the Executive Director of the Northeast Ohio Hispanic Center for Economic Development (the Center). Under the Center, Jenice is responsible for the NEO Hispanic Chamber of Commerce, the Small Business Development Center (SBDC) and community development. Jenice is a driving force around the neighborhood redevelopment efforts in Cleveland's Clark-Fulton neighborhood known as La Villa Hispana. La Villa Hispana is a cultural and economic placemaking initiative in the most densely populated Hispanic enclave in the state of Ohio.

Under Jenice's leadership, the Center has ventured into the first real estate development of La Villa Hispana known as CentroVilla25 where she represents the organization as Project Owner and a Co-developer. Prior to her current role as Executive Director, Jenice owned and operated her own public health consulting firm, The Inovar Group and also worked for Collaborative Research, LLC which administers Federal grants through the Health and Resources Services Administration (HRSA).

Jenice earned her Bachelor of Arts degree from Capital University and an Executive Master of Business Administration from The Ohio State University, Fisher College of Business. Jenice serves on the Board for the Center for Community Solutions and is a member of the City of Cleveland's Planning Commission's Near West Design Review Committee. In 2017, Jenice completed a fellowship through the Business Alliance for Living Local Economies (BALLE) and in 2019 served as the Faculty Chair for the National League of Cities Equitable Economic Development Fellowship.

Most recently, Jenice is part of the steering committee of the Cleveland Innovation Project. In 2020 she joined the Cleveland State University Foundation's Board of Directors. She was featured in the March/April 2020 edition of Phenomenal Woman Magazine. Jenice was recognized on Crain's Cleveland Magazine's 2019 Woman of Note in Non-Profit. In 2018, Crain's Cleveland Business Magazine also recognized Jenice as a Notable Woman in Real Estate, was awarded the 2018 YWCA Woman of Achievement and was the 2017 Ohio Latino Affairs Commission's Distinguished Hispanic Ohioan. She is an advocate in addressing racial diversity and representation of people of color. Jenice was born in Puerto Rico, is bilingual, bicultural and is proud of her heritage. She is a mother of two young adults (Karl & Kyle) and continues to ensure growth in economic and community development for Latinx in Northeast Ohio.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0052

|  |  |
|--|--|
| <p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by:<br/><b>Councilmembers Conwell, Miller, Turner and Sweeney</b></p> | <p><b>A Resolution</b> confirming the County Executive’s appointment of Ayonna Blue Donald to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.</p> |
|--|--|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Ayonna Blue Donald (replacing Emily Lundgard) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Ayonna Blue Donald (replacing Emily Lundgard) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: March 5, 2024



Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Christina Bohuslawsky-Brown** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Bill Hebble
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: Western Reserve Public Media, Board Chairwoman Greater Akron Chamber Board, Cascade Capital Corporation Board
- **Ayonna Blue Donald** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Emily Lundgard
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Lead Safe Cleveland Steering Committee, Cleveland Neighborhood Progress, Cuyahoga County Community Reinvestment Advisory Subcommittee, City of Cleveland Housing Advisory Board
- **Bob Eckhardt** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Janet Montoya
  - Resides in Lakewood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Engage Cleveland, Nature Conservancy (Ohio), Jennings Center for the Elderly, Community Development Advisors
- **Scott Piepho** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Heidi Lum
  - Resides in Akron (Summit County)
  - Currently does not serve on any boards/commissions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

# AYONNA BLUE DONALD

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## EDUCATION / BAR ADMISSIONS / CERTIFICATIONS

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|  |      |
|--|------|
| <b>Licensed Attorney, STATE OF TEXAS</b>                               | 2007 |
| <b>Juris Doctor, UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW</b>         | 2006 |
| <b>B.S. in Mechanical Engineering, CASE WESTERN RESERVE UNIVERSITY</b> | 2001 |

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## EXPERIENCE

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**ENTERPRISE COMMUNITY PARTNERS, Cleveland, OH** 2021 to present  
**Vice President, Ohio Market Leader**

Non-profit regional market leader focusing on building and preserving affordable homes, by working with the city, financial institutions, foundations, developers, and other partners. Key initiatives focus on creating and preserving affordable housing; connecting homeless families to safe and stable housing; advancing upward mobility through income and opportunity programs; and advocating on state and local policy level.

**CITY OF CLEVELAND, Cleveland, OH** 2021 to 2021

**Chief of Commercial Services and Governmental Affairs, Department of Port Control**

Developed and executed strategies to support non-airline revenue development, including property development, land use and zoning, concessions, parking/ground transportation activities, and rental cars. Developed comprehensive strategies for high impact legislative and governmental issues through lobbying, legislation, community engagement, and other target audiences.

**CITY OF CLEVELAND, Cleveland, OH** 2017 to 2021

**Director, Department of Building & Housing**

Administered an \$18 million budget, with over \$17 million in revenue for the Department of Building & Housing. Administered an \$1 million CDBG allocation. Supervised the work of 160 employees within three divisions; Director's Office, Code Enforcement, and Construction and Permitting. Enforced ordinances of the City relating to use of land, construction and occupancy of buildings and issues all building permits and supervises inspections of work done pursuant to those permits.

**CITY OF CLEVELAND, Cleveland, OH** 2016 to 2017

**Assistant Director, Department of Building & Housing**

Assisted the Director in administering the Department of Building & Housing and supervised the work of the divisions. Coordinates the functioning of the divisions of the Department with other departments, divisions, and offices of the City, with Federal, State, and County offices and agencies.

**CITY OF CLEVELAND, Cleveland, OH** 2014 to 2016

**Demolition Compliance Officer**

Coordinated and administers the demolition contract process. Maintained compliance with contracts and regulatory specifications. Assured contractors were in compliance with Ohio Environmental Protection Agency and any other regulatory agency. Represented department before City Planning Commission, local review boards, and made court appearances.

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## AFFILIATIONS / RECOGNITIONS

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|  |              |
|--|--------------|
| <b>Steering Committee Member, LEAD SAFE CLEVELAND COALITION</b>              | 2019-present |
| <b>Member, COMMUNITY REINVESTMENT ADVISORY SUBCOMMITTEE, CUYAHOGA COUNTY</b> | 2022-present |
| <b>Member, HOUSING ADVISORY BOARD, CITY OF CLEVELAND</b>                     | 2021-present |
| <b>Board Member, CLEVELAND NEIGHBORHOOD PROGRESS</b>                         | 2021-present |
| <b>Women of Note Honoree, CRAIN'S CLEVELAND BUSINESS</b>                     | 2021         |
| <b>Member, Class of 2021, LEADERSHIP CLEVELAND</b>                           | 2020-2021    |

# AYONNA BLUE DONALD

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## EDUCATION / BAR ADMISSIONS / CERTIFICATIONS

---

|  |      |
|--|------|
| <b>Licensed Attorney, STATE OF TEXAS</b>                               | 2007 |
| <b>Juris Doctor, UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW</b>         | 2006 |
| <b>B.S. in Mechanical Engineering, CASE WESTERN RESERVE UNIVERSITY</b> | 2001 |

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## EXPERIENCE

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**ENTERPRISE COMMUNITY PARTNERS, Cleveland, OH** 2021 to present  
**Vice President, Ohio Market Leader**

Non-profit regional market leader focusing on building and preserving affordable homes, by working with the city, financial institutions, foundations, developers, and other partners. Key initiatives focus on creating and preserving affordable housing; connecting homeless families to safe and stable housing; advancing upward mobility through income and opportunity programs; and advocating on state and local policy level.

**CITY OF CLEVELAND, Cleveland, OH** 2021 to 2021

**Chief of Commercial Services and Governmental Affairs, Department of Port Control**

Developed and executed strategies to support non-airline revenue development, including property development, land use and zoning, concessions, parking/ground transportation activities, and rental cars. Developed comprehensive strategies for high impact legislative and governmental issues through lobbying, legislation, community engagement, and other target audiences.

**CITY OF CLEVELAND, Cleveland, OH** 2017 to 2021

**Director, Department of Building & Housing**

Administered an \$18 million budget, with over \$17 million in revenue for the Department of Building & Housing. Administered an \$1 million CDBG allocation. Supervised the work of 160 employees within three divisions; Director's Office, Code Enforcement, and Construction and Permitting.

Enforced ordinances of the City relating to use of land, construction and occupancy of buildings and issues all building permits and supervises inspections of work done pursuant to those permits.

**CITY OF CLEVELAND, Cleveland, OH** 2016 to 2017

**Assistant Director, Department of Building & Housing**

Assisted the Director in administering the Department of Building & Housing and supervised the work of the divisions. Coordinates the functioning of the divisions of the Department with other departments, divisions, and offices of the City, with Federal, State, and County offices and agencies.

**CITY OF CLEVELAND, Cleveland, OH** 2014 to 2016

**Demolition Compliance Officer**

Coordinated and administers the demolition contract process. Maintained compliance with contracts and regulatory specifications. Assured contractors were in compliance with Ohio Environmental Protection Agency and any other regulatory agency. Represented department before City Planning Commission, local review boards, and made court appearances.

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## AFFILIATIONS / RECOGNITIONS

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|  |              |
|--|--------------|
| <b>Steering Committee Member, LEAD SAFE CLEVELAND COALITION</b>              | 2019-present |
| <b>Member, COMMUNITY REINVESTMENT ADVISORY SUBCOMMITTEE, CUYAHOGA COUNTY</b> | 2022-present |
| <b>Member, HOUSING ADVISORY BOARD, CITY OF CLEVELAND</b>                     | 2021-present |
| <b>Board Member, CLEVELAND NEIGHBORHOOD PROGRESS</b>                         | 2021-present |
| <b>Women of Note Honoree, CRAIN'S CLEVELAND BUSINESS</b>                     | 2021         |
| <b>Member, Class of 2021, LEADERSHIP CLEVELAND</b>                           | 2020-2021    |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0054

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s appointment of Mara Layne to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025 and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Mara Layne (replacing Jennifer Rosich) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Mara Layne (replacing Jennifer Rosich) to serve on

the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2023 and expiring December 31, 2025.

- **Beth Sipple**
  - Reappointment
  - Resides in Willoughby Hills (Lake County)
  - Currently does not serve on any boards/commissions.
  
- **Mara Layne**
  - New Appointment
  - Replacing Jennifer Rosich
  - Resides in Cleveland Heights (Cuyahoga County)
  - Currently does not serve on any boards/commissions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive



# Mara Layne

## EXPERIENCE

### City of Cleveland Department of Aging | Cleveland, OH

#### AGE-FRIENDLY CLEVELAND July 2023 – Present

- Works closely with the Director of Aging to plan and implement strategies of the Age Friendly Cleveland Plan.
- Plans and facilitates Age Friendly Cleveland Council meetings and communicate with council members and council leadership.
- Lead the planning and coordination of all Age Friendly Cleveland events.
- To respond to referrals and requests to assist older adults and/or adults with disabilities through the telephone, email, home visit, or walk in contacts.
- Assist the Director of Aging with program administration by collecting programmatic data and outcome reports as per the funding requirements.
- Works collaboratively with Aging staff members, City of Cleveland Departments and community based agencies.
- Liaison about Age Friendly Initiatives to AARP and World Health Organization and other affiliated groups.
- Maintains a working knowledge of social service, public, private, and governmental agencies that provide service to elderly persons and adults with disabilities

### MaxHousing (Maximum Accessible Housing of Ohio) | Cleveland, OH

#### OUTREACH COORDINATOR July 2019 – June 2023

- Developing and implementing educational programming for seniors, people with disabilities, health care professionals, community leaders, and government officials on accessible housing and communities
- Leading Home Assessments for low-income Older Adult and homeowners with disabilities
- Leading ADA Compliance Assessments for small business and community organizations, managing open cases, and recommending accommodations and modifications.
- Developing and managing fundraising strategies for donor retention, and donor outreach, grant writing and special event planning for over 500 participants
- Creating and managing all content and strategy for organization website, social accounts, and e-newsletters
- Recruiting and managing a network of community and Board volunteers
- Representing MaxHousing in community coalition organizations including ADA Cleveland, the Fair Housing Collaborative, Cleveland transportation Coalition, and ReelAbilities.

### Cleveland Public Theatre | Cleveland, Ohio

#### PATRON SERVICES AND A/P ASSOCIATE April 2018 - June 2019

- Planning and facilitating audience experiences, including ticketing, receptions, and special events

- Developing and implementing CRM Database maintenance strategies, including collaborating with a team to
- transition to a new platform
- Leading customer service efforts and facilitating sales in person, over the phone and online.
- Managing a team of House Managers, Bartenders and a team of over 100 community volunteers
- Presenting mission driven content to audiences of up to 150
- Accounts payable documentation and distribution of materials including data entry, deposits, and billing

#### **LEAD HOUSE MANAGER AND BARTENDER September 2017 – April 2018**

- Selling wine, beer, non-alcoholic beverages
- Stocking and displaying merchandise in an orderly manner
- Maintaining the integrity of Cleveland Public Theatre's spaces
- Supervising and supporting other front of house staff members, and training and managing volunteer ushers
- Preventing and responding to emergency situations

#### **Hillel at Kent State University | Kent, Ohio**

#### **COHN AT NIGHT COORDINATOR September 2015 – June 2016**

- Event planning for up to 250 guests
- Engaging with students to determine program needs
- Developing comprehensive and sustainable programs
- Managing building opening and close two nights a week

#### **ENGAGEMENT FELLOW June 2014 – September 2015**

- • Performing engagement activities with fellow students including one on one assessments of their experiences
- • Assisting in the development of new engagement activities for student population of over 2000
- • CRM database management

#### **SKILLS AND TRAINING**

##### **DATABASE EXPERIENCE:**

Little Green Light, Pac 7, Salesforce, Spektrix, QuickBooks, Microsoft Office Suite, Google Suite, WordPress

##### **CERTIFICATIONS:**

- ADA Coordinator Certificate – Great Plains ADA Center, Executive Certificate in Home Modifications - USC Leonard Davis School of Gerontology, AHA CPR Certified

#### **EDUCATION**

Kent State University | Kent, OH | BACHELOR OF ARTS c/o 2017

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0056

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s appointment of Dr. Robert Eckardt to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Dr. Robert Eckardt (replacing Janet Montoya) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Dr. Robert Eckardt (replacing Janet Montoya) to serve

on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Christina Bohuslawsky-Brown** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Bill Hebble
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: Western Reserve Public Media, Board Chairwoman Greater Akron Chamber Board, Cascade Capital Corporation Board
- **Ayonna Blue Donald** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Emily Lundgard
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Lead Safe Cleveland Steering Committee, Cleveland Neighborhood Progress, Cuyahoga County Community Reinvestment Advisory Subcommittee, City of Cleveland Housing Advisory Board
- **Bob Eckhardt** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Janet Montoya
  - Resides in Lakewood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Engage Cleveland, Nature Conservancy (Ohio), Jennings Center for the Elderly, Community Development Advisors
- **Scott Piepho** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Heidi Lum
  - Resides in Akron (Summit County)
  - Currently does not serve on any boards/commissions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Ronayne  
County Executive

ROBERT E. ECKARDT, Dr. P.H.

**EDUCATION**

- December 1990      Doctor of Public Health (Health Policy), University of Michigan
- April 1977          Master of Public Health (Health Planning and Administration)  
Certificate of Specialization in Aging, University of Michigan
- May 1973            Bachelor of Arts with Honors, Grinnell College

**HONORS**

- Neighborhood Leadership Institute, Youth Advocate, 2016  
National Urban Fellows, Leadership Award, 2016  
Neighborhood Family Practice, 35<sup>th</sup> Anniversary Award, 2015  
Distinguished Grantmaker Award, Council on Foundations, 2010  
Theodore J. Horvath Award, Rainey Institute, 2011  
Dr. Arnold L. Heller Memorial Award in Geriatrics and Gerontology, 2007  
Terrance Keenan Leadership Award in Health Philanthropy, Grantmakers in Health, 2006  
"Voices Against the Silence" Award, AIDS Task Force of Cleveland, 1999  
Fellow of Gerontological Society of America, 1990  
Member, Phi Beta Kappa

**PROFESSIONAL EXPERIENCE**

Mar 2017      **INDEPENDENT CONSULTANT**

Since retirement, I have consulted with a range of non-profit and governmental agencies on strategic planning and program development. Among the agencies I have worked with are MetroHealth Medical Center, Invest in Children, First Year Cleveland and University Settlement.

**THE CLEVELAND FOUNDATION**  
Cleveland, Ohio

- Dec. 2010- 16 **Executive Vice President:** In addition to the tasks listed below in grantmaking and community engagement, serves as number two in the Foundation and as acting CEO when necessary. Serves as primary staff for the Board's grantmaking committee working with Board leadership on overall strategy and grantmaking budget allocations.
- Jan. 2006- **Senior Vice President for Programs and Evaluation:** In addition to the tasks listed below for Vice President, serve as senior external leader for all grants and community engagement activities of the Foundation. Manage all projects that the Foundation operates, either directly or through its affiliated non-profit incubator, Suite 1300 Services. Manage the Foundation's \$25 Million portfolio of program related investments.
- Jan 2000- **Vice President for Programs and Evaluation:** Provide direction and management for grantmaking and other program activities at the Foundation. Review and approve grant recommendations before consideration by Board. Provide direction for a \$80+ million annual grants budget. Serve as a corporate officer of the foundation and as a member of its management committee. Provide direct supervision to ten senior program staff and overall supervision to total program staff of twenty-five. Manage departmental administrative budget of \$2.0 million.
- Jan. 1997- **Senior Program Officer and Manager of Grant Evaluation:** In addition to activities as Senior Program Officer, oversee the Foundation's program of grant monitoring and evaluation. This encompasses working with all Foundation program staff on activities in this area, including staff

development and training, identification of evaluation consultants and presentations to the Foundation's Board of Directors.

July 1988 - Senior Program Officer: In addition to the activities listed below for Program Officer take more active role in internal Foundation management including fund development and establishment of overall grantmaking strategies. Represent the Foundation nationally and locally. Oversee special collaborative funding efforts with local and national foundations. Supervise special project staff, program associates, program assistant, consultants and support staff.

July 1982 - Program Officer: Review proposals in health, aging and environment fields. Make funding recommendations to the Foundation's Board, based upon analysis of community need, staff qualifications, program feasibility, and proposed budget. Meet with applicant organizations and/or arrange outside consultations as required. Maintain contacts with other local and national foundations active in these program areas. Monitor funded projects and provide technical assistance as needed. Annual grants in these areas total approximately \$5 million.

July 1977 - **FEDERATION FOR COMMUNITY PLANNING (CENTER FOR COMMUNITY SOLUTIONS)**

June 1982 Cleveland, Ohio

Planning Associate: Served as the principal planner for a citizen and provider committee that designed a plan for long-term care needs in the five-county Greater Cleveland area. Project involved review of existing services, development of population projections, conceptual design of a new service model, and development of implementation strategies. Received foundation grant for implementation, focusing on informal care, as well as a federal grant to develop health professions training in geriatrics and gerontology.

#### **MICHIGAN DEPARTMENT OF PUBLIC HEALTH**

May 1976 Lansing, Michigan

July 1977

Health Services Research Assistant: While in graduate school worked on development of a new monitoring methodology for nursing homes. Drafted Patient Assessment Form for use in Michigan nursing homes. Position required good understanding of long-term care, Medicare and Medicaid, and quality assurance approaches (Part-time)

Aug. 1973 - **THOMAS J. WATSON FELLOW**

Aug. 1975

Researched the care of the elderly in Europe and studied programs and policies affecting the elderly. Worked with governmental and private agencies to design new programs. First six months spent in Madrid, Spain, working with the director of the Nursing Home Division of the Office of Social Security. Last 18 months located in Copenhagen, Denmark, working with the Danish Institute for Social Research, the European Regional Office of the World Health Organization, The Swedish Institute, Jonkoping Gerontology Center, and the Norwegian Gerontological Institute.

#### **ADVISORY COMMITTEES/PROFESSIONAL ACTIVITIES**

Faculty, Grantmaking School, Grand Valley State University, 2012-17

Co-chair, Grantmakers in Aging Annual Conference, 2012

Aging and Higher Education Committee, Ohio Board of Regents, 2011-12

Evaluation Committee, Independent Sector, 2007-11

CEO Search Advisory Committee, Cleveland Metropolitan School District 2006

Experience Corps National Evaluation Committee, Atlantic Philanthropies, 2006-7

Grantmakers in Aging, Engagement Initiative Advisory Committee, Chair 2004-6

Center for Effective Philanthropy, National Advisory Board, 2003--14

Co-chair, Grantmakers in Aging Annual Meeting, 2003



Search Committee, Director of Public Health, City of Cleveland, 2002-3  
Council on Foundations, Annual Conference Planning Committee, 2001-2  
Join Together Fellowship on Substance Abuse, Boston University, 1998-99  
National AIDS Fund, Development Committee, 1996-8  
Advisory Board, Great Lakes Community Foundation Collaborative, 1996-03  
Cuyahoga County HIV Planning Council, 1996-9  
AIDS Funding Collaborative, 1994-2003  
Gerontological Society of America, Long Range Planning Committee, 1994-5; Development Committee 1997  
Great Lakes Protection Fund, Health Effects Working Group 1992-6  
Robert Wood Johnson Foundation, Local Initiative Funding Partners Program, National Advisory Committee, 1992-9  
Administration on Aging, Proposal Review, 1991  
Medical Group Management Association, Innovations in Geriatrics Award Committee, 1990

### **CONSULTING EXPERIENCE**

Mylander Foundation, Sandusky, Oh, 2022  
Community Health Foundation of Upstate New York, 2006  
Rapides Foundation, 2001  
Santa Fe Cares, 1992  
Hawaii Community Foundation 1991  
Bruening Foundation, Cleveland, 1990-92  
Nord Family Foundation, Elyria, OH, 1990  
Akron City Hospital Foundation, Akron, OH, 1986-87  
Benjamin Rose Institute, 1979-81

### **BOARD AFFILIATIONS**

Engage Cleveland, 2017-  
Nature Conservancy (Ohio), 2017-  
Jennings Center for the Elderly, 2017-  
Community Development Advisors, 2015-  
Steffee Family Foundation, 2011-17  
WCLV Foundation, 2010-2013  
National Center for Creative Aging, 2011-19  
Minority Arts and Education Fund, 2011-17  
American Society on Aging, 2009-17, Member of Executive Committee 2014--17  
Community Partnership for Arts and Culture, 2009-12  
Health Policy Institute of Ohio, 2004-11; Treasurer, 2005-7; Chair, Governance Committee, 2007-11  
Grantmakers Evaluation Network, Executive Committee, 1996-2002; Chair, 1997-2002  
Funders Concerned About AIDS, 1987-97; Executive Committee, 1987-94  
Grantmakers in Health, 1989-96, 1998-04; Executive Committee, 1990-4; Vice-Chair, 1992-4,  
Grantmakers in Aging, 1986-2002, Treasurer, 1988-2002, Honorary lifetime member

### **PROFESSIONAL ORGANIZATIONS**

Gerontological Society of America - Social Research, Policy and Practice Section  
Fellow Status Awarded, 1989  
Fellowship Committee, 1990-92 (Chair, 1992), 2016--18  
Arts and Humanities Committee, 1997-99  
Section Council, 1990-92  
American Public Health Association, Gerontological Health Section

**SELECTED PUBLICATIONS AND REPORTS**

Introduction, The Board Savvy CEO, 2015

"Concepts, Forecasting and Public Policy" review essay, The Gerontologist, 35:713-714, 1995

"In Search of the Holy Grail: Health Care Reform in the Nineties," review essay, The Gerontologist, 32:423-424, 1992

"The Medically Indigent: An Overview of the Problem," J Law & Health, 4:151-158, 1989-90

"Different Tenses on Health and Well-Being," book review, Foundation News, July/August 1989

"Things are Different Now," 14-minute slide-sound presentation on informal care for the frail elderly, 1981

A Community System of Supports for the Frail and Impaired, Federation for Community Planning, Commission on Health Concerns, 1979, 196 pp.

"Adult Foster Care: The Target Population" in Haygood and Dunkle, Perspectives on Adult Foster Care, 1979

**SELECTED PRESENTATIONS**

Wayne County Community Foundation, Annual Meeting Speaker, "Community Leadership for the 21<sup>st</sup> Century", 2014

Northeast Alabama Community Foundation 10<sup>th</sup> Anniversary Speaker "Driving Community Change, 2014

Knox County Community Foundation, "Philanthropy: How to be aa Catalst for Your Community", 2014

"Encore: How to Build a Community of Active Seniors", American Society on Aging, 2014

Encore.org Leadersrship Retreat, Community Leadership in the Encore Movement", 2014

Buckeye Area Deveppment Corporation, 40<sup>th</sup> Anniversary Speaker, 2010

"The Cleveland Foundation's Leadership in Regional Economic Development", invited presentation, Council on Foundations Summit on Foundations and the Economy, May 2008

"What is Elder Friendly? The Cleveland Experience", Selenia E. and Joseph C. Valley lecture, University of Texas Health Science Center, September 16, 2005

"A Twenty-Year Review", keynote address, Council on Foundations Affinity Group Conference, Spring 2002

"Thinking Strategically About Evaluation", Donors Forum of Louisville, Spring 2001

"Measuring Impact-Assessing Outcomes," Annual Conference of Community Foundations, October 1998

"A Community Oriented Approach to Program Evaluation," Pre-conference Workshop, Annual Conference of Community Foundation, October, 1998

"Understanding Non-Profit Financial Statements," New Staff Institute, Donors Forum of Ohio, May, 1998

"Approaches to Evaluating Grant Outcomes," Donors Forum of Ohio Annual Meeting, Cincinnati, OH, November, 1997

"Multiple Roles, Multiple Masters: The Challenge of Applied Research," Annual Meeting of the Gerontological Society of America, Atlanta, GA, November, 1994

"A Funder's Perspective on Issues Facing Non-Profit Agencies in the 1990's," Ernst and Young Partners Training Institute, Cleveland, OH, May 1994

"Tackling Controversial Issues," Annual Community Foundation Conference, San Juan, October 1992

"The Medically Uninsured: What Do We Know About Them?" Keynote Address, Free Medical Clinic of Greater Cleveland 20th Anniversary Symposium, Cleveland, OH, September 1990

"AIDS: A Continuing Call to Action," Annual Community Foundation Conference, Miami, FL, September 1990

"Who are the Medically Uninsured?" Keynote Address, Cleveland State University Law and Medicine Symposium, Cleveland, OH, December 1989

"Research Issues Related to Sensory Loss" Gerontological Society of America, Annual Meeting, Minneapolis, MN, November 1989

"The Future of Health Philanthropy," Regional Conference, National Association of Hospital Development Directors, Cincinnati, OH, May 1989

"Sensory Loss and Aging - Perspectives from the Foundation Community", Gerontological Society of America, Annual Meeting, San Francisco, CA, November 1988

"Facing Controversial Issues; Community Leadership on AIDS," Annual Community Foundation Conference, New Orleans, LA, October 1988

"Funding Geriatric Oral Health," Western Reserve Geriatric Education Center Conference, Cleveland, OH, May 1988

"Health Care Needs of the Frail Elderly: What Have We Learned?" Council on Foundations Annual Conference, Los Angeles, CA, April 1988

"Funding Community Care for the Aged," Ohio Conference on Aging, Columbus, OH, October 1986

"Aging Without Family Support," Second Annual Ohio Multi-Disciplinary Conference on Aging, Columbus, OH, December 1981

"Federal Budget Cutbacks: A View from the Voluntary Sector," with Barbara Silverstone, DSW, Gerontological Society Annual meeting, Toronto, November 1981

"The Frail Elderly: A Challenge to the Community," keynote presentation, Cuyahoga Community College Aging Conference, May 1981

"Identifying the Target Population for Long Term Care," Ohio Commission on Aging, Long Term Care Management conference, Columbus, OH, September 18-19, 1980

"Key Issues in Health and Social Supports to the Elderly," invited presentation, New York Public Health Association Annual Meeting, Buffalo, NY, June 1980

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0057

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s reappointment of Kathleen Hallissey to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Kathleen Hallissey to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Kathleen Hallissey to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Douglas Bennett, 3-year term (1/1/2024 – 12/31/2026)**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: City of Beachwood Civil Service Commission, Cleveland State University Visiting Committee
- **Yvette Bozman 3-year term (1/1/2024 – 12/31/2026)**
  - Reappointment
  - Resides in Painesville (Lake County)
  - Does not currently serve on any boards/commissions.
- **Kristie Groves 3-year term (1/1/2024 – 12/31/2026)**
  - Reappointment
  - Resides in Richmond Heights (Cuyahoga County)
  - Does not currently serve on any boards/commissions.
- **Yvonka Hall 3-year term (1/1/2024 – 12/31/2026)**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently Serves on the following boards/commissions: Cleveland Branch NAACP Environmental and Climate Justice Advisory Committee, Health and Human Services Regional Health Equity Committee Region V, Cleveland Lead Alliance for Safe Housing CLASH, United Way of Greater Cleveland Accountable Health Committee, National Network for Justice Inc., Council for Black Health, National Council of Negro Women Cuyahoga Section, Cleveland Lead Safe Network, Multiethnic Advocates for Cultural Competency, National Association of Chronic Disease Directors, North Coast Nurses Coalition, Greater University Circle Community Health Initiative Advisory Committee, HOPE Community Services, Carl F. Stokes Brigade, Clevelanders for Open Regional Development, Stop the Inhumanity at the Cuyahoga County Jail,

NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

- **Kathleen Hallissey** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: The Center For Community Solutions' Council on Older Persons, Sally and John Morley Family Fund, St. Paul's Community Church Christian Education Committee
- **Julie Johnson** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in University Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Grace House Capital Campaign Committee, Koinonia Homes Board of Directors
- **Janet Keeler** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Russell (Geauga County)
  - Does not currently serve on any boards/commissions.
- **Shannon Moynak** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Olmsted Township (Cuyahoga County)
  - Currently serves on the following boards/commissions: Federal Legislative Advocacy Program, State Plan for Independent Living Writing Committee, Cuyahoga County Advisory Council for Persons With Disabilities, Housing Advocacy Group, Ohio Advocate Network, Lake County Employment Network, Buckeye Healthcare Networking Group
- **Kim Thomas** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights
  - Currently Serves on the following boards/commissions: Ohio State Board of Cosmetology and Barber Board, Ohio Democratic Party Senior Executive Committee, Cuyahoga County Workforce Development Board, Cuyahoga County Democratic Party

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

# Kathleen A. Hallissey

## Experience

### **Program Director, Leadership Development, The Cleveland Foundation** **2017 – Present**

- Oversight of leadership development programming including scholarships, internships, and fellowship.
- Manage Encore Cleveland, an initiative to support a network of organizations to connect older adults to meaningful opportunities in the community
- Develop and implement grantmaking strategies for aging and early care/education.
- Develop and implement grant making strategies for narrowly restricted funds, committee advised funds and supporting organizations as well as with the Board of Directors to ensure donor intent, collaboration and effective grant making.

### **Director, Community Responsive Grantmaking, The Cleveland Foundation** **2007- 2017**

- Managed \$20 million dollar grant portfolio of over 250 grantees annually.
- Provided leadership to team of officers to align the responsive grantmaking with the needs of the community and with Foundation's priorities.
- Created and implemented special initiatives including Encore Cleveland, the Centennial Birthday Gifts to the Community, Centennial Legacy Gifts, the Cleveland Foundation Public Service Fellowship and Community Conversations with Grantees.
- Represented the Foundation at key stakeholder meetings and provide leadership to the community regarding the priorities of the Foundation.
- Worked with individual donors and advisors to achieve philanthropic goals and impact in the community.
- Convened non-profit organizations, government agencies and other funders to address emerging issues and/or opportunities in the community.
- Served on key leadership committees of the Foundation including management, enterprise risk and strategic planning teams.

### **Program Officer, The Cleveland Foundation** **2005-2007**

- Researched grant proposals and community issues.
- Met with prospective grantees, prepared evaluations, and presented recommendations for funding to the Board of Directors.
- Developed connections with broad cross-section of agencies, community leaders and other funders.
- Served as technical resource for internal and external customers on grant making.

### **Management Consultant** **1999-2005**

- Analyzed Head Start monitoring data and wrote congressional reports.
- Developed training materials and activities for Federal staff training and reviewers.



- Planned national conferences including development of curriculum, identification of key speakers and preparation for individual sessions.
- Provided expertise in the final stages of the redesign of the on-site monitoring process of Head Start programs through field-testing and review of instruments and supporting materials.

**Program Analyst, Department of Health and Human Services, Washington, DC** **1994-1999**

- Provided leadership for the National Head Start Fellows Program, including supervision of fellows, development of curriculum and orientation, and creation of placements.
- Managed the development of a series of 40 Training Guides for the Head Start Learning Community in the areas of Education, Management, Disabilities, Social Services, Parent Involvement and Health.
- Managed over \$7 million dollars in Federal contracts and grants.
- Served as one of the primary leaders on the Workgroup charged with revising the Head Start monitoring process and the development of a comprehensive training approach.
- Revised the Head Start Performance Standards and wrote Final Regulations.

**Legislative Program Analyst, Department of Health and Human Services** **1992-1994**

- Analyzed legislation, reports and other related materials to assess impact on the Administration for Children and Families' programs including child welfare and neglect, family violence, runaway and homeless youth and Native American and Alaskan Natives.
- Drafted testimony for Congressional appearances of senior leadership.
- Researched and wrote briefing papers on program policies.

### **Professional Honors and Development**

- Leadership Cleveland, Class of 2013.
- Center for Effective Philanthropy, Top Ten Funders on Communicating with Grantees on the Economic Downturn and the Foundation's Response, 2009/2010.
- YWCA, Woman of Professional Excellence, 2008
- Graduate, YWCA Greater Cleveland and Corporate College Momentum Leadership program, 2007-2008.
- Head Start Bureau Award, Outstanding Leadership and Work Effort for Developing the Interim Monitoring Process, 1997.
- Department of Health and Human Services, Secretary's Award for Distinguished Service, Zero to Three Internal Work Group, 1995.
- Graduate, Presidential Management Fellows Program.

### **Education**

Master of Public Administration, University of Massachusetts, Amherst.

Bachelor of Arts, Cum Laude, Drew University, Madison, New Jersey.

### **Community Involvement**

- Member, Council On Older Persons, an Advisory Committee for The Center for Community Solutions.
- Board Member, Sally and John Morley Family Fund
- Member, Christian Education Committee, Youth Group Leader & Mentor, St. Paul's Community Church

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0060

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s reappointment of Shannon Monyak to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

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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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

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NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

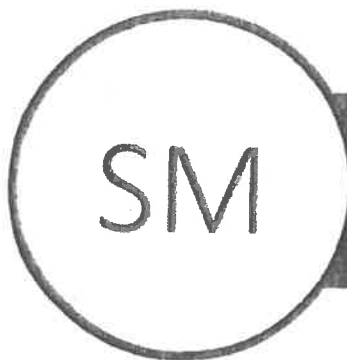
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There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive



SHANNON MONYAK

## SKILLS

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Success oriented, results driven professional with over 10 years of experience guiding and assisting organizations and individuals to reach their goals. Extensive background in independent living philosophy, program development, organizational operations, and employee relations, including supervision of multi-faceted teams.

## EXPERIENCE

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### **Associate Director**

*Services for Independent Living. Euclid, Ohio  
Jan 2013-Present*

- Serve as a member of the Leadership Team, responsible for guiding the agency towards growth and success.
- Took a leading role in the agency's rebranding process.
- Grants management and reporting, including the federal CIL PPR.
- Manage and have direct input on working budgets as they pertain to specific programs as well as overall agency budget.
- Seek opportunities to enhance program funding including grant writing and contract negotiation.
- Identify and meet with key community stakeholders to enhance existing and assist with development of new programs/services.
- Participate in various networking groups/coalitions that will raise awareness of disability related issues and SIL's services and supports.
- Serve as a community liaison as well as actively participate on local and statewide systems change coalitions and taskforces.
- Supervise individual Program staff and any additional staff assigned, including performance management and professional growth.
- Act as agency contact for the CILS First data base, attending meetings, conference calls, webinars as scheduled.
- Work in partnership with the Ohio CIL network to develop consistent reporting mechanisms through CILS First.
- Ensure that program outcomes align with the agency's strategic plan, work plan and SPIL.
- Coordinate quality assurance efforts for the agency for effectiveness and efficiency, recommending and implementing programmatic adjustments as needed.

**Accessibility Coordinator, Linking Employment, Abilities, & Potential**  
*June 2012-Dec 2013*

- Developed and lead the Local Housing Service Cooperative (LHSC) Assistive Technology/Home Modification division and LHSC advisory group.
- Developed, expanded, and strengthened advocacy efforts across the state to educate communities and policy makers about the needs of people with barriers.
- Provided educational programs to individuals with disabilities and other stakeholders regarding the use of adaptive equipment and assistive technology.
- Developed a demonstration and loan program to allow individuals with disabilities to test out devices that would increase their independence.
- Provide oversight, supervision and case management to the High School High Tech (HSHT) students whose interest was on developing STEM focused careers and improving independent living via assistive technology.
- Actively participated in agency Strategic Growth Design Team meetings.

**Business Development Manager/Administrator, WindowPRO Holdings**  
*Dec 2006-June 2012*

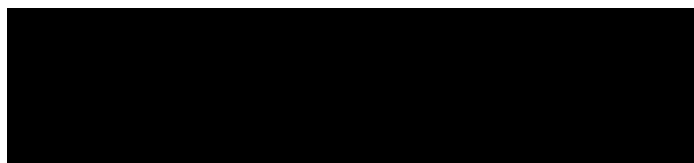
- Manage the growth of new clients in the Trade Division.
- Maintain communication with current Trade clients within company.
- Manage the Call Center with 2 direct service employees. Allocate daily schedule and responsibilities based on current work load, needs and deadlines.
- Assist in marketing campaigns for show events and direct mail by recommending what offers have proven to profit the company most using MTD and YTD sales numbers.
- Assist in the layout, graphic design, and content of monthly direct mail offers.
- Support President with sales and marketing budgeting/forecasting.
- Calculate Gross Profit Margin for monthly reports.
- Gather accounts receivable and develop solutions to obtain funding.

**Education:**

Bowling Green State University – Bachelor of Arts in Psychology  
December 2001

**Professional Affiliations:**

- Federal Legislative Advocacy Program (FLAP): 2019-Present
- State Plan for Independent Living (SPIL) Writing Committee: 2019-Present
- Cuyahoga County Advisory Council for Persons with Disabilities: 2019-Present
- Cuyahoga County Advisory Council for Persons with Disabilities – Employee Subcommittee: 2019-Present
- Housing Advocacy Group: 2019-Present
- Ohio Advocate Network: 2019-Present
- Lake County Employment Network: 2018-Present
- Buckeye Healthcare Networking Group: 2015-Present
- United Way Community Meetings: 2019-Present



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0061

|   |  |
|---|--|
| Sponsored by: <b>County Executive Ronayne</b> | <b>A Resolution</b> confirming the County Executive’s reappointment of Yvette Bozman to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective. |
|---|--|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Yvette Bozman to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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



**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Yvette Bozman to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Douglas Bennett**, 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: City of Beachwood Civil Service Commission, Cleveland State University Visiting Committee
- **Yvette Bozman** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Painesville (Lake County)
  - Does not currently serve on any boards/commissions.
- **Kristie Groves** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights (Cuyahoga County)
  - Does not currently serve on any boards/commissions.
- **Yvonka Hall** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently Serves on the following boards/commissions: Cleveland Branch NAACP Environmental and Climate Justice Advisory Committee, Health and Human Services Regional Health Equity Committee Region V, Cleveland Lead Alliance for Safe Housing CLASH, United Way of Greater Cleveland Accountable Health Committee, National Network for Justice Inc., Council for Black Health, National Council of Negro Women Cuyahoga Section, Cleveland Lead Safe Network, Multiethnic Advocates for Cultural Competency, National Association of Chronic Disease Directors, North Coast Nurses Coalition, Greater University Circle Community Health Initiative Advisory Committee, HOPE Community Services, Carl F. Stokes Brigade, Clevelanders for Open Regional Development, Stop the Inhumanity at the Cuyahoga County Jail,

NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

- **Kathleen Hallissey** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: The Center For Community Solutions' Council on Older Persons, Sally and John Morley Family Fund, St. Paul's Community Church Christian Education Committee
- **Julie Johnson** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in University Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Grace House Capital Campaign Committee, Koinonia Homes Board of Directors
- **Janet Keeler** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Russell (Geauga County)
  - Does not currently serve on any boards/commissions.
- **Shannon Moynak** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Olmsted Township (Cuyahoga County)
  - Currently serves on the following boards/commissions: Federal Legislative Advocacy Program, State Plan for Independent Living Writing Committee, Cuyahoga County Advisory Council for Persons With Disabilities, Housing Advocacy Group, Ohio Advocate Network, Lake County Employment Network, Buckeye Healthcare Networking Group
- **Kim Thomas** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights
  - Currently Serves on the following boards/commissions: Ohio State Board of Cosmetology and Barber Board, Ohio Democratic Party Senior Executive Committee, Cuyahoga County Workforce Development Board, Cuyahoga County Democratic Party

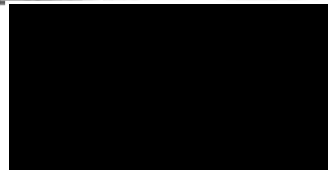
There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

## Yvette M. Bozman



### **OBJECTIVE**

To obtain a management position. The preferred position will utilize my education and experience, to allow professional and personal growth.

### **EDUCATION**

Bachelor of Arts Degree  
Notre Dame College  
Cleveland, OH

Major: Psychology/Sociology  
Internship included clinical  
interviewing and counseling courses.

Licensed Nursing Home Administrator -August 1999

### **PROFESSIONAL EXPERIENCE**

- 4/2019- Curr **Executive Director of Senior Housing**  
Provide oversight to The Gardens, skilled nursing/LTC, McGregor at Overlook, McGregor Assisted Living, Independent Living and Senior Housing.
- 10/2012- 3/2019 **Administrator-LNHA**  
Cedarwood Plaza- Cleveland Heights, OH 115 Legacy Health Services Facility Long term Care and skilled nursing facility that includes a secured Alzheimer/dementia unit. Successful in achieving a positive budgetary outcome in one year reflecting a profit. Created culture change by means of successful team building. Hiring experienced, motivated and driven administrative team that work toward common goals. Collectively making achievements because of the overall buy-in of the team concept. **\*\*The reduction of overtime – 108%**  
**\*\* Reduction ODH citations from 7 to 3 of the annual surveys** **\*\*Notable budget improvements**  
**\*\* In CMS 5 Star Rating**
- 9/2007- 11/2011 **LTC Administrator**  
MetroHealth Systems Old Brooklyn Campus (OBC) – Cleveland OH—144. Also 29 bed unit within Metro Main Hospital that are under my license.  
Headed team in relocating 127 residents from East side location to the new Metro Health (OBC) Senior Health Wellness Center. Responsible for the day to day operations of the facility.  
**\*\*Good annual ODH survey in the new facility. Survey outcome much improved from previous year survey.**
- 10/06 – 07/07 **Administrator-LNHA**  
Beachwood Pointe Health Care—Beachwood OH— OH 160  
Facility located in a suburban area providing skilled nursing care and long term care services including respite care, dementia and a hospice with specific units. Transitioning facility to a new company which involved building a new management team. Working through renovations while running the day to operations. Daily operations include but are not limited to the daily management of the budget, marketing to result in increased census referrals.  
**\*\*New acquisition/turnaround project**
- 5/06 – 10/06 **Executive Director—LNHA**  
Bridgepark –Cardiac Rehab Facility—Akron Ohio 160  
An Akron inner city facility. The resident population consists of geriatrics needing intermediate,

- Confirm Medicare/Medicaid/Private Insurance coverage
- Provide information and communication for predetermination of services for skilled

***References available upon request***

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0062

|   |   |
|---|---|
| <p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by:<br/><b>Councilmember Conwell</b></p> | <p><b>A Resolution</b> confirming the County Executive’s reappointment of Yvonka Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.</p> |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

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**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Yvonka Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Yvonka Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: March 5, 2024

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

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NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

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There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

**Yvonka Marie Hall, MPA  
Executive Director  
Northeast Ohio Black Health Coalition**

Yvonka Marie Hall, MPA is the Executive Director of the Northeast Ohio Black Health Coalition. She received a Master of Public Administration from Texas Southern University and a Bachelor of Arts from Notre Dame College. She is a proud graduate of John Marshall High School in Cleveland, Ohio and a 2019 inductee into the Alumni Hall of Fame.

The 1974 murder of her mother Yvonne Boston Hall dramatically changed her life; her childhood promise to use her life to help others has lead to the creation of cutting edge programs and impacted thousands of people's lives. She is a published author lending her story The Making of a Public Health Emergency to the book Not Far From Me: Stories of Opioids. She is a mother, grandmother and activist deeply impassioned and involved in social justice activities locally and nationally. Her strength and tenacity will save many children from the lifelong impact of lead poisoning.

She is a member of numerous organizations locally and nationally. She is a nationally recognized Congressional award winning health disparities expert. She speaks all over the country about effectively engaging the African American Community the Art of Community Engagement.

She is an activist, leader, influencer, speaker, researcher and philanthropist.

## **CURRICULUM VITAE OF YVONKA MARIE HALL, MPA**

### ***EDUCATION & TRAININGS***

Ph.D. Student  
Kent State University

Master of Public Administration – Public Policy  
Texas Southern University

Bachelor of Arts – Political Science  
Notre Dame College of Ohio

Collaborative Institutional Training Initiative (CITI Program)  
Institutional Review Board (IRB) Members - Basic/Refresher - IRB Members  
Kent State University

Certified First Aid Instructor  
American Red Cross

Mental Health First Aid Trainer  
Mental Health USA

Heart Truth Champion  
National Heart, Lung, and Blood Institute

HIV Counselor  
State of Ohio

### ***LEADERSHIP PROGRAMS***

- Neighborhood Leadership Institute, Cleveland, Ohio
- Robert Wood Johnson Foundation, Princeton, NJ
- Neighborhood Leadership Development Program, Cleveland, Ohio

### ***PROFESSIONAL & CONSULTANTSHIPS***

Executive Director, Northeast Ohio Black Health Coalition  
Consultant, National African American Tobacco Prevention Network  
Elections Official, Cuyahoga County Board of Elections  
Organizer, MOVEON.org GOTV  
Alumni Administrator, Neighborhood Leadership Development  
Director, Cleveland Office of Minority Health-Cleveland, Ohio  
Northeast Ohio Director of Cultural Health Initiatives, American Heart Association  
HEAL Community Engagement Coordinator, Kaiser Permanente  
Research Administrator, Kent State University

### ***ORGANIZATIONAL AFFILIATIONS***

- Advisory Committee, Environmental and Climate Justice Cleveland Branch NAACP

## **CURRICULUM VITAE OF YVONKA MARIE HALL, MPA**

- Advisory Member, Health & Human Services Regional Health Equity Committee Region V
- Chair, Cleveland Lead Advocates for Safe Housing CLASH
- Member, United Way of Greater Cleveland Accountable Health Committee
- National Network for Justice Inc. - Washington, DC
- Council for Black Health - Philadelphia, Pennsylvania
- Life Member, National Council of Negro Women – Cuyahoga County Section
- Outreach Director, Cuyahoga County Progressive Caucus
- Co-Founder, Cleveland Lead Safe Network
- Board Member, Multiethnic Advocates for Cultural Competency (MACC) Columbus, OH
- Former Board Member, Ohio Healthy Homes Network
- Former Board Member, Prince of Peace Outreach Ministries
- Member, National Association of Chronic Disease Directors
- Member, North Coast Nurses Coalition
- Greater University Circle Community Health Initiative Advisory Committee
- HOPE Community Services, Youngstown, Ohio Advisory Member
- Carl F. Stokes Brigade
- Clevelanders for Open Regional Development (CORD)
- Stop the Inhumanity at the Cuyahoga County Jail
- NEO SURJ Showing Up for Racial Justice
- Sierra Club - Ohio Equity Team
- Member, Health Equity Network

### ***ELECTED POSITION***

Cuyahoga County Democratic Party, Central Committee Precinct N

### ***POLITICAL TRAININGS***

Progressive Change Campaign Committee, National Candidate Training Washington, DC  
Ohio Democratic Campaign Committee, Main Street Training Columbus, Ohio  
Collective PAC, Black Campaign School Atlanta, Georgia

### ***PROFESSIONAL PRESENTATIONS/PRESS CONFERENCES***

- "Effectively Engaging the African American Community: The Art of Community Engagement", Workshop co-presenter. Black Communities: A Conference for Collaboration, Durham, North Carolina.
- Oral Comments to the Secretary's Advisory Committee on National Health Promotion and Disease Prevention Objectives for 2030. Fifth Meeting of the Secretary's Advisory Committee for 2030, Washington, D.C.
- "Effectively Engaging the Seasoned Community: The Art of Senior Engagement" at the Benjamin Rose Cleveland, Ohio.
- "Effectively Engaging the African American Community on AIDS" at the University of Toledo World AIDS Day Toledo, Ohio
- "Effectively Engaging the African American Community: The Art of Community Engagement" at the Case Western Reserve University Cleveland, Ohio.
- "Environmental Racism Healthy Homes Conference Cleveland, Ohio.
- "Effectively Engaging the African American Community on Lead Poisoning" Ohio Healthy Homes Conference Columbus, Ohio.
- "Can a Dying Man be Touched?- HIV in the African American Community" Cleveland, Ohio.
- Health Disparities and Ready for 100, Ready for 100, Sierra Club, 2018.
- Climate Change and Health Disparities, National Climate Change Press Conference, Sierra Club,

## **CURRICULUM VITAE OF YVONKA MARIE HALL, MPA**

2018.

### ***CONFERENCES/CONVERSATIONS/WORKSHOPS***

- State of Chronic Disease Disparities in the African American Community: Getting to the Root through Education, Advocacy & Empowerment Conference Cleveland, Ohio, August 16-17, 2019
- State of Disparities in the African American Community: Truth, Justice and Reconciliation through a Community Lens Conference, Cleveland, Ohio, August, 18, 2018.
- State of Mental Health Disparities in the African American Community: The Case for Correcting Cultural Trauma Conference Cleveland, Ohio, August 17, 2017,
- State of Disparities in the African American Community: The Role of Faith and Civil Rights Organizations, Government, Foundations and Media in the Pursuit of Health Parity, Cleveland, Ohio, August 19, 2016.
- State of Disparities in the African American Community: 150 Years After Emancipation Conference, Cleveland, Ohio, August 22, 2015.
- Local Conversation on the Department of Justice, 2015
- Local Conversation on the Department of Justice, Follow Up Report, 2016
- Local Conversation on the Department of Justice, Follow Up Report, 2017
- Local Conversation on Racism, Cedar Lee Theater, 2018
- #SayHerName The Story of Sandra Bland The Dealership Shaker Hts, Ohio 2018
- Pastoral Conversation Around Emotional Well Being, 2016-2019
- Women Experiencing Love, Life & Laughter - A HAT Affair Luncheon (WELL) 2009
- Aches, Pains & Automobiles - Men's Health Tune-Up 2015

### ***PUBLICATIONS/OP-ED***

- Racism, Hypocrisy, and Bad Faith: A Moral Challenge to the America I Love, Contributing Editor Julius Bailey, PhD. 2020.
- "Not Far From Me: Stories of Opioids and Ohio", Contributing Editor Ohio State University Press. 2019.
- Ohio Lawmakers Must Reexamine Fight Against Opioid Addiction in Black Communities, 2018.
- Lead the Deadliest Weapon of them All, 2017.
- Health Parity Begins at the Ballot Box, 2017.
- Justice Means Everything, 2016.
- Black Infant Mortality: The Solution Lies Within, 2016.
- Change Has to Come, 2015.
- Why We Still Can't Wait 2015, 2015.
- Local Conversation on the Department of Justice - Community Corrective Action Report, 2015

### ***AWARDS/RECOGNITION***

- Alpha Kappa Alpha Sorority Inc., Great Lakes Regional Conference Center Stage Exemplifying Excellence Honoree 2020
- Leadership Award, Black Women's Political Action Committee 2020
- MLK Drum Major Award, Cleveland Public Library 2020
- Afro American Women of the Year, El Hasa Temple 2019
- 2019 Most Interesting People in Cleveland Scene Magazine
- National Coalition of 100 Black Woman National Health & Advocacy Award
- Alumni Hall of Fame, John Marshall High School 2019
- 2019 Emmett Till Courage Award 2019
- Professional Black Christian Therapy Network - Mental Health Advocate Award 2019
- Leadership Award, Black Nurses Rock Cleveland 2018

## **CURRICULUM VITAE OF YVONKA MARIE HALL, MPA**

- **Special Recognition Ebony Magazine, Congressional Black Caucus**
- **Special Certificate of Congressional Recognition, United States Congress**
- **Award of Recognition, Ohio House of Representatives**
- **Award of Recognition, Ohio Senate**
- **AKA Founders Award Lambda Phi Omega "The Progressive Chapter"**
- **Cheerios Sister's Saving Hearts Award, General Mills**
- **Diversity Impact Award, American Heart Association**
- **President's Award, National Council of Negro Women**
- **African American Women of the Year, Eastern Star**
- **Proclamation City of Cleveland, Mayor Frank G. Jackson**
- **"One to Watch" Most Influential, Call & Post Newspaper**
- **Everyday Superhero, National Speaking of Women's Health & Cleveland Clinic**
- **Distinguished Hispanic Ohioan Award Nuestra Familia, Ohio Commission on Latino Affairs**
- **Award of Merit, MetroHealth Medical Center**
- **Award of Merit, Higbee's**
- **Who's Who in Black Cleveland Cleveland 2008-Present**

### ***RADIO BROADCASTS***

**2000-2001 WJMO 1490 Healthy 2000, Host**

**2017-2019 ElevationsRadio Reclaiming Our Health, Host**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0063

|   |   |
|---|---|
| <p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by:<br/><b>Councilmember Conwell</b></p> | <p><b>A Resolution</b> confirming the County Executive’s reappointment of Beth Sipple to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025 and declaring the necessity that this Resolution become immediately effective.</p> |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Beth Sipple to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Beth Sipple to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2023 – 12/31/2025:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 12, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: March 5, 2024

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_





Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2023 and expiring December 31, 2025.

- **Beth Sipple**
  - Reappointment
  - Resides in Willoughby Hills (Lake County)
  - Currently does not serve on any boards/commissions.
  
- **Mara Layne**
  - New Appointment
  - Replacing Jennifer Rosich
  - Resides in Cleveland Heights (Cuyahoga County)
  - Currently does not serve on any boards/commissions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

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

Chris Ronayne  
County Executive

# Beth A Sipple, LISW-S/MSSA

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## Professional Summary

**Social Work manager with a private nonprofit organization. Goal-oriented leader with proven ability to coach and motivate teams to achieve desired outcomes. Strives to streamline processes to increase efficiency and improve service delivery to older adults and their families. Oversee services and programs in the Eldercare Services Institute of the Benjamin Rose Institute on Aging. Current Chairperson of the Institutional Review Board for BRIA Center for Research and Education with eighteen-year membership.**

## Employment

|              |   |
|--------------|---|
| 2018-present | Director of Community Services & Programs, Eldercare Services Inst.<br>The Benjamin Rose Institute on Aging, Cleveland OH |
| 2005-present | Clinical Psychotherapist, PsychoSocial Therapies LLC, Beachwood, OH   |
| 2004-2018    | Director of Clinical Services, Eldercare Services Inst.<br>The Benjamin Rose Institute on Aging, Cleveland OH             |
| 2000-2004    | Quality Improvement Director, Eldercare Services Inst.<br>The Benjamin Rose Institute on Aging, Cleveland OH              |
| 2002-2015    | PRN Home Care Social Worker, Tender Loving Care, Mentor OH  |
| 1995-2000    | Community-based social worker, Benjamin Rose Inst.  |
| 1989-1985    | Nursing Home social worker/admissions in Ohio and Atlanta GA  |

## Education, Credentials, Affiliations

University of Mount Union, Alliance OH  
BA, 1989

**Mandel School of Applied Social Sciences, CWRU, Cleveland, OH**  
**MSSA, 1995 Macro Social Work Concentration Management**

**LISW-S State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board**

**NASW membership**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0066

|   |   |
|---|---|
| <p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by:<br/><b>Councilmember Conwell</b></p> | <p><b>A Resolution</b> confirming the County Executive’s reappointment of Julie Johnson to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.</p> |
|---|---|

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Julie Johnson to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Julie Johnson to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution 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: February 13, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: March 5, 2024

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



February 6, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Douglas Bennett**, 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: City of Beachwood Civil Service Commission, Cleveland State University Visiting Committee
- **Yvette Bozman** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Painesville (Lake County)
  - Does not currently serve on any boards/commissions.
- **Kristie Groves** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights (Cuyahoga County)
  - Does not currently serve on any boards/commissions.
- **Yvonka Hall** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently Serves on the following boards/commissions: Cleveland Branch NAACP Environmental and Climate Justice Advisory Committee, Health and Human Services Regional Health Equity Committee Region V, Cleveland Lead Alliance for Safe Housing CLASH, United Way of Greater Cleveland Accountable Health Committee, National Network for Justice Inc., Council for Black Health, National Council of Negro Women Cuyahoga Section, Cleveland Lead Safe Network, Multiethnic Advocates for Cultural Competency, National Association of Chronic Disease Directors, North Coast Nurses Coalition, Greater University Circle Community Health Initiative Advisory Committee, HOPE Community Services, Carl F. Stokes Brigade, Clevelanders for Open Regional Development, Stop the Inhumanity at the Cuyahoga County Jail,

NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

- **Kathleen Hallissey** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: The Center For Community Solutions' Council on Older Persons, Sally and John Morley Family Fund, St. Paul's Community Church Christian Education Committee
- **Julie Johnson** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in University Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Grace House Capital Campaign Committee, Koinonia Homes Board of Directors
- **Janet Keeler** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Russell (Geauga County)
  - Does not currently serve on any boards/commissions.
- **Shannon Moynak** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Olmsted Township (Cuyahoga County)
  - Currently serves on the following boards/commissions: Federal Legislative Advocacy Program, State Plan for Independent Living Writing Committee, Cuyahoga County Advisory Council for Persons With Disabilities, Housing Advocacy Group, Ohio Advocate Network, Lake County Employment Network, Buckeye Healthcare Networking Group
- **Kim Thomas** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights
  - Currently Serves on the following boards/commissions: Ohio State Board of Cosmetology and Barber Board, Ohio Democratic Party Senior Executive Committee, Cuyahoga County Workforce Development Board, Cuyahoga County Democratic Party

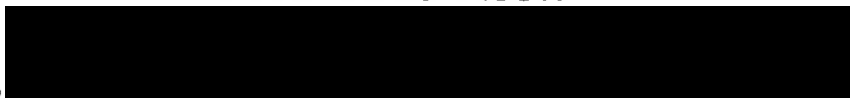
There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

# JULIE M. JOHNSON



## CHIEF EXECUTIVE OFFICER

Non-Profit Leader | Resource Development Professional | Community Advocate

### EXECUTIVE SUMMARY

Strategic, well-connected CEO with 20+ years' experience in providing fiscal, strategic, and operations leadership in uniquely challenging situations. A results-oriented nonprofit executive with a strong background in resource development, community relations, and prevention program development and implementation. Recognized for collaborative leadership style, proactive approach, and perseverance. Demonstrated ability to create loyal and lasting professional relationships with colleagues and key stakeholders by interacting with honesty and integrity.

### AREAS OF EXPERTISE

Strategic Visioning ♦ Board Development ♦ Finance/Budget Management  
Fund Development ♦ Community Relations & Organizing  
KPI Outcomes & Quality Assurance ♦ Program Development & Implementation

### CAREER HIGHLIGHTS

- ♦ **Propelled a financial turn-around for Boys & Girls Clubs of the Western Reserve** by eliminating an overall \$250K operating deficit over 4 years through optimizing resources.
- ♦ **Performed on the Integration Team and led Akron Board of Directors through the due diligence process**, successfully merging the organization with 3 other Clubs to form Boys & Girls Clubs of Northeast Ohio.
- ♦ **Effectuated strategic alliance of Community Challenge and Recovery Resources** and managed post-acquisition integration activities identifying synergies and eliminating redundancies.
- ♦ **Negotiated and maintained professional service contracts and collaborative relationships** with over 60+ school districts and interfaced with youth service agencies across 7 counties in Northeast Ohio.
- ♦ **Drove strategic planning initiatives with Boards of Directors and team members** and implemented those plans at 4 non-profit organizations.
- ♦ **Reorganized administrative agency operations, created policies and procedures** in accordance with the former Ohio Department of Drug Addiction Services (ODADAS) Prevention Program Certification Standards, and attained Prevention Site Certification for 2 youth prevention services organizations.

### PROFESSIONAL EXPERIENCE

**Hunger Network, Cleveland, OH**

05/2020—Present

Cuyahoga County's largest emergency food and hot meal provider consisting of 70 strategically placed centers to assist our neighbors most in need and assure no one goes hungry and no food goes to waste.

#### CHIEF EXECUTIVE OFFICER

Responsible for the strategic direction, administrative functions and oversight of the organization. Goals include expanding Hunger Centers and Food Rescue Operations throughout Cuyahoga County and beyond in areas experiencing high levels of food insecurity. One of the leading organizations across the country to implement Food Rescue app technology as a direct response to bridge the gap between food waste and hunger, and enhance environmental sustainability by reducing carbon emissions.

Julie M. Johnson



**Boys & Girls Clubs of Northeast Ohio, Lorain, OH**

07/2019 – 05/2020

Boys & Girls Clubs of Cleveland, Erie County, Lorain County and Western Reserve merged effective 07/01/2019 to form the largest Club in Ohio serving 36 of the 67 existing statewide sites and one of the ten largest in the country.

**EXECUTIVE DIRECTOR, GREATER AKRON REGION**

Work with the founding Board of Directors, Interim CEO and new CEO to achieve all aspects of organizational integration. Keep foundations, donors, community stakeholders, team members and families engaged and informed about post-merger progress through honest, open, and transparent communications. Expand services to reach more youth and families.

**Major Accomplishments:**

- Secured \$30K of additional support from a current foundation funder for new organization integration strategies.
- Worked with leaders in two new communities to expand Club services to additional underserved areas in first quarter of 2020.
- Adapted services during the COVID-19 pandemic and began an emergency food assistance program for youth in the Akron community.

**Boys & Girls Clubs of the Western Reserve, Akron, OH**

2015 – 06/2019

An inclusive out-of-school time non-profit organization that enables all young people, especially those who need opportunities the most, to realize their full potential as productive, responsible and caring citizens.

**PRESIDENT & CEO**

Established strategic direction of the organization and led administrative functions including financial management, human resources, program planning and operations, and team leadership and development. Created and fostered positive relationships with private, corporate and foundation donors in a new market. Increased Board giving commitments from 74% to 100%.

**Major Accomplishments:**

- Reinforced funder relationships and restored financial reporting integrity/transparency to the organization.
- Revitalized the management team and cultivated a culture of professional development for staff.
- Retained confidence, trust and support of local leaders and donors throughout the merger process.
- Met with state legislators over the past four years to develop relationships and advocate for funding for all Boys & Girls Clubs statewide, resulting in a state budget line increase from \$2MM to \$4MM for 2019-2021.

**Malachi House, Cleveland, OH**

2009-2015

A private, non-profit Christian home that ministers to terminally ill individuals diagnosed with less than 6 months to live, who have limited or no financial resources and no willing or available caregiver.

**DIRECTOR OF DEVELOPMENT AND MARKETING**

Reported directly to Board of Trustees. Identified and cultivated potential Board and Associate Board members and led them in fundraising activities. Effectuated increased fundraising and development marketing plans including annual appeals, annual reports, newsletters, special events, third-party events, grant writing and electronic media.

**Major Accomplishments:**

- Produced over \$7.8 MM in private, non-governmental revenue. Endowment grew by \$1.5MM.
- Spearheaded rebranding endeavor of Malachi family: Malachi House, St. Malachi Parish and Malachi Center.
- Founded Associate Board, which enhanced fundraising and proved as a succession method for the Board of Trustees.

**Recovery Resources, Cleveland, OH**

2005 - 2008

A non-profit organization providing prevention education, treatment, and recovery services for individuals diagnosed with mental illness and/or addiction. Community Challenge (merged January 2008) – a suburban school and community-based alcohol, tobacco, and other drug (ATOD) prevention organization.

Julie M. Johnson

### **EXECUTIVE DIRECTOR OF COMMUNITY CHALLENGE**

Provided strategic organizational direction with Board of Directors and served as the agency voice in Cleveland's West shore communities. Negotiated annual service contracts with the City of Rocky River and the Rocky River City School District. Prepared and implemented annual program service plan. Managed human resource responsibilities.

#### **Major Accomplishments:**

- Achieved merger of Recovery Resources and Community Challenge and began replication of community-based model.
- Revised and enhanced service reimbursement system to stabilize financial resources. Increased revenue by \$40K.

### **Substance Abuse Initiative of Greater Cleveland, Cleveland, OH**

2003 - 2005

An urban grassroots, community-based violence and ATOD prevention organization that served the SE Cleveland area.

### **EXECUTIVE DIRECTOR**

Hired specifically to restructure administrative functions, including creating policies and procedures to assure agency compliance with Federal and local funding requirements and former ODADAS Prevention Program Certification Standards for site certification. Assessed and revised agency programs to establish and retain community organization and collaboration efforts through federally funded Drug-Free Zones and HIV/AIDS prevention programs.

#### **Major Accomplishments:**

- Prepared corrective action plans to address significant A-133 audit findings for FY 2002 and 2003; Received clean A-133 audit for 2004.
- Procured \$280K multi-year Federal Grant fund contracts to provide community-based ATOD prevention services in SE Cleveland and HIV/AIDS prevention services in 2 Northeast Ohio Neighborhood (NEON) Health Centers.

### **Project CARE , a program of the Ohio Schools Council, Independence, OH**

1998 - 2003

A school-based violence and ATOD prevention organization that provided collaborative professional networking, resources and training to school district personnel, social service agencies, parents, and law enforcement officers.

### **PROGRAM MANAGER**

Managed a violence prevention and ATOD student assistance consultation service to 60+ school districts and social service agency personnel in 7 Northeast Ohio counties. Developed, organized, and presented professional certification trainings for urban, suburban and rural school district personnel, parents, students, law enforcement, and agency professionals. Organized monthly collaboration meetings to create a unified approach to addressing existing and emerging youth issues.

#### **Major Accomplishments:**

- Expanded agency's Cuyahoga County involvement through the Office of Juvenile Justice Affairs, Juvenile Accountability Incentive Block Grant, Juvenile Crime Coalition.

### **Streetsboro Police Department, Streetsboro, OH**

1991 - 1998

A police department committed to protecting life and property, ensuring safety, and engaging with the community to promote positive community relations and to solve problems.

### **LAW ENFORCEMENT OFFICER**

In addition to patrol, performed special assignments: D.A.R.E. Officer, Community Relations and Crime Prevention Officer, Field Training Officer, Victim/Witness Assistance Liaison Officer, Mental Health Liaison Officer.

#### **Major Accomplishments:**

- Designed curriculum for, founded and initiated the City's Citizen's Police Academy.
- Implemented and coordinated the department's Community Oriented Policing Program.

### **EDUCATION/CERTIFICATIONS/PROFESSIONAL DEVELOPMENT**

Bachelor of Arts in English, Minor in Classics—Allegheny College, Meadville, PA—1990

Harvard Business School Seminar—Strategic Perspectives in Nonprofit Management, Cleveland, OH—October 2017

Boys & Girls Clubs of America School of Executive Leadership—Advanced Leadership Program II, Akron, OH—June 2017

IUPUI-Lilly Family School of Philanthropy, The Fundraising School, Developing Major Gifts Course, April 2015

Ohio Certified Prevention Specialist II—Ohio Chemical Dependency Professionals Board, Columbus, OH—2001-2009

Ohio Certified Prevention Preceptor, Columbus, OH—2003-2009

Julie M. Johnson

## **AWARDS/DISTINCTIONS**

Girl Scouts of North East Ohio, Woman of Distinction Award, 2019  
Herzing University—Akron Campus, Commencement Speaker, 2018

## **PROFESSIONAL AFFILIATIONS**

Akron Youth Alliance (AYA), Co-Founder and Vice President, 2019-Present  
Akron Youth Violence Steering Committee, Member and Community Partner, 2019-2020  
ATHENA Akron, 2019 - Present  
Leadership Akron Class, Core 34, 2017-2018; Present Alumni Member  
Grace House, Capital Campaign Committee Member, 2018-Present  
ADAPAO Board of Directors, 2003-2008; Member 2018-2020  
Koinonia Homes Board of Directors, 2016-Present; Supporter Relations Committee Chair, 2017- Present  
Toastmasters International #1424, Independently Speaking Cub, Member, 2015  
AFP (Association of Fundraising Professionals) of Greater Cleveland, 2009-2016; Board of Directors, 2014-2015  
Alcohol & Drug Addiction Services Board of Cuyahoga County Training Institute Advisory Committee, 2006-2008  
ODADAS Strategic Prevention Outcomes Framework Workgroup, 2006-2007  
United Way Services of Greater Cleveland, Health & Caring for All Substance Abuse Cluster Co-Chair, 2004-2007  
Cleveland Leadership Center, Cleveland Bridge Builders, Class of 2002; Present Alumni Member

Julie M. Johnson

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0082

|   |  |
|---|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p> <p>Co-sponsored by:<br/><b>Councilmember Turner</b></p> | <p><b>A Resolution</b> making an award on RQ13736 to CATTS Construction Inc., in the amount not-to-exceed \$1,998,321.23 for the resurfacing of Forbes Road from Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights, and the Village of Oakwood in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 4125 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|--|

**WHEREAS**, the County Executive/Department of Public Works recommends an award on RQ13736 with and to into Contract No. 4125 with CATTS Construction Inc., in the amount not-to-exceed \$1,998,321.23 for the resurfacing of Forbes Road from Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights, and the Village of Oakwood; and

**WHEREAS**, the primary goal of this project is the rehabilitation of Forbes Road including the removal and replacement of concrete pavement and the installation of new asphalt intermediate and surface courses with new ADA markings; and

**WHEREAS**, the project is located in County District 9; and

**WHEREAS** this project is funded as follows: (a) 55% Federal funds, (b) 19% Ohio Public Works Commission Grant Fund, (c) 13% County Road and Bridge funds and (d) 13% municipal funds; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ13736 to CATTs Construction Inc., in the amount not-to-exceed \$1,998,321.23 for the resurfacing of Forbes Road from Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights, and the Village of Oakwood

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4125 and all documents consistent with said award and this Resolution.

**SECTION 3.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 27, 2024  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: February 27, 2024

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | <b>Forbes Road Rehabilitate Existing Roadway from Fair Oaks Road to Richmond Road</b>   |
| <b>Department or Agency Name</b> | <b>Public Works Department</b>  |
| <b>Requested Action</b>          | <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify): |

| Original (O)/ Amendment (A-# ) | Contract No. (If PO, list PO#) | Vendor Name            | Time Period | Amount         | Date BOC Approved/ Council's Journal Date | Approval No. |
|--------------------------------|--------------------------------|------------------------|-------------|----------------|---|--------------|
| Original                       | CM 4125                        | Catts Construction Inc | N/A         | \$1,998,321.23 | Pending                                   |              |
|                                |                                |                        |             |                |   |              |
|                                |                                |                        |             |                |   |              |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase. The project includes the reconstruction of approximately 0.13 miles and resurfacing of approximately 1.16 mile of Forbes road from Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights, and the Village of Oakwood. Complete removal and replacement of the concrete pavement from Fair Oaks Road to First Place and the installation of new asphalt intermediate and surface courses.. ADA and new pavement markings.**

For purchases of furniture, computers, vehicles:  Additional    Replacement  
 Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of? \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**

See above description:

If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|   |  |
|---|--|
| Vendor Name and address:  | Owner, executive director, other (specify):                |
| <b>Catts Construction Inc.</b>  | <b>Mike Dempsey</b>  |
| Vendor Council District:  | Project Council District:                                  |
| <b>District 9</b>   | <b>District 9 and 6</b>                                    |
| If applicable provide the full address or list the municipality(ies) impacted by the project. | <b>Bedford, Bedford Heights and the Village of Oakwood</b> |

|                                |                                    |
|--------------------------------|------------------------------------|
| <b>COMPETITIVE PROCUREMENT</b> | <b>NON-COMPETITIVE PROCUREMENT</b> |
|--------------------------------|------------------------------------|

Rev. 7/24/23

|   |  |
|---|--|
| <b>RQ # if applicable</b><br><input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:                                      | Provide a short summary for not using competitive bid process.<br><b>N/A</b><br><br>*See Justification for additional information.   |
| The total value of the solicitation: <b>\$1,998,321.23</b>  | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) 9 / 7   | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date |
| Participation/Goals (%): ( ) DBE ( <b>8%</b> ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><b>DBE Goals accepted by ODOT</b> | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).                   |
| Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain:   | <input type="checkbox"/> Government Purchase<br><br><input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?<br><br><b>Mathematically Balanced</b>  | <input type="checkbox"/> Contract Amendment (list original procurement)<br><br><input type="checkbox"/> Other Procurement Method, please describe:   |

|   |  |
|---|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below: |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.  | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                           |  |
| Are services covered under the original ERP Budget or Project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain. |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.                     |  |

|   |
|---|
| <b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.<br><br><b>Road &amp; Bridge and Federal Funds</b> |
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):  |
| Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):                           |

|  |   |
|--|---|
| <b>Provide status of project.</b>  |   |
| <input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase | Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, in the fields below provide reason for late and timeline of late submission |
| <b>Reason:</b>   |   |

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23



|  |                  |
|--|------------------|
| <b>Timeline:</b>   |                  |
| Project/Procurement Start Date<br>(date your team started working on this item):   | <b>8/7/2023</b>  |
| Date documents were requested from vendor:   | <b>1/17/2024</b> |
| Date of insurance approval from risk manager:  |                  |
| Date Department of Law approved Contract:  |                  |
| Date item was entered and released in Infor:   |                  |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:      |                  |
| If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain) |                  |
| Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)        |                  |

|                                    |
|------------------------------------|
| <b>HISTORY (see instructions):</b> |
|                                    |

Rev. 7/24/23

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|   |       |
|---|-------|
| Infor/Lawson RQ#:                       | 13736 |
| Infor/Lawson PO # Code (if applicable): |       |
| Event #                                 | 5021  |
| CM Contract#                            | 4125  |

|               |            |                    |
|---------------|------------|--------------------|
|               | Department | Clerk of the Board |
| Briefing Memo | WB         |                    |

|  |                              |  |
|--|------------------------------|--|
| Late Submittal Required:                             | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Why is the contract being submitted late?            |                              |  |
| What is being done to prevent this from reoccurring? |                              |  |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

|   |
|---|
| <b>FULL AND OPEN COMPETITION<br/>Construction Projects – Road &amp; Bridge<br/>Reviewed by Purchasing</b> |
|---|

|   | Department initials | Purchasing                                    |
|---|---------------------|---|
| Notice of Intent to Award ( <i>sent to all responding vendors</i> )                       | WB                  | OK AJ 1/24/2024                               |
| Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )                      | WB                  | OK AJ 1/24/2024                               |
| Final DEI Goal Setting Worksheet  | N/A                 | N/A   |
| Diversity Documents – <i>if required (goal set)</i>                                       | N/A                 | N/A   |
| Award Letter ( <i>sent to awarded vendor</i> )  | WB                  | OK AJ 1/24/2024                               |
| Vendor’s Confidential Financial Statement – <i>if RFB requested</i>                       | N/A                 | N/A   |
| Non-Collusion Affidavit   | WB                  | OK AJ 1/24/2024                               |
| Public Works Bid Results See Tab Sheet  | WB                  | OK AJ 1/24/2024                               |
| Tabulation Sheet  | WB                  | OK AJ 1/24/2024                               |
| Prevailing Wage Public Improvement Agreement  | WB                  | OK AJ 1/24/2024                               |
| Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>              | WB                  | OK AJ 1/24/2024                               |
| Worktype Worksheets, <i>if applicable</i>   | WB                  | OK AJ 1/24/2024                               |
| SBE Worktype Worksheets, <i>if applicable</i>   | N/A                 | N/A   |
| Drug Free Workplace, <i>if applicable</i>   | WB                  | OK AJ 1/24/2024                               |
| Project of Similar Complexity, <i>if applicable</i>                                       | WB                  | OK AJ 1/24/2024                               |
| EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>                      | WB                  | OK AJ 1/24/2024                               |
| Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) IN PROPOSAL | WB                  | OK AJ 1/24/2024                               |
| Other, <i>per Section 3 “Required Bid Documents”</i>                                      | N/A                 | OK AJ 1/24/2024                               |
| IG# 21-0042-REG 31DEC2025   | WB                  | OK AJ 1/24/2024                               |
| Debarment/Suspension Verified   | Date: 1/19/2024     | WB<br>OK AJ 1/24/2024<br>dated within 60 days |
| Auditor’s Finding   | Date: 1/19/2024     | WB<br>OK AJ 1/24/2024<br>dated within 60 days |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|   |                 |     |                                     |
|---|-----------------|-----|-------------------------------------|
| Vendor’s Submission ( <i>Form of Proposal</i> )                                       |                 | WB  | OK AJ 1/24/2024                     |
| Independent Contractor (I.C.) Requirement   | Date: 1/17/2024 | WB  | OK AJ 1/24/2024 dated within 1 year |
| Contract Evaluation – <i>if required</i>  |                 | N/A | N/A                                 |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. |                 | N/A | N/A                                 |
| Checklist Verification  |                 | WB  | OK AJ 1/24/2024                     |

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law                         |                            |
|---|----------------------------|
|   | <b>Department initials</b> |
| Agreement/Contract and Exhibits         | WB                         |
| Bid Guarantee & Contract Bond           | WB                         |
| Matrix Law Screen shot                  | WB                         |
| COI                                     | WB                         |
| Workers’ Compensation Insurance         | WB                         |
| Railroad Insurance – <i>if required</i> | N/A                        |

### Accounting Units

| Time Period | Accounting Unit | Account Number | Sub Account  | Dollar Amount         |
|-------------|-----------------|----------------|--------------|-----------------------|
| N/A         | PW605100        | 73300          | CRDOT0003801 | <b>\$1,998,321.23</b> |
|             |                 |                |              |                       |
|             |                 |                |              |                       |
|             |                 |                | <b>TOTAL</b> | <b>\$1,998,321.23</b> |

### Purchasing Use Only:

|  |                          |
|--|--------------------------|
| Prior Resolutions:                               |                          |
| CM#:   | 4125                     |
| Vendor Name:                                     | CATTS Construction, Inc. |
| ftp:   | N/A                      |
| Amount:  | \$1,998,321.23           |
| History/CE:                                      | OK                       |
| EL:  | OK                       |
| Procurement Notes:                               | Buyer Review Completed   |
| Purchasing Buyer’s initials and date of approval | AJ 1/24/2024             |



## Department of Purchasing Tabulation Sheet

|   |   |   |                             |
|---|---|---|-----------------------------|
| <b>REQUISITION NUMBER:</b> 13736<br><b>Event #:</b> 5021  | <b>TYPE: (RFB/RFP/RFQ):</b> RFB   | <b>ESTIMATE:</b> \$2,152,000.00 <b>10% = \$2,367,200.00</b>   |                             |
| <b>CONTRACT PERIOD:</b>   | <b>RFB/RFP/RFQ DUE DATE:</b> January 8, 2024  | <b>SOLICITATIONS ISSUED</b>   | <b>TOTAL RESPONSES</b>      |
| <b>REQUESTING DEPARTMENT:</b> Public Works  | <b>COMMODITY DESCRIPTION:</b> Forbes Road (CR-123) Rehabilitate Existing Roadway from Fair Oaks Road to Richmond Road in the Cities of Bedford and Bedford Heights and the Village of Oakwood | 9   | 7                           |
| <b>DIVERSITY GOAL/SBE</b> 0%  | <b>DIVERSITY GOAL/MBE</b> 0%  | <b>MANUAL RESPONSES</b>   | <b>ELECTRONIC RESPONSES</b> |
| Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No -The low bidder is in Cuyahoga County, JW 1/9/2024 LL 1/10/2024                                  | <b>CCBB:</b> Low Non-CCBB Bid: \$2,289,149.28   | 7   | 0                           |
| Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No-The low bidder is certified as an "Inclusive Business" in the CCBEIP, JW 1/9/2024 LL 1/10/2024 | <b>CCBEIP:</b> Low Non-CCBEIP Bid: \$2,057,576.93   | <b>DIVERSITY GOAL/WBE</b> 0%  |                             |
| <b>*PRICE PREFERENCE LOWEST BID REC'D</b> \$1,998,321.23  | <b>RANGE OF LOWEST BID REC'D</b> \$1,000,000.01-\$3,000,000.00  | <b>Add 2%, Total is:</b> \$2,334,932.27   |                             |
| <b>PRICE PREF % &amp; \$ LIMIT: (8%)</b> \$159,865.70   | <b>MAX SBE/MBE/WBE PRICE PREF</b> \$2,158,186.93  | <b>Add 2%, Total is:</b> \$2,098,728.47   |                             |
|   | <b>Minus \$, =</b>  |   |                             |
|   | <b>DOES PRICE PREFERENCE APPLY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>DOES PRICE PREFERENCE APPLY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No N/A LL 1/10/2024 |                             |

|                                     |  |                  |   |   |                |   |   |                  |   |                          |  |   |   |                    |  |              |  |
|-------------------------------------|--|------------------|---|---|----------------|---|---|------------------|---|--------------------------|--|---|---|--------------------|--|--------------|--|
| Bidder's / Vendors Name and Address | 1 CATT<br>Construction, Inc.<br>21223 Aurora Rd.<br>Warrensville Hts., OH<br>44146 | Bid Bond / Check | Bid Bond 100%<br>Western Surety Company | Actual Bid Amount (enter "N/A" if RFP or RFQ) | \$1,998,321.23 | Buyer Administrative Review: Buyer Initials | Compliant: <input checked="" type="checkbox"/> Yes<br>IG Registration Complete: <input checked="" type="checkbox"/> Yes<br>IG Number: 21-0042-REG<br>NCA: <input checked="" type="checkbox"/> Yes<br>PH: <input checked="" type="checkbox"/> Yes<br>Buy American: <input checked="" type="checkbox"/> Yes<br>EEO Certification: <input checked="" type="checkbox"/> Yes<br>Proposal Form: <input checked="" type="checkbox"/> Yes | Price Preference | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | CCBB / CCBEIP Registered | CCBB <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br>CCBEIP <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | Diversity Program Review: SBE / MBE / WBE | Subcontractor Name(s):<br>No goals<br>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No<br>Total % SBE: 0 % MBE: 0 % WBE: 0 %<br>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No<br>SBE/MBE/WBE Comments and Initials:<br>1/9/2024 CCC<br>1/9/2024 JW | Dept. Tech. Review | DPW<br>Recommending Award to this Vendor as the Lowest and Best Bid Mathematically and Materially Balanced.<br>WB. | Award: (Y/N) | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |
|-------------------------------------|--|------------------|---|---|----------------|---|---|------------------|---|--------------------------|--|---|---|--------------------|--|--------------|--|

Transaction ID:

| Bidder's / Vendors Name and Address | Bid Bond / Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: Buyer Initials   | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review: SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N) |
|-------------------------------------|-------------------------|---|---|------------------|--------------------------|---|--------------------|--------------|
|                                     |                         |   | Bid Bond: <input checked="" type="checkbox"/> Yes<br>Worksheets: <input checked="" type="checkbox"/> Yes<br>Drug-Free: <input checked="" type="checkbox"/> Yes<br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes<br>OPD Buyer Initials: AJ 1/9/2024 |                  |                          |   |                    |              |

|  |   |  |   |  |  |   |  |
|--|---|--|---|--|--|---|--|
| Bidder's / Vendors Name and Address<br>2 Fabrizi Recycling, Inc.<br>6751 Eastland Road<br>Middleburg Heights, OH 44130 | Bid Bond / Check<br>Bid Bond 100%<br>The Cincinnati Insurance Company | Actual Bid Amount (enter "N/A" if RFP or RFQ)<br><b>\$2,057,576.93</b> | Buyer Administrative Review: OPD Buyer Initials<br>Compliant: <input checked="" type="checkbox"/> Yes<br>IG Registration Complete: <input checked="" type="checkbox"/> No<br>NCA: <input checked="" type="checkbox"/> Yes<br>PH: <input checked="" type="checkbox"/> Yes<br>Buy American: <input checked="" type="checkbox"/> Yes<br>EEO Certification: <input checked="" type="checkbox"/> Yes<br>Proposal Form: <input checked="" type="checkbox"/> Yes<br>Bid Bond: <input checked="" type="checkbox"/> Yes<br>Worksheets: <input checked="" type="checkbox"/> Yes | CCBB / CCBEIP Registered<br>CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Price Preference<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Diversity Program Review:<br>SBE / MBE / WBE<br>Subcontractor Name(s): No goals<br>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No<br>Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %<br>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No<br>SBE/MBE/WBE Comments and Initials:<br>1/9/2024 CCC<br>1/9/2024 JW | Dept. Tech. Review<br>Award: (Y/N)<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|--|---|--|--|---|--|

Transaction ID:

|                                     |                  |   |   |                  |                          |   |                    |              |
|-------------------------------------|------------------|---|---|------------------|--------------------------|---|--------------------|--------------|
| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials   | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review: SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N) |
|                                     |                  |   | Drug-Free: <input checked="" type="checkbox"/> Yes<br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes<br>OPD Buyer Initials: AJ 1/9/2024 |                  |                          |   |                    |              |

|  |  |   |   |   |  |   |                    |   |
|--|--|---|---|---|--|---|--------------------|---|
| Bidder's / Vendors Name and Address                                      | Bid Bond / Check                               | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials   | Price Preference  | CCBB / CCBEIP Registered   | Diversity Program Review: SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N)  |
| 3 Tri Mor Corporation<br>8530 North Boyle Parkway<br>Twinsburg, OH 44087 | Bid Bond 100%<br>Fidelity & Deposit Company of | \$2,289,149.28                                | Compliant: <input checked="" type="checkbox"/> Yes<br>IG Registration Complete: <input checked="" type="checkbox"/> Yes<br>IG Number: 20-0113-REG | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | CCBB <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No<br>CCBEIP <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | Subcontractor Name(s):<br>No goals        |                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

Transaction ID:



|                                     |          |   |  |                  |                          |  |                                    |
|-------------------------------------|----------|---|--|------------------|--------------------------|--|------------------------------------|
| Bidder's / Vendors Name and Address | Maryland | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials  | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review:<br>SBE / MBE / WBE   | Dept. Tech. Review<br>Award: (Y/N) |
|                                     |          |   | NCA: <input checked="" type="checkbox"/> Yes<br>PH: <input checked="" type="checkbox"/> Yes<br>Buy American: <input checked="" type="checkbox"/> Yes<br>EEO Certification: <input checked="" type="checkbox"/> Yes<br>Proposal Form: <input checked="" type="checkbox"/> Yes<br>Bid Bond: <input checked="" type="checkbox"/> Yes<br>Worksheets: <input checked="" type="checkbox"/> Yes<br>Drug-Free: <input checked="" type="checkbox"/> Yes<br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes |                  |                          | <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> No<br><br>SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %<br><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><br>SBE/MBE/WBE Prime: (Y/N)<br><br>SBE/MBE/WBE Comply: (Y/N)<br><br>SBE/MBE/WBE Comments and Initials:<br>1/9/2024 CCC<br>1/9/2024 JW |                                    |

Transaction ID:

|                                     |                  |   |   |                  |                          |   |                    |              |
|-------------------------------------|------------------|---|---|------------------|--------------------------|---|--------------------|--------------|
| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review: SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N) |
|                                     |                  |   | OPD Buyer Initials: AJ 1/9/2024                 |                  |                          |   |                    |              |

|   |  |   |  |   |  |   |                    |   |
|---|--|---|--|---|--|---|--------------------|---|
| Bidder's / Vendors Name and Address   | Bid Bond / Check                             | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials  | Price Preference  | CCBB / CCBEIP Registered   | Diversity Program Review: SBE / MBE / WBE   | Dept. Tech. Review | Award: (Y/N)  |
| 4 Anthony Allega Cement Contractors, Inc. 5146 Allega Way Richfield, OH 44286 | Bid Bond 100% Ohio Farmers Insurance Company | \$2,310,980.43                                | Compliant: <input checked="" type="checkbox"/> Yes<br>IG Registration Complete: <input checked="" type="checkbox"/> Yes<br>IG Number: 23-0003-REG<br>NCA: <input checked="" type="checkbox"/> Yes<br>PH: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | CCBB <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No<br>CCBEIP <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | Subcontractor Name(s):<br><br>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> No<br>Total % SBE: 0 % MBE: 0 % WBE: 0 % |                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

|                                     |                  |   |  |                  |                          |   |                        |              |
|-------------------------------------|------------------|---|--|------------------|--------------------------|---|------------------------|--------------|
| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials<br><input checked="" type="checkbox"/> Yes<br>Buy American: <input checked="" type="checkbox"/> Yes<br>EEO Certification: <input checked="" type="checkbox"/> Yes<br>Proposal Form: <input checked="" type="checkbox"/> Yes<br>Bid Bond: <input checked="" type="checkbox"/> Yes<br>Worksheets: <input checked="" type="checkbox"/> Yes<br>Drug-Free: <input checked="" type="checkbox"/> Yes<br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes<br>OPD Buyer Initials: AJ 1/9/2024 | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review:<br>SBE / MBE / WBE<br>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No<br>SBE/MBE/WBE Comments and Initials: 1/9/2024 CCC 1/9/2024 JW | Dept. Technical Review | Award: (Y/N) |
|-------------------------------------|------------------|---|--|------------------|--------------------------|---|------------------------|--------------|

Transaction ID:

| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review: SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N) |
|-------------------------------------|------------------|---|---|------------------|--------------------------|---|--------------------|--------------|
|                                     |                  |   |   |                  |                          |   |                    |              |

| Bidder's / Vendors Name and Address                          | Bid Bond / Check                              | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials   | Price Preference  | CCBB / CCBEIP Registered   | Diversity Program Review: SBE / MBE / WBE   | Dept. Tech. Review | Award: (Y/N)  |
|--|---|---|---|---|--|---|--------------------|---|
| 5 Karvo Companies, Inc.<br>4524 Hudson Dr.<br>Stow, OH 44224 | Bid Bond 100%<br>Cincinnati Insurance Company | \$2,323,585.68                                | Compliant: <input checked="" type="checkbox"/> Yes<br>IG Registration Complete: <input checked="" type="checkbox"/> Yes<br>IG Number: 23-0477-REG<br>NCA: <input checked="" type="checkbox"/> Yes<br>PH: <input checked="" type="checkbox"/> Yes<br>Buy American: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | CCBB <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No<br>CCBEIP <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | Subcontractor Name(s): No goals<br>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No<br>Total % SBE: 0 % MBE: 0 % WBE: 0 % |                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

|                                     |                  |   |   |                  |                          |  |                    |              |
|-------------------------------------|------------------|---|---|------------------|--------------------------|--|--------------------|--------------|
| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials<br><input checked="" type="checkbox"/> Yes<br>EEO Certification: <input checked="" type="checkbox"/> Yes<br>Proposal Form: <input checked="" type="checkbox"/> Yes<br>Bid Bond: <input checked="" type="checkbox"/> Yes<br>Worksheets: <input checked="" type="checkbox"/> Yes<br>Drug-Free: <input checked="" type="checkbox"/> Yes<br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes<br>OPD Buyer Initials: AJ 1/9/2024 | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review:<br>SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N) |
|                                     |                  |   | SBE/MBE/WBE Comply: (Y/N)<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |                  |                          |  |                    |              |
|                                     |                  |   | SBE/MBE/WBE Comments and Initials:<br>1/9/2024 CCC<br>1/9/2024 JW   |                  |                          |  |                    |              |
|                                     |                  |   |   |                  |                          |  |                    |              |

Transaction ID:

|   |  |  |  |   |  |   |                                    |  |   |                    |   |
|---|--|--|--|---|--|---|------------------------------------|--|---|--------------------|---|
| Bidder's / Vendors Name and Address<br>6 C.A. Agresta Construction Company<br>4186 Greenvale Road<br>South Euclid, OH 44121 | Bid Bond / Check<br>Bid Bond 100% Atlantic Specialty Insurance Company | Actual Bid Amount (enter "N/A" if RFP or RFQ)<br><b>\$2,324,472.00</b> | Buyer Administrative Review: OPD Buyer Initials<br>Compliant: <input checked="" type="checkbox"/> Yes<br>IG Registration Complete: <input checked="" type="checkbox"/> Yes<br>IG Number: 23-0454-REG<br>NCA: <input checked="" type="checkbox"/> Yes<br>PH: <input checked="" type="checkbox"/> Yes<br>Buy American: <input checked="" type="checkbox"/> Yes<br>EEO Certification: <input checked="" type="checkbox"/> Yes<br>Proposal Form: <input checked="" type="checkbox"/> Yes | Price Preference<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | CCBB / CCBEIP Registered<br>CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Diversity Program Review:<br>SBE / MBE / WBE<br>Subcontractor Name(s): No goals<br>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No | Total % SBE: 0 % MBE: 0 % WBE: 0 % | SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No | SBE/MBE/WBE Comments and Initials:<br>1/9/2024 CCC<br>1/9/2024 JW | Dept. Tech. Review | Award: (Y/N)<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|---|--|--|--|---|--|---|------------------------------------|--|---|--------------------|---|

Transaction ID:

| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials   | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review: SBE / MBE / WBE | Dept. Technical Review | Award: (Y/N) |
|-------------------------------------|------------------|---|---|------------------|--------------------------|---|------------------------|--------------|
|                                     |                  |   | Bid Bond: <input checked="" type="checkbox"/> Yes<br>Worksheets: <input checked="" type="checkbox"/> Yes<br>Drug-Free: <input checked="" type="checkbox"/> Yes<br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes<br>OPD Buyer Initials: AJ 1/9/2024 |                  |                          |   |                        |              |

|   |   |  |   |   |  |   |                           |   |
|---|---|--|---|---|--|---|---------------------------|---|
| <p>Bidder's / Vendors Name and Address</p> <p>7 Vandra Brothers Construction<br/>24629 Broadway Ave<br/>Oakwood Village, OH 44146</p> | <p>Bid Bond / Check</p> <p>Bid Bond 100%<br/>Western Surety Company</p> | <p>Actual Bid Amount (enter "N/A" if RFP or RFQ)</p> <p>\$2,482,504.23</p> | <p>Buyer Administrative Review: OPD Buyer Initials</p> <p>Compliant:<br/><input checked="" type="checkbox"/> No*<br/>*Over 10% threshold<br/>IG<br/>Registration Complete:<br/><input checked="" type="checkbox"/> No<br/>NCA:<br/><input checked="" type="checkbox"/> Yes<br/>PH:<br/><input checked="" type="checkbox"/> Yes<br/>Buy American:<br/><input checked="" type="checkbox"/> Yes<br/>EEO<br/>Certification:<br/><input checked="" type="checkbox"/> Yes<br/>Proposal Form:<br/><input checked="" type="checkbox"/> Yes<br/>Bid Bond:<br/><input checked="" type="checkbox"/> Yes*</p> | <p>Price Preference</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> | <p>CCBB / CCBEIP Registered</p> <p>CCBB<br/><input type="checkbox"/> Yes<br/><input checked="" type="checkbox"/> No<br/>CCBEIP<br/><input type="checkbox"/> Yes<br/><input checked="" type="checkbox"/> No</p> | <p>Diversity Program Review:</p> <p>SBE / MBE / WBE</p> <p>Subcontractor Name(s):<br/>No goals<br/><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br/><input type="checkbox"/> No<br/>SBE/MBE/WBE Prime: (Y/N)<br/><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br/><input type="checkbox"/> No<br/>Total %<br/>SBE: 0 % MBE: 0 % WBE: 0 %<br/>SBE/MBE/WBE Comply: (Y/N)<br/><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/>SBE/MBE/WBE Comments and Initials:<br/>1/9/2024 CCC<br/>1/9/2024 JW</p> | <p>Dept. Tech. Review</p> | <p>Award: (Y/N)</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |
|---|---|--|---|---|--|---|---------------------------|---|

Transaction ID:



| Bidder's / Vendors Name and Address | Bid Bond / Check | Actual Bid Amount (enter "N/A" if RFP or RFQ) | Buyer Administrative Review: OPD Buyer Initials   | Price Preference | CCBB / CCBEIP Registered | Diversity Program Review: SBE / MBE / WBE | Dept. Tech. Review | Award: (Y/N) |
|-------------------------------------|------------------|---|---|------------------|--------------------------|---|--------------------|--------------|
|                                     |                  |   | *Document needed from Western Surety Company specifically listing Nadine Kravetz as POA<br><br>Worksheets: <input checked="" type="checkbox"/> Yes<br><br>Drug-Free: <input checked="" type="checkbox"/> Yes<br><br>Certificate of Compliance: <input checked="" type="checkbox"/> Yes<br><br>OPD Buyer Initials: AJ 1/9/2024 |                  |                          |   |                    |              |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0086

|  |  |
|--|--|
| <b>Sponsored by: County Executive Ronayne on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division</b> | <b>A Resolution</b> authorizing an amendment to Contract No. 4105 (fka Contract No. 2973) with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2024 to change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$1,941,245.20; authorizing the County Executive to execute the amendment and all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. |
|--|--|

**WHEREAS**, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division recommends an amendment to Contract No. 4105 (fka Contract No. 2973) with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2024 to change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$1,941,245.20; and

**WHEREAS**, the primary goal of this amendment is to continue to provide secure residential treatment services for felony level adjudicated male youth who would otherwise be sent to the Ohio Department of Youth Services; and

**WHEREAS**, the project is funded 100% Targeted RECLAIM Ohio Grant Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 4105 (fka Contract No. 2973) with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2024 to change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$1,941,245.20.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 27, 2024  
Committee(s) Assigned: Public Safety & Justice Affairs

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |   |  |
|----------------------------------|---|--|
| <b>Title</b>                     | CONTRACT AMENDMENT FOR SECURE RESIDENTIAL TREATMENT SERVICES WITH APPLEWOOD CENTERS, INC.   |  |
| <b>Department or Agency Name</b> | CUYAHOGA COUNTY COURT OF COMMON PLEAS, JUVENILE DIVISION  |  |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify): |  |

| Original (O)/ Amendment (A-#) | Contract No. (If PO, list PO#) | Vendor Name | Time Period          | Amount         | Date BOC Approved/ Council's Journal Date | Approval No. |
|-------------------------------|--------------------------------|-------------|----------------------|----------------|---|--------------|
| (O)                           | 2973                           | Applewood   | 1/1/2018 – 6/30/2018 | \$474,710.00   | 1/16/2018                                 | BC2021-05    |
| (A-1)                         | 2973                           | Applewood   | 7/1/2018 – 6/30/2019 | \$952,000.00   | 8/27/2018                                 | R2018-0112   |
| (A-2)                         | 2973                           | Applewood   | 7/1/2019 – 6/30/2020 | \$400,000.00   | 9/18/2019                                 | BC2019-689   |
| (A-3)                         | 2973                           | Applewood   | 7/1/2020 – 6/30/2022 | \$947,099.82   | 6/8/2021                                  | R2021-0139   |
| (A-4)                         | 2973                           | Applewood   | 7/1/2021 - 6/30/2023 | \$1,114,826.80 | 1/24/2023                                 | R2023-0011   |
| (A-5)                         | 2973                           | Applewood   | 7/1/2023- 6/30/2023  | \$1,941,245.20 | pending                                   | pending      |
|                               |                                |             |                      |                |   |              |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase. Conduct programming, treatment, case management, care, and custody services for youth in a residential treatment program. To increase the funds in the amount of \$1,941,245.20 for the time period from July 1, 2023, through June 30, 2024. This changes the not to exceed value of the contract to \$5,829,881.82.**

**For purchases of furniture, computers, vehicles:  Additional  Replacement**  
**Age of items being replaced:** N/A **How will replaced items be disposed of?**

**Project Goals, Outcomes or Purpose (list 3):** Decrease the amount of youth being sent to ODYS through providing a secured residential setting for justice. The CBTC model is being used for addressing criminogenic risk factors through cognitive restructuring and skill acquisition.

**If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No**

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|  |   |
|--|---|
| <b>Vendor Name and address:</b>  | <b>Owner, executive director, other (specify):</b>    |
| Applewood Centers, Inc.<br>10427 Detroit Avenue<br>Cleveland, Ohio 44102 | President of Applewood Centers, Inc is Adam G. Jacobs |

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|   |                           |
|---|---------------------------|
| Vendor Council District:  | Project Council District: |
|   |                           |
| If applicable provide the full address or list the municipality(ies) impacted by the project. |                           |

| COMPETITIVE PROCUREMENT  | NON-COMPETITIVE PROCUREMENT  |
|--|--|
| RQ # if applicable<br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date: | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation:   | <input checked="" type="checkbox"/> Exemption  |
| Number of Solicitations (sent/received) /  | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.    | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).                   |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:   | <input type="checkbox"/> Government Purchase<br><br><input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?   | <input checked="" type="checkbox"/> Contract Amendment (list original procurement)<br><br><input type="checkbox"/> Other Procurement Method, please describe:                                |

|   |  |
|---|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below: |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.  | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                                      |  |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.            |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.                     |  |

|   |
|---|
| <b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.<br><br>The project is funded 100% by the RECLAIM Grant. |
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):  |

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

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Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.** The project's term has already begun.

New Service or purchase  Recurring service or purchase Is contract late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason: The delay is due to RECLAIM grant notification and award process, resigning of all contract amendments to comply with Executive order number EO2023-0003, transferring information to new briefing memos, in addition to vendors' delayed submission of documents.**

|  |   |
|--|---|
| <b>Timeline:</b>   | <b>5/31/2023</b>                                    |
| Project/Procurement Start Date (date your team started working on this item):  |   |
| Date documents were requested from vendor:   | <b>6/9/2023 Signed Amendment received 11/1/2023</b> |
| Date of insurance approval from risk manager:  | <b>6/7/2023</b>                                     |
| Date Department of Law approved Contract:  | <b>5/31/2023</b>                                    |
| Date item was entered and released in Infor:   | <b>11/3/2023</b>                                    |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: none |   |
| If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) |   |
| Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)        |   |

**HISTORY (see instructions):**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |      |
|--|------|
| Infor/Lawson RQ#:                      |      |
| Buyspeed RQ# (if applicable):          |      |
| Infor/Lawson PO# Code (if applicable): |      |
| CM Contract#                           | 2973 |

|               |                   |                           |
|---------------|-------------------|---------------------------|
|               | <b>Department</b> | <b>Clerk of the Board</b> |
| Briefing Memo | SA                |                           |

|  |  |  |
|--|--|--|
| Late Submittal Required:                             | Yes <input type="checkbox"/>   | No <input type="checkbox"/>            |
| Why is the amendment being submitted late?           | The delay is due to RECLAIM grant notification and award process, resigning of all contract amendments to comply with Executive order number EO2023-0003, transferring information to new briefing memos, in addition to vendors’ delayed submission of documents. |  |
| What is being done to prevent this from reoccurring? | The RECLAIM grant award process and notification are out of the courts’ control and will continue to cause delays.   |  |
| TAC or CTO Required or authorized IT Standard        | Yes <input type="checkbox"/>   | No <input checked="" type="checkbox"/> |

| Contract Amendments<br>Reviewed by Purchasing  |             |           |  |                     |            |
|--|-------------|-----------|--|---------------------|------------|
|  |             |           |  | Department initials | Purchasing |
| Justification Form   |             |           |  | SA                  | OK AC      |
| IG#  | 12-0518-REG | 31DEC2023 |  | SA                  | OK AC      |
| Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i> | Date:       | 3/2/2023  |  | SA                  | OK AC      |
| Debarment/Suspension Verified  | Date:       | 11/2/2023 |  | SA                  | OK AC      |
| Auditor’s Finding  | Date:       | 11/2/2023 |  | SA                  | OK AC      |
| Independent Contractor (I.C.) Requirement  | Date:       | 9/8/23    |  | SA                  | OK AC      |
| Cover - <i>Master amendments only</i>  |             |           |  | N/A                 |            |
| Contract Evaluation  |             |           |  | SA                  | OK AC      |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.                            |             |           |  | N/A                 |            |
| Checklist Verification   |             |           |  | SA                  | OK AC      |

**Other documentation may be required depending upon your specific item**

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law                 |                     |
|---------------------------------|---------------------|
|                                 | Department initials |
| Agreement/Contract and Exhibits | SA                  |



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|   |    |
|---|----|
| Matrix Law Screen shot  | SA |
| COI   | SA |
| Workers' Compensation Insurance   | SA |
| Original Executed Contract (containing insurance terms) & all executed amendments | SA |

### Accounting Units

| Time Period   | Accounting Unit | Account Number | Sub Account     | Dollar Amount          |
|---|-----------------|----------------|-----------------|------------------------|
| <del>07/1/2023 – 6/30/2024</del><br>07/01/23 – 12/31/23 | JC330100        | 55130          | JC-22-ODYS-TRMH | \$ 970,622.60          |
| <del>01/01/2023 – 6/30/2024</del><br>01/01/24-06/30/24  | JC330100        | 55130          | JC-22-ODYS-TRMH | \$ 970,622.60          |
|   |                 |                |                 |                        |
|   |                 |                |                 |                        |
|   |                 |                | <b>TOTAL</b>    | <b>\$ 1,941,245.20</b> |

|  |      |
|--|------|
| <b>Contract History CE/AG# (if applicable)</b> |      |
| <b>Infor/Lawson PO# Code (if applicable)</b>   |      |
| <b>Lawson RQ# (if applicable)</b>              |      |
| <b>CM Contract#</b>                            | 2973 |

|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date | Approval # |
|--|-----------------|------------------|---------------------------------------|---------------|------------|
| <b>Original Amount</b>                           | \$ 474,710.00   |                  | 6/30/2018                             | 1/16/2018     | BC2021-05  |
| <b>Prior Amendment Amounts (list separately)</b> |                 | \$952,000.00     | 6/30/2019                             | 8/27/2018     | R2018-0112 |
|  |                 | \$400,000.00     | 6/30/2020                             | 9/18/2019     | BC2019-689 |
|  |                 | \$947,099.82     | 6/30/2021                             | 6/8/2021      | R2021-0139 |
|  |                 | \$1,114,826.80   | 6/30/2023                             | 1/24/2023     | R2023-0011 |
| <b>Pending Amendment</b>                         |                 | \$1,941,245.20   | 6/30/2024                             | PENDING       | PENDING    |
| <b>Total Amendments</b>                          |                 | \$ 5,355,171.82  |                                       |               |            |
| <b>Total Contact Amount</b>                      |                 | \$5,829,881.82   |                                       |               |            |

### Purchasing Use Only:

|                    |   |
|--------------------|---|
| Prior Resolutions: | BC2021-05, R2018-0112, BC2019-689, R2021-0139, R2023-0011 |
| Amend:             | 5   |
| Vendor Name:       | APPLEWOOD CENTERS, INC.                                   |
| ftp:               | 07/01/2018-06/30/23 EXT 06/30/24                          |

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

|  |                 |
|--|-----------------|
| Amount:  | \$ 1,941,245.20 |
| History/CE:                                      | OK              |
| EL:  | OK              |
| Procurement Notes:                               |                 |
| Purchasing Buyer’s initials and date of approval | AC 01/26/24     |

## CONTRACT EVALUATION FORM

|   |  |                      |                |                      |             |
|---|--|----------------------|----------------|----------------------|-------------|
| <b>Contractor</b>   | Applewood Centers, Inc.  |                      |                |                      |             |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> |  |                      |                |                      |             |
| <b>RQ#</b>  |  |                      |                |                      |             |
| <b>Time Period of Original Contract</b>   | 7/1/2022 – 5/31/2023   |                      |                |                      |             |
| <b>Background Statement</b>   | RECLAIM Ohio is a funding initiative through the Ohio Department of Youth Services (ODYS) to provide options to meet the needs of each justice involved youth or youth at risk of reoffending. This grant supports multiple staff salaries and effective youth and family programming for the Court. ODYS requires specific performance objectives and conducts regular monitoring visits to ensure program performance. |                      |                |                      |             |
| <b>Service Description</b>  | The VENDOR shall provide a secure residential facility an provide treatment based on the CBTC model for addressing criminogenic risk factors through cognitive restructuring and skill acquisition.  |                      |                |                      |             |
| <b>Performance Indicators</b>   | 1) The VENDOR is to provide all aforementioned services within the contract period.  |                      |                |                      |             |
| <b>Actual Performance versus performance indicators (include statistics):</b>     | 1) The Vendor has maintained a secure residential setting for justice involved youth. They have maintained their implementation of CBTC based programming to address identified criminogenic risk factors.   |                      |                |                      |             |
| <b>Rating of Overall Performance of Contractor</b>                                | <b>Superior</b>  | <b>Above Average</b> | <b>Average</b> | <b>Below Average</b> | <b>Poor</b> |
| <b>Select One (X)</b>   |  |                      | X              |                      |             |
| <b>Justification of Rating</b>  | Applewood Centers has met all the above performance indicators   |                      |                |                      |             |
| <b>Department Contact</b>   | Thomas Pipkin (Director of Programming)  |                      |                |                      |             |
| <b>User Department</b>  | Programming, Training, and Quality Assurance (Court of Common Pleas Juvenile Court Division)   |                      |                |                      |             |
| <b>Date</b>   | 5/31/23  |                      |                |                      |             |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0087

|  |  |
|--|--|
| <b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b> | A Resolution authorizing Title IV-D Cooperative Agreements with various in the total amount not-to-exceed \$11,473,857.03 for child support services for the period 1/1/2024 – 12/31/2024; authorizing the County Executive to execute and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. |
|--|--|

**WHEREAS**, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended Title IV-D Cooperative Agreements with various providers in the total amount not-to-exceed \$11,473,857.03 for child support services for the period 1/1/2024 – 12/31/2024 as follows:

- a) Agreement No. 4154 with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$19,701.15; and
- b) Agreement No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68; and
- c) Agreement No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85; and
- d) Agreement No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.; and
- e) Agreement No. 4172 with Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$4,316,786.57.

**WHEREAS**, Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14 and the Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered by each of the listed entities pertaining to

the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and,

**WHEREAS**, the primary goal of the cooperative agreements is to enable the County to recover a portion of the expenses incurred by the County Treasurer's Office, Domestic Relations Court, Juvenile Court and the County Prosecuting Attorney's Office in providing Title IV-D services to the Cuyahoga of Job and Family Services, Office of Child Support Services; and

**WHEREAS**, the agreements are funded as follows; (a) 11.54% program income, (b) 50.50% Federal reimbursement, (c) 10.54% Federal incentives, (d) 10% State Match, Medical Incentives, and IRS recollections, and (e) 17.42% HHS Levy Funds; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,473,857.03 for child support services for the period 1/1/2024 – 12/31/2024 as follows:

- a) Agreement No. 4154 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$19,701.15; and
- b) Agreement No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68; and
- c) Agreement No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85; and
- d) Agreement No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.; and
- e) Agreement No. 4172 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$4,316,786.57.

**SECTION 2.** That the County Executive is authorized to execute Agreement Nos. 4154, 4155, 4159, 4163, 4172 and all documents consistent with said awards and this Resolution. To the extent that any exemptions are necessary under the County

Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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  |
| _____                    | _____ |
| County Executive         | Date  |
| _____                    | _____ |
| Clerk of Council         | Date  |

First Reading/Referred to Committee: February 27, 2024  
Committee(s) Assigned: Health, Human Services & Aging

Legislation Substituted in Committee: March 6, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | HHS-Office of Child Support (OCSS); Government Purchase Agreement; Cuyahoga County Prosecutor's Office for Title IV-D legal services for time period 1/1/2024-12/31/2024.   |
| <b>Department or Agency Name</b> | Office of Child Support   |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> Other (please specify): Government Purchase |

| Original (O)/ Amendment (A-# ) | Contract No. (if PO, list PO#) | Vendor Name                         | Time Period     | Amount         | Date BOC Approved/ Council's Journal Date | Approval No. |
|--------------------------------|--------------------------------|-------------------------------------|-----------------|----------------|---|--------------|
| O                              | 4172                           | Cuyahoga County Prosecutor's Office | 1/1/24-12/31/24 | \$4,316,786.57 | TBD                                       | TBD          |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**

OCSS is requesting approval of a contract with **COUNTY PROSECUTOR'S OFFICE** for IV-D legal services in the amount of **\$4,316,786.57**. The term of the contract is **January 1, 2024, to December 31, 2024**.

**For purchases of furniture, computers, vehicles:**  Additional  Replacement  N/A  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**

- Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.
- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations.
- The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.

**If a County Council item, are you requesting passage of the item without 3 readings.**  Yes  No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|   |   |
|---|---|
| Vendor Name and address:  | Owner, executive director, other (specify): |
| CUYAHOGA COUNTY PROSECUTOR'S OFFICE<br>1200 ONTARIO STREET 9th FLOOR<br>CLEVELAND, OHIO 44113 |   |

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|   |                           |
|---|---------------------------|
| Vendor Council District:  | Project Council District: |
| Council District 7  | Council District 7        |
| If applicable provide the full address or list the municipality(ies) impacted by the project. |                           |

| COMPETITIVE PROCUREMENT  | NON-COMPETITIVE PROCUREMENT  |
|--|--|
| RQ # if applicable <i>N/A</i><br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:    | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation:   | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) / <i>N/A</i>   | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date   |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><br><i>N/A</i> | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).   |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:<br><br><i>N/A</i>   | <input checked="" type="checkbox"/> Government Purchase <b><i>Government to Government Purchase Agreement. The total value of the Agreement is \$4,316,786.57.</i></b><br><br><input type="checkbox"/> Alternative Procurement Process |
| How did pricing compare among bids received?<br><br><i>N/A</i>   | <input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )<br><br><input type="checkbox"/> Other Procurement Method, please describe:  |

|   |  |
|---|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below: |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.  | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                                      |  |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.            |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.                     |  |

|   |
|---|
| <b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.<br><br>Program Income: 11.54% |
|---|

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

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|   |
|---|
| Federal Reimbursement: 50.5%  |
| Federal Incentives: 10.54%  |
| State Match, Medical Incentives & IRS Recollections: 10%  |
| HHS Levy: 17.42%  |
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):  |
| Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain): |

|   |   |
|---|---|
| <b>Provide status of project.</b>   |   |
| <input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase  | Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, in the fields below provide reason for late and timeline of late submission |
| <b>Reason:</b><br>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies, we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks. |   |
| <b>Timeline:</b>  |   |
| Project/Procurement Start Date (date your team started working on this item):   | 12/06/2023  |
| Date documents were requested from vendor:  | 12/06/2023; 1/10/2024; 1/11/2024  |
| Date of insurance approval from risk manager:   | N/A   |
| Date Department of Law approved Contract:   | TBD   |
| Date item was entered and released in Infor:  | 1/26/2024 & TBD   |
| Detail any issues that arose during processing in Infor, such as the Item being disapproved and requiring correction:   |   |
| If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) <b>The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.</b>   |   |
| Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)   |   |

|                                    |
|------------------------------------|
| <b>HISTORY (see instructions):</b> |
| O: CM 3155; R2023-0065 3/28/2023   |

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |      |
|--|------|
| Infor/Lawson RQ#:                      | N/A  |
| Infor/Lawson PO# Code (if applicable): | GOVP |
| CM Contract#                           | 4172 |

|  |            |                    |
|--|------------|--------------------|
| <b>2024 OCSS IV-D CONTRACT: PROSECUTORS OFFICE</b> | Department | Clerk of the Board |
| Briefing Memo                                      | DA         | EB                 |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | <p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY, AND MARCH EXPENDITURES</b></p> |                             |
| What is being done to prevent this from reoccurring? | N/A  |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

| OTHER THAN FULL AND OPEN COMPETITION  |       |           |                            |                   |
|---|-------|-----------|----------------------------|-------------------|
| Government Purchase   |       |           |                            |                   |
| Reviewed by Purchasing  |       |           |                            |                   |
| <b>2024 OCSS IV-D CONTRACT: PROSECUTORS OFFICE</b>                                    |       |           | <b>Department initials</b> | <b>Purchasing</b> |
| Justification Form  |       |           | DA                         | EB                |
| Debarment/Suspension Verified   | Date: | 1.19.2024 | DA                         | EB                |
| Auditor’s Finding   | Date: | 1.19.2024 | DA                         | EB                |
| Vendor’s Submission   |       |           | DA                         | EB                |
| Cover - <i>Master contracts only</i>  |       |           | N/A                        | N/A               |
| Contract Evaluation – <i>if required</i>  |       |           | DA                         | EB                |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. |       |           | N/A                        | N/A               |
| Checklist Verification  |       |           | DA                         | EB                |

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law                 |                     |
|---------------------------------|---------------------|
|                                 | Department initials |
| Agreement/Contract and Exhibits | DA                  |
| Matrix Law Screen shot          | DA                  |
| COI                             | N/A-waived          |
| Workers’ Compensation Insurance | N/A-waived          |

### Accounting Units

| Time Period           | Accounting Unit | Account Number | Sub Account  | Dollar Amount         |
|-----------------------|-----------------|----------------|--------------|-----------------------|
| 01/01/2024-12/31/2024 | HS245100        | 55130          |              | \$4,316,786.57        |
|                       |                 |                |              |                       |
|                       |                 |                |              |                       |
|                       |                 |                | <b>TOTAL</b> | <b>\$4,316,786.57</b> |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|   |                                 |
|---|---------------------------------|
| <b>Contract History CE/AG# (if applicable)</b>      | N/A                             |
| <b>Infor/Lawson PO# and PO Code (if applicable)</b> | GOVP                            |
| <b>Lawson RQ# (if applicable)</b>                   | Not required for exemption-GOVP |
| <b>CM Contract#</b>                                 | 4172                            |

|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date    | Approval #       |
|--|-----------------|------------------|---------------------------------------|------------------|------------------|
| <b>Original Amount</b>                           | \$4,316,786.57  |                  | 1.1.2024-12.31.2024                   | Pending Approval | Pending Approval |
| <b>Prior Amendment Amounts (list separately)</b> |                 | \$               |                                       |                  |                  |
|  |                 | \$               |                                       |                  |                  |
|  |                 | \$               |                                       |                  |                  |
| <b>Pending Amendment</b>                         |                 | \$               |                                       |                  |                  |
| <b>Total Amendments</b>                          |                 |                  |                                       |                  |                  |
| <b>Total Contract Amount</b>                     |                 | \$4,316,786.57   |                                       |                  |                  |

### Purchasing Use Only:

|                           |   |
|---------------------------|---|
| <b>Prior Resolutions:</b> | N/A   |
| <b>CM#:</b>               | 4172  |
| <b>Vendor Name:</b>       | Cuyahoga County Prosecuting Attorney’s Office |
| <b>ftp:</b>               | 1/1/2024 – 12/31/2024                         |
| <b>Amount:</b>            | \$4,316,786.57                                |
| <b>History/CE:</b>        | Ok  |
| <b>EL:</b>                | Ok  |
| <b>Procurement Notes:</b> | N/A   |

Purchasing Buyer approval: **EB 2/12/2024**

## CONTRACT EVALUATION FORM

|   |  |
|---|--|
| <b>Contractor</b>   | CUYAHOGA COUNTY PROSECUTOR'S OFFICE  |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> | 3155/PO212281  |
| <b>RQ#</b>  | Not required for exemption - GOVP  |
| <b>Time Period of Original Contract</b>   | 1/1/2023 - 12/31/2023  |
| <b>Background Statement</b>   | Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.  |
| <b>Service Description</b>  | Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.   |
| <b>Performance Indicators</b>   | The Prosecuting Attorney's Office shall meet the following contract requirements: Make all reasonable efforts to provide services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Attend all scheduled meetings with the OCSS (every three months for four meetings/year); Shall prepare and file within thirty days of receipt, all motions and complaints with Domestic Relations or Juvenile Courts; Provide a response to any Prosecutor Consult Request made to them by OCSS within thirty days of receipt; Assist in the completion of the |

|   |   |                      |                |                      |             |
|---|---|----------------------|----------------|----------------------|-------------|
|   | Health Insurance Affidavit or Private Health Insurance Questionnaire for purposes of establishment and enforcement of cash medical benefits in Juvenile or Domestic Relations Court; Submit time sheets on a monthly basis for each Assistant Prosecuting Attorney or other staff included under this contract as part of monthly billing; Send as many APAs as practicable to the trainings sponsored annually by the Ohio CSEA Directors' Association.  |                      |                |                      |             |
| <b>Actual Performance versus performance indicators (include statistics):</b> | The Prosecuting Attorney's Office maintained full access to the agency and partner courts throughout 2023, whether the courts provided in-person or virtual hearings. Monthly expenses were submitted timely throughout 2023. The Prosecuting Attorney's Office attends regular meetings in variety of forums with OCSS, including quarterly contract meetings with other providers, senior leadership team discussions to address all issues and implementation of initiatives and legislative updates, monthly policy review group meetings, and presenting legal updates for ongoing development of OCSS employees. Referral tracking reports for 2023 reflect a 7.5% increase in referrals from 2022. The Prosecuting Attorney's Office has met regularly with OCSS to discuss procedural changes for judicial filings so that they met compliance. |                      |                |                      |             |
| <b>Rating of Overall Performance of Contractor</b>                            | <b>Superior</b>   | <b>Above Average</b> | <b>Average</b> | <b>Below Average</b> | <b>Poor</b> |
| <b>Select One (X)</b>   |   | X                    |                |                      |             |
| <b>Justification of Rating</b>  | The Prosecuting Attorney's Office is OCSS's legal counsel for all actions referred to Court regarding paternity establishment, support order establishment and support order enforcement. OCSS continues to recognize the hard work of the Prosecutor's Office - Division of Family Law. They have provided professional legal services and creativity in the development of agency services. Their representation of the agency has supported improvements in OCSS service delivery, including their commitment to be accessible on all child support related issues, as well as policy and process development. The Prosecuting Attorney's Office continues to be instrumental in representing OCSS's best interest in the discussions and follow-up with case processing for the families that we serve.   |                      |                |                      |             |
| <b>Department Contact</b>   | Richard L. Weiler / Jeffrey Bloom   |                      |                |                      |             |
| <b>User Department</b>  | Office of Child Support Services  |                      |                |                      |             |
| <b>Date</b>   | 01/17/2024  |                      |                |                      |             |

**PURCHASE-RELATED TRANSACTIONS**

|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | <b>HHS Office of Child Support Services 2024 – Government Purchase Agreement – Cuyahoga County Domestic Relations Court for Title IV-D court related services for time period 1/1/2024 – 12/31/2024</b>   |
| <b>Department or Agency Name</b> | <b>OFFICE OF CHILD SUPPORT SERVICES (OCCS)</b>  |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> Other (please specify): Government Purchase |

| Original (O)/ Amendment (A-# ) | Contract No. (If PO, list PO#) | Vendor Name                              | Time Period           | Amount         | Date BOC Approved/ Council's Journal Date | Approval No. |
|--------------------------------|--------------------------------|--|-----------------------|----------------|---|--------------|
| O                              | 4163                           | Cuyahoga County Domestic Relations Court | 1/1/2024 – 12/31/2024 | \$3,796,651.78 | Pending                                   | Pending      |
|                                |                                |  |                       |                |   |              |
|                                |                                |  |                       |                |   |              |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 The OCSS is requesting approval of a contract with **Domestic Relations Court** for IV-D court related services in the amount of **\$3,796,651.78** for the time period of **January 1, 2024, to December 31, 2024.**

**For purchases of furniture, computers, vehicles:  Additional  Replacement**  
**Age of items being replaced: N/A      How will replaced items be disposed of?**

**Project Goals, Outcomes or Purpose (list 3):**  
 The primary goals of the project are:

- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.
- The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification, or enforcement of a child support obligation, and which is journalized by the Court.
- This is a Cooperative Agreement between two County Agencies.

**If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No**

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|  |   |
|--|---|
| <b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b> |   |
| Vendor Name and address:   | Owner, executive director, other (specify):<br>Domestic Relations Court |
| Domestic Relations Court<br>1 Lakeside Ave Room 149<br>Cleveland, OH 44113   |   |
| Vendor Council District: Council District 7  | Project Council District: Council Districts-County wide                 |
|  |   |
| If applicable provide the full address or list the municipality(ies) impacted by the project.  | <b>Serving eligible residents throughout Cuyahoga County</b>            |

| COMPETITIVE PROCUREMENT  | NON-COMPETITIVE PROCUREMENT  |
|--|--|
| RQ # if applicable<br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:           | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation: <b>N/A</b>  | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) / <b>N/A</b>   | <input type="checkbox"/> State Contract, list STS number and expiration date<br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><b>N/A</b> | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).               |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:<br><b>N/A</b>   | <input checked="" type="checkbox"/> Government Purchase<br><b>The total amount of the Agreement is \$3,796,651.78.</b>   |
|  | <input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received? <b>N/A</b>  | <input type="checkbox"/> Contract Amendment (list original procurement)<br><input type="checkbox"/> Other Procurement Method, please describe:   |

|   |   |
|---|---|
| <b>Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:</b> |   |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>   | If item is not on IT Standard List state date of TAC approval: <b>N/A</b> |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>                           |   |

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Are services covered under the original ERP Budget or Project?  Yes  No, please explain.

N/A

Are the purchases compatible with the new ERP system?  Yes  No, please explain. N/A

**FUNDING SOURCE:** i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

Program Income 11.54%

Federal Reimbursement 50.50%

Federal Incentives 10.54%

State Match + Medical Incentives + IRS Collections 10.00%

HHS Levy 17.42%

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction

**Provide status of project.**

New Service or purchase  Recurring service or purchase Is contract late  No  Yes, In the fields below provide reason for late and timeline of late submission

Reason: Reason: The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

**Timeline:**

Project/Procurement Start Date (date your team started working on this item): 12/06/23

Date documents were requested from vendor: 12/06/23; 01/10/24; 01/18/24

Date of insurance approval from risk manager: N/A

Date Department of Law approved Contract: Pending

Date item was entered and released in Infor: 1/31/2024 (Pending)

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

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If late, have services begun?  No  Yes (if yes, please explain) **The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.**

Have payments be made?  No  Yes (if yes, please explain)

**HISTORY (see instructions):**

**Contract Type:** O-Original

**Contract Number:** 3156

**Vendor Name:** Domestic Relations Court

**Time Period:** 1/1/2023 – 12/1/2023

**Amount of Contract:** \$3,668,462.25

**BOC Approval Date:** 3/28/2023

**Approval Number:** R2023-0065

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## Department of Purchasing – Required Documents Checklist

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|  |                                      |
|--|--------------------------------------|
| Infor/Lawson RQ#:                      | N/A-Not Required for Exemption- GOVP |
| Infor/Lawson PO# Code (if applicable): | GOVP                                 |
| CM Contract#                           | 4163                                 |

|  |            |                    |
|--|------------|--------------------|
| <b>2024 OCSS IV-D CONTRACT: DOMESTIC RELATIONS COURT (PART</b> | Department | Clerk of the Board |
| Briefing Memo  | LS         | EB                 |

| Late Submittal Required:                         | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
|--|--|-----------------------------|
| <p>Why is the contract being submitted late?</p> | <p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL /</b></p> |                             |

## Department of Purchasing – Required Documents Checklist

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|  |     |
|--|-----|
| What is being done to prevent this from reoccurring? | N/A |
|--|-----|

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

| OTHER THAN FULL AND OPEN COMPETITION  |       |           |                     |            |
|---|-------|-----------|---------------------|------------|
| Government Purchase   |       |           |                     |            |
| Reviewed by Purchasing  |       |           |                     |            |
|   |       |           | Department initials | Purchasing |
| Justification Form  |       |           | LS                  | EB         |
| Debarment/Suspension Verified<br>exp. 3.26.24   | Date: | 1.26.2024 | LS                  | EB         |
| Auditor’s Finding exp. 3.26.24  | Date: | 1.26.2024 | LS                  | EB         |
| Vendor’s Submission   |       |           | LS                  | EB         |
| Cover - <i>Master contracts only</i>  |       |           | N/A                 | N/A        |
| Contract Evaluation – <i>if required</i>  |       |           | RW/JB               | EB         |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. |       |           | N/A                 | N/A        |
| Checklist Verification  |       |           | LS                  | EB         |

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law                 |                     |
|---------------------------------|---------------------|
|                                 | Department initials |
| Agreement/Contract and Exhibits | LS                  |
| Matrix Law Screen shot          | LC                  |
| COI                             | N/A-Waived          |
| Workers’ Compensation Insurance | N/A-Waived          |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

| Time Period           | Accounting Unit | Account Number | Sub Account  | Dollar Amount         |
|-----------------------|-----------------|----------------|--------------|-----------------------|
| 1/1/2024 – 12/31/2024 | HS245100        | 55130          |              | \$3,796,651.78        |
|                       |                 |                |              |                       |
|                       |                 |                |              |                       |
|                       |                 |                | <b>TOTAL</b> | <b>\$3,796,651.78</b> |

|   |      |
|---|------|
| <b>Contract History CE/AG# (if applicable)</b>      | N/A  |
| <b>Infor/Lawson PO# and PO Code (if applicable)</b> | GOVP |
| <b>Lawson RQ# (if applicable)</b>                   | N/A  |
| <b>CM Contract#</b>                                 | 4163 |

|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date | Approval # |
|--|-----------------|------------------|---------------------------------------|---------------|------------|
| <b>Original Amount</b>                           | \$3,796,651.78  |                  | 1/1/2024 – 12/31/2024                 | Pending       | Pending    |
| <b>Prior Amendment Amounts (list separately)</b> |                 | \$               |                                       |               |            |
|  |                 | \$               |                                       |               |            |
|  |                 | \$               |                                       |               |            |
| <b>Pending Amendment</b>                         |                 | \$               |                                       |               |            |
| <b>Total Amendments</b>                          |                 | \$               |                                       |               |            |
| <b>Total Contact Amount</b>                      |                 | \$3,796,651.78   |                                       |               |            |

### Purchasing Use Only:

|                           |   |
|---------------------------|---|
| <b>Prior Resolutions:</b> | N/A   |
| <b>CM#:</b>               | 4163  |
| <b>Vendor Name:</b>       | Cuyahoga County Court of Common Pleas, Division of Domestic Relations |
| <b>ftp:</b>               | 1/1/2024 – 12/31/2024   |
| <b>Amount:</b>            | \$3,796,651.78  |
| <b>History/CE:</b>        | Ok  |
| <b>EL:</b>                | Ok  |
| <b>Procurement Notes:</b> | N/A   |

Purchasing Buyer approval: **EB 2/12/2024**

## CONTRACT EVALUATION FORM

|   |   |
|---|---|
| <b>Contractor</b>   | DOMESTIC RELATIONS COURT  |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> | 3156/PO212282   |
| <b>RQ#</b>  | Not required for Exemption- GOVP  |
| <b>Time Period of Original Contract</b>   | 1/1/2023 - 12/31/2023   |
| <b>Background Statement</b>   | Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.  |
| <b>Service Description</b>  | The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.   |
| <b>Performance Indicators</b>   | The Domestic Relations Court shall meet the following contract requirements: Make all reasonable efforts to allow public access by providing services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Have either one or both of the parents to the case in any Non IV-D Child Support Case complete an "Application for Title IV-D Services" form prior to a hearing taking place, to enable the Hearing and subsequent issuance of a Journal Entry to be billable under this Contract; Forward a filed copy of the "Application for Title IV-D Services" form signed by one or both of the parents to the agency as |

|  |   |                             |                       |                             |                    |
|--|---|-----------------------------|-----------------------|-----------------------------|--------------------|
|  | <p>it is not valid until received by the Office of Child Support Services (OCSS); Report the status, on a monthly basis by referral tracking number, of all actions submitted to them for processing; Ensure appropriate personnel having decision-making authority at Domestic Relations Court attend all scheduled meetings with the OCSS, which are held every three months for a total of four meetings per year; Accept and journalize OCSS's verified balances as noted in the Support Enforcement Tracking System (SETS), which eliminates the requirement for the OCSS to complete and submit a receipt calculation for Emancipation, Lump Sum and/or Motion packets for verified balances, though Receipt calculations will continue to be submitted for unverified balances in SETS; Indicate in the Termination Order that Domestic Relations Court issues whether the Obligee has received an overpayment of child support, including the amount of the overpayment; Continue to be a "Key Partners" member of the Ohio CSEA Director's Association, including having staff in attendance at the annual OCSS Partners Conference, where they will participate in the development of new policies and practices for child support.</p> |                             |                       |                             |                    |
| <p><b>Actual Performance versus performance indicators (include statistics):</b></p> | <p>Domestic Relations Court maintained full access to the public and continues to shift a majority of their services to virtual access, including most hearings and mobile application. Monthly expenses were submitted timely throughout 2023. Applications for Title IV-D Services are provided to parents by Domestic Relations Court; submitted IV-D Applications are submitted by parents or their representatives to the Clerk of Courts, who scan into the court docket. OCSS has access to the court docket and will pull copies for the OCSS case file/records. Referral tracking reports for 2023 reflect a decrease of 21.1% in referrals to Domestic Relations Court from 2022. Domestic Relations Court representatives continue to make themselves available at regular contractual meetings. Domestic Relations Court accepts case balances provided to the Court by OCSS and issues Termination Orders that contain the facts of overpayments on cases, if they exist.</p>  |                             |                       |                             |                    |
| <p><b>Rating of Overall Performance of Contractor</b></p>                            | <p><b>Superior</b></p>  | <p><b>Above Average</b></p> | <p><b>Average</b></p> | <p><b>Below Average</b></p> | <p><b>Poor</b></p> |
| <p><b>Select One (X)</b></p>   |   |                             | <p>X</p>              |                             |                    |
| <p><b>Justification of Rating</b></p>  | <p>Domestic Relations Court and OCSS have a cooperative history of identifying and resolving issues that present themselves, including the development of best practices for child support service delivery. The Court continues to maintain regular communication with OCSS and</p>  |                             |                       |                             |                    |



|                           |  |
|---------------------------|--|
|                           | works timely and thoroughly to resolve case issues. There have been ongoing discussions throughout 2023 to discuss procedures and service delivery, including the impact on OCSS, which will continue into 2024. |
| <b>Department Contact</b> | Richard L. Weiler / Jeffrey Bloom  |
| <b>User Department</b>    | Office of Child Support Services   |
| <b>Date</b>               | 01/17/2024   |

**PURCHASE-RELATED TRANSACTIONS**

|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | HHS-Office of Child Support (OCSS); Government Purchase Agreement; Cuyahoga County Juvenile Court Cash for Title IV-D collection of child support payment related services for time period 1/1/2024-12/31/2024.   |
| <b>Department or Agency Name</b> | Cuyahoga Office of Child Support Services   |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue<br>Generating <input type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> Other: Government Purchase |

| Original (O)/<br>Amendment<br>(A-# ) | Contract<br>No. (if PO,<br>list PO#) | Vendor<br>Name                                      | Time Period              | Amount      | Date BOC<br>Approved/<br>Council's<br>Journal<br>Date | Approval No. |
|--------------------------------------|--------------------------------------|---|--------------------------|-------------|---|--------------|
| O                                    | 4159                                 | Cuyahoga<br>County<br>Juvenile<br>Court<br>Cashiers | 1/1/2024 –<br>12/31/2024 | \$18,273.85 | TBD   | TBD          |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 OCSS is requesting approval of a contract with JUVENILE COURT clerks for title IV-D related services for the collection of cash child support payments in the amount of \$18,273.85. The term of the contract is January 1, 2024 to December 31, 2024.

**For purchases of furniture, computers, vehicles:**    Additional    Replacement  
**Age of items being replaced:**                      **How will replaced items be disposed of?**      **N/A**

**Project Goals, Outcomes or Purpose (list 3):**  
 1. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court clerks.  
  
 2. The Juvenile Court clerks provides the collection of CASH Child Support payments.  
  
 3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

**If a County Council item, are you requesting passage of the item without 3 readings.**    Yes    No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|   |   |
|---|---|
| <b>Vendor Name and address:</b><br>Juvenile Court<br>930 Quincy Avenue 4 <sup>th</sup> Floor Fiscal | <b>Owner, executive director, other (specify):</b><br><br>N/A |
|---|---|

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|   |  |
|---|--|
| <b>Cleveland, Ohio 44106</b>  |  |
| Vendor Council District:  | Project Council District:                                |
| <b>Council District 7</b>   | <b>Council Districts across Cuyahoga County</b>          |
| If applicable provide the full address or list the municipality(ies) impacted by the project. | <b>Serving all of Cuyahoga County Eligible Residents</b> |

| <b>COMPETITIVE PROCUREMENT</b>  | <b>NON-COMPETITIVE PROCUREMENT</b>   |
|---|--|
| RQ # if applicable <b>N/A</b><br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:     | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation: <b>N/A</b>   | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) <b>N/A</b>  | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date                       |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><br><b>N/A</b> | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).   |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:<br><br><b>N/A</b>  | <input checked="" type="checkbox"/> Government Purchase <b>Government to Government Agreement. The total value of the Agreement is \$18,273.85</b><br><br><input type="checkbox"/> Alternative Procurement Process |
| How did pricing compare among bids received?<br><br><b>N/A</b>  | <input type="checkbox"/> Contract Amendment (list original procurement)<br><br><input type="checkbox"/> Other Procurement Method, please describe:   |

|  |   |
|--|---|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:    |   |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>  | If item is not on IT Standard List state date of TAC approval: <b>N/A</b> |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>                              |   |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><b>N/A</b> |   |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><b>N/A</b>          |   |

**FUNDING SOURCE:** i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green, (or we can refer them to instructions) and provide more detail in the instruction.

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**Program Income: 11.54%**  
**Federal Reimbursement: 50.5%**  
**Federal Incentives: 10.54%**  
**State Match, Medical Incentives & IRS Recollections: 10%**  
**HHS Levy: 17.42%**

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.**

New Service or purchase  Recurring service or purchase  Is contract late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**  
 The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

|   |                                  |
|---|----------------------------------|
| <b>Timeline:</b>  |                                  |
| Project/Procurement Start Date (date your team started working on this item):   | 12/6/2023                        |
| Date documents were requested from vendor:  | 12/6/2023; 1/10/2024 & 1/11/2024 |
| Date of insurance approval from risk manager:   | N/A                              |
| Date Department of Law approved Contract:   | TBD                              |
| Date item was entered and released in Infor:  | 1/26/2024 & TBD                  |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring   |                                  |
| If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)  |                                  |
| The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. |                                  |
| Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)   |                                  |

**HISTORY (see instructions):**  
 CONTRACT NO. - 3159  
 TIME PERIOD - 1/1/2023 to 12/31/2023  
 AMOUNT - \$17,068.20  
 DATE BOC APPROVED - 3/28/2023  
 APPROVAL NO. - R2023-0065

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |                                   |
|--|-----------------------------------|
| Infor/Lawson RQ#:                      | Not Required for Exemption - GOVP |
| Infor/Lawson PO# Code (if applicable): | GOVP                              |
| CM Contract#                           | 4159                              |

|   |            |                    |
|---|------------|--------------------|
| <b>2024 OCSS IV-D CONTRACT: JUVENILE COURT CASHIERS</b> | Department | Clerk of the Board |
| Briefing Memo   | LC         | EB                 |

| Late Submittal Required:                                    | Yes <input checked="" type="checkbox"/>   | No <input type="checkbox"/> |
|---|---|-----------------------------|
| <p>Why is the contract being submitted late?</p>            | <p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p> |                             |
| <p>What is being done to prevent this from reoccurring?</p> | <p>N/A</p>  |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

**OTHER THAN FULL AND OPEN COMPETITION**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

| Government Purchase<br>Reviewed by Purchasing   |                 |                            |                   |
|---|-----------------|----------------------------|-------------------|
| <b>2024 OCSS IV-D CONTRACT: JUVENILE COURT CASHIERS</b>                               |                 | <b>Department initials</b> | <b>Purchasing</b> |
| Justification Form  |                 | LC                         | EB                |
| Debarment/Suspension Verified   | Date: 1/19/2024 | LC                         | EB                |
| Auditor’s Finding   | Date: 1/18/2024 | LC                         | EB                |
| Vendor’s Submission   |                 | LC                         | EB                |
| Cover - <i>Master contracts only</i>  |                 | N/A                        | N/A               |
| Contract Evaluation – <i>if required</i>  |                 | LC                         | EB                |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. |                 | N/A                        | N/A               |
| Checklist Verification  |                 | LC                         | EB                |

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law                 |                            |
|---------------------------------|----------------------------|
|                                 | <b>Department initials</b> |
| Agreement/Contract and Exhibits | LC                         |
| Matrix Law Screen shot          | LC                         |
| COI                             | N/A- Waived                |
| Workers’ Compensation Insurance | N/A- Waived                |

### Accounting Units

| Time Period           | Accounting Unit | Account Number | Sub Account  | Dollar Amount      |
|-----------------------|-----------------|----------------|--------------|--------------------|
| 1/1/2024 – 12/31/2024 | HS245100        | 55130          |              | <b>\$18,273.85</b> |
|                       |                 |                |              |                    |
|                       |                 |                |              |                    |
|                       |                 |                | <b>TOTAL</b> | <b>\$18,273.85</b> |

|   |                                   |
|---|-----------------------------------|
| <b>Contract History CE/AG# (if applicable)</b>      | N/A                               |
| <b>Infor/Lawson PO# and PO Code (if applicable)</b> | GOVP                              |
| <b>Lawson RQ# (if applicable)</b>                   | Not Required for Exemption - GOVP |
| <b>CM Contract#</b>                                 | 4159                              |

## Department of Purchasing – Required Documents Checklist

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|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date           | Approval #              |
|--|-----------------|------------------|---------------------------------------|-------------------------|-------------------------|
| <b>Original Amount</b>                           | \$18,273.85     |                  | 1.1.2024 – 12.31.2024                 | <b>Pending Approval</b> | <b>Pending Approval</b> |
| <b>Prior Amendment Amounts (list separately)</b> |                 | \$               |                                       |                         |                         |
|  |                 | \$               |                                       |                         |                         |
|  |                 | \$               |                                       |                         |                         |
| <b>Pending Amendment</b>                         |                 | \$               |                                       |                         |                         |
| <b>Total Amendments</b>                          |                 | \$               |                                       |                         |                         |
| <b>Total Contact Amount</b>                      |                 | \$18,273.85      |                                       |                         |                         |

### Purchasing Use Only:

|                    |  |
|--------------------|--|
| Prior Resolutions: | N/A  |
| CM#:               | 4159   |
| Vendor Name:       | Court of Common Pleas, Juvenile Court Division |
| ftp:               | 1/1/2024 – 12/31/2024                          |
| Amount:            | \$18,273.85                                    |
| History/CE:        | Ok   |
| EL:                | Ok   |
| Procurement Notes: | N/A  |

Purchasing Buyer approval: **EB 2/12/2024**

## CONTRACT EVALUATION FORM

|   |   |               |         |               |      |
|---|---|---------------|---------|---------------|------|
| <b>Contractor</b>   | Court of Common Pleas, Division of Juvenile Court   |               |         |               |      |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> | CM4159  |               |         |               |      |
| <b>RQ#</b>  | Not required for Exemption - GOVP   |               |         |               |      |
| <b>Time Period of Original Contract</b>   | 1/1/2023 - 12/31/2023   |               |         |               |      |
| <b>Background Statement</b>   | Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the Juvenile Court's Cashiers Office for accepting cash payments for court ordered child support obligations.  |               |         |               |      |
| <b>Service Description</b>  | The Juvenile Court's Cashiers Office takes Cash Child Support Payments at the Juvenile Justice Center building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.   |               |         |               |      |
| <b>Performance Indicators</b>   | <p>Juvenile Court Cash Collections 2023 Performance Standards:</p> <ol style="list-style-type: none"> <li>1) Juvenile Court will only accept cash payments in its cashier's office.</li> <li>2) Juvenile Court will deliver receipts for each cash transaction to the Office of Child Support Services (OCSS) along with the individual payment information forms daily. Cash deposits into the OCSS depository account will occur daily.</li> <li>3) Juvenile Court will report missing or void cash payment receipts each day of occurrence.</li> <li>4) Juvenile Court will prepare a daily accounting of total transactions and the amount of deposits that OCSS will receive by the end of each week.</li> </ol> |               |         |               |      |
| <b>Actual Performance versus performance indicators (include statistics):</b>     | CY 2023 cash collections totaled \$233,468.03; which represents a 12.97% increase from the prior year. CY 2023 individual payment items collected were 1,214, which is a 21.84% increase from the prior year.   |               |         |               |      |
| <b>Rating of Overall Performance of Contractor</b>                                | Superior  | Above Average | Average | Below Average | Poor |



|                                |   |  |   |  |  |
|--------------------------------|---|--|---|--|--|
| <b>Select One (X)</b>          |   |  | X |  |  |
| <b>Justification of Rating</b> | Based on the 2023 Performance Standards, the delivery of cash receipts to OCSS was timely. Although an increase in collections and items processed from the prior year, the totals continue to be less than in prior years. This is due to the continued post Covid-19 affects on staffing levels. At times there were delays to the cash deposits into the OCSS Depository account; otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators. |  |   |  |  |
| <b>Department Contact</b>      | Tammie Greer  |  |   |  |  |
| <b>User Department</b>         | Office of Child Support   |  |   |  |  |
| <b>Date</b>                    | 1/12/2024   |  |   |  |  |

**PURCHASE-RELATED TRANSACTIONS**

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | HHS-Office of Child Support (OCCS); Government Purchase Agreement; Cuyahoga County Juvenile Court for Title IV-D court related services for time period 1/1/2024-12/31/2024.   |
| <b>Department or Agency Name</b> | Cuyahoga Office of Child Support Services  |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue<br><input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> Other: Government Purchase |

| Original (O)/<br>Amendment<br>(A-# ) | Contract<br>No. (if PO,<br>list PO#) | Vendor<br>Name                          | Time Period              | Amount         | Date BOC<br>Approved/<br>Council's<br>Journal<br>Date | Approval No. |
|--------------------------------------|--------------------------------------|---|--------------------------|----------------|---|--------------|
| O                                    | 4155                                 | Cuyahoga<br>County<br>Juvenile<br>Court | 1/1/2024 –<br>12/31/2024 | \$3,322,443.68 | TBD   | TBD          |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 OCCS is requesting approval of a contract with JUVENILE COURT for IV-D court-related services in the amount of \$3,322,443.68. The term of the contract is **January 1, 2024 to December 31, 2024.**

**For purchases of furniture, computers, vehicles:  Additional  Replacement**  
**Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of? N/A**

**Project Goals, Outcomes or Purpose (list 3):**

- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court
- The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.
- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

**If a County Council Item, are you requesting passage of the item without 3 readings.  Yes  No**

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

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|   |   |
|---|---|
| Vendor Name and address:<br><b>Juvenile Court<br/>930 Quincy Avenue 4<sup>th</sup> Floor Fiscal<br/>Cleveland, Ohio 44106</b> | Owner, executive director, other (specify):<br><b>N/A</b> |
| Vendor Council District:  | Project Council District:                                 |
| <b>Council District 7</b>   | <b>Council Districts across Cuyahoga County</b>           |
| If applicable provide the full address or list the municipality(ies) impacted by the project.                                 | <b>Serving all of Cuyahoga County Eligible Residents</b>  |

| <b>COMPETITIVE PROCUREMENT</b>  | <b>NON-COMPETITIVE PROCUREMENT</b>  |
|---|---|
| RQ # if applicable <b>N/A</b><br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:     | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.  |
| The total value of the solicitation: <b>N/A</b>   | <input type="checkbox"/> Exemption  |
| Number of Solicitations (sent/received) <b>N/A</b>  | <input type="checkbox"/> State Contract, list STS number and expiration date<br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date                          |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><br><b>N/A</b> | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).  |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:<br><br><b>N/A</b>  | <input checked="" type="checkbox"/> Government Purchase <b>Government to Government Agreement. The total value of the Agreement is \$3,322,443.68</b><br><input type="checkbox"/> Alternative Procurement Process |
| How did pricing compare among bids received?<br><br><b>N/A</b>  | <input type="checkbox"/> Contract Amendment (list original procurement)<br><input type="checkbox"/> Other Procurement Method, please describe:  |

|  |   |
|--|---|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:    |   |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>  | If item is not on IT Standard List state date of TAC approval: <b>N/A</b> |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>                              |   |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><b>N/A</b> |   |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.<br><b>N/A</b>          |   |

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**FUNDING SOURCE:** i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

Program Income: 11.54%  
 Federal Reimbursement: 50.5%  
 Federal Incentives: 10.54%  
 State Match, Medical Incentives & IRS Recollections: 10%  
 HHS Levy: 17.42%

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

**Provide status of project.**

New Service or purchase  Recurring service or purchase Is contract late  No  Yes, in the fields below provide reason for late and timeline of late submission

**Reason: The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSB must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.**

**Timeline:**

|   |                                  |
|---|----------------------------------|
| Project/Procurement Start Date (date your team started working on this item): | 12/6/2023                        |
| Date documents were requested from vendor:                                    | 12/6/2023; 1/10/2024 & 1/11/2024 |
| Date of insurance approval from risk manager:                                 | N/A                              |
| Date Department of Law approved Contract:                                     | TBD                              |
| Date item was entered and released in Infor:                                  | 1/31/2024 & TBD                  |

If late, have services begun?  No  Yes (if yes, please explain)

**The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.**

Have payments be made?  No  Yes (if yes, please explain)

**HISTORY (see instructions):**

CONTRACT NO. - CM3160  
 TIME PERIOD - 1/1/2023 to 12/31/2023  
 AMOUNT - \$3,685,257.36  
 DATE BOC APPROVED - 3/28/2023  
 APPROVAL NO. - R2023-0065

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |                                   |
|--|-----------------------------------|
| Infor/Lawson RQ#:                      | Not Required for Exemption - GOVP |
| Infor/Lawson PO# Code (if applicable): | GOVP                              |
| CM Contract#                           | 4155                              |

|  |            |                    |
|--|------------|--------------------|
| <b>2024 OCSS IV-D CONTRACT: JUVENILE COURT</b> | Department | Clerk of the Board |
| Briefing Memo                                  | LC         | EB                 |

|  |   |                             |
|--|---|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>   | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | <p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p> |                             |
| What is being done to prevent this from reoccurring? | N/A   |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

| <b>OTHER THAN FULL AND OPEN COMPETITION</b>   |       |           |                     |            |
|---|-------|-----------|---------------------|------------|
| <b>Government Purchase</b>  |       |           |                     |            |
| <b>Reviewed by Purchasing</b>   |       |           |                     |            |
|   |       |           | Department initials | Purchasing |
| Justification Form  |       |           | LC                  | EB         |
| Debarment/Suspension Verified   | Date: | 1/18/2024 | LC                  | EB         |
| Auditor’s Finding   | Date: | 1/18/2024 | LC                  | EB         |
| Vendor’s Submission   |       |           | LC                  | EB         |
| Cover - <i>Master contracts only</i>  |       |           | N/A                 | N/A        |
| Contract Evaluation – <i>if required</i>  |       |           | LC                  | EB         |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. |       |           | NA                  | N/A        |
| Checklist Verification  |       |           | LC                  | EB         |

**Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| <b>Reviewed by Law</b>          |                     |
|---------------------------------|---------------------|
|                                 | Department initials |
| Agreement/Contract and Exhibits | LC                  |
| Matrix Law Screen shot          | LC                  |
| COI                             | N/A - Waived        |
| Workers’ Compensation Insurance | N/A - Waived        |

### Accounting Units

| Time Period             | Accounting Unit | Account Number | Sub Account  | Dollar Amount         |
|-------------------------|-----------------|----------------|--------------|-----------------------|
| 01/01/2024 – 12/31/2024 | HS245100        | 55130          |              | <b>\$3,322,443.68</b> |
|                         |                 |                |              |                       |
|                         |                 |                |              |                       |
|                         |                 |                | <b>TOTAL</b> | <b>\$3,322,443.68</b> |

|   |                                   |
|---|-----------------------------------|
| <b>Contract History CE/AG# (if applicable)</b>      |                                   |
| <b>Infor/Lawson PO# and PO Code (if applicable)</b> | GOVP                              |
| <b>Lawson RQ# (if applicable)</b>                   | Not Required for Exemption - GOVP |
| <b>CM Contract#</b>                                 | 4155                              |

|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date | Approval # |
|--|-----------------|------------------|---------------------------------------|---------------|------------|
|  |                 |                  |                                       |               |            |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

| Original Amount                                 | \$3,322,443.68 |                | 01/01/2024 –<br>12/31/2024 | Pending<br>approval | Pending<br>approval |
|---|----------------|----------------|----------------------------|---------------------|---------------------|
| Prior Amendment<br>Amounts (list<br>separately) |                | \$             |                            |                     |                     |
|   |                | \$             |                            |                     |                     |
|   |                | \$             |                            |                     |                     |
| Pending<br>Amendment                            |                | \$             |                            |                     |                     |
| Total Amendments                                |                | \$0            |                            |                     |                     |
| Total Contact<br>Amount                         |                | \$3,322,443.68 |                            |                     |                     |

### Purchasing Use Only:

|                    |  |
|--------------------|--|
| Prior Resolutions: | N/A  |
| CM#:               | 4155   |
| Vendor Name:       | Court of Common Pleas, Juvenile Court Division |
| ftp:               | 1/1/2024 – 12/31/2024                          |
| Amount:            | \$3,322,443.68                                 |
| History/CE:        | Ok   |
| EL:                | Ok   |
| Procurement Notes: | N/A  |

Purchasing Buyer approval: **EB 2/12/2024**

## CONTRACT EVALUATION FORM

|   |   |
|---|---|
| <b>Contractor</b>   | Court of Common Pleas, Division of Juvenile Court   |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> | CM4155  |
| <b>RQ#</b>  | Not required for Exemption - GOVP   |
| <b>Time Period of Original Contract</b>   | 1/1/2023- 12/31/2023  |
| <b>Background Statement</b>   | Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Juvenile Court.  |
| <b>Service Description</b>  | The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.   |
| <b>Performance Indicators</b>   | The Juvenile Court shall meet the following contract requirements: Make all reasonable efforts to allow public access by providing services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Have either one or both of the parents to the case in any Non IV-D Child Support Case complete an "Application for Title IV-D Services" form prior to a hearing taking place, to enable the Hearing and subsequent issuance of a Journal Entry to be billable under this Contract; Forward a filed copy of the "Application for Title IV-D Services" form signed by one or both of the parents to the agency as it is not valid until received by |



|  |  |                      |                |                      |             |
|--|--|----------------------|----------------|----------------------|-------------|
|  | <p>the Office of Child Support Services (OCSS); Report the status, on a monthly basis by referral tracking number, of all actions submitted to them for processing; Ensure appropriate personnel having decision-making authority at Juvenile Court attend all scheduled meetings with the OCSS, which are held every three months for a total of four meetings per year; Supply to OCSS copies of Journal Entries requested within five working days of the request; Electronically furnish to the CSEA copies of all Journal Entries issued within five working days after journalized in the Clerk's Office, including those involving Cuyahoga Division of Children &amp; Family Services and placement of a child into or removal from agency custody; Juvenile Court magistrates shall timely issue decisions in their paternity and support cases, not later than 30 days after the conclusion of hearing; Juvenile Court judges shall issue final Judgment Entries not later than thirty days following the issuance of magistrates' decisions in cases with no objections; Furnish copies of all Paternity actions filed with the Ohio Central Paternity Registry at the time they are forwarded to OCPD, which shall be no later than five days after they are journalized; Maintain a 95% Disposition Rate in both "Parent/Child Relationship" and "Support" cases; Provide quarterly reports of case resolutions broken down by category, including resolution on the merits, dismissals, continuances, capiases, etc.; Utilize the Health Insurance Investigation Form received from the Prosecutors to address medical insurance coverage for all cases. Journal Entries shall include medical insurance policy numbers.</p> |                      |                |                      |             |
| <p><b>Actual Performance versus performance indicators (include statistics):</b></p> | <p>Juvenile Court maintained public access and offers their services in virtual and in-person format. Monthly expenses were submitted timely throughout 2023. Referral tracking reports for 2023 reflect a 0.1% decrease in referrals to Juvenile Court from 2022. Juvenile Court meets quarterly with OCSS and our partners from the Prosecutor's Office to discuss critical goals, including outcomes to referrals. Communication between OCSS and Juvenile Court continued beyond quarterly meetings to discuss and resolve issues and improve service delivery.</p>  |                      |                |                      |             |
| <p><b>Rating of Overall Performance of Contractor</b><br/>Select One (X)</p>         | <p>Superior</p>  | <p>Above Average</p> | <p>Average</p> | <p>Below Average</p> | <p>Poor</p> |
|  | <p>X</p>   |                      |                |                      |             |
| <p><b>Justification of Rating</b></p>  | <p>The Juvenile Court representatives that come to the contractual meetings have strengthened the relationship between the Court and OCSS. Both entities desire to develop best practices and shared goals. Discussions have been very cooperative and seek to gain efficiencies while focusing on service delivery to our shared clients. The framework previously developed to replicate a secure transfer</p>   |                      |                |                      |             |

|                           |   |
|---------------------------|---|
|                           | process for Modification of packets was delayed during 2023 due to competing priorities, but will be implemented early 2024 and will standardize processes. OCSS looks forward to working together on achieving success and performance improvement in 2024 on behalf of the families that we serve as we will continue to file appropriate packets of necessity with the Juvenile Court. |
| <b>Department Contact</b> | Richard L. Weiler / Jeffrey Bloom   |
| <b>User Department</b>    | Office of Child Support Services  |
| <b>Date</b>               | 01/17/2024  |

**PURCHASE-RELATED TRANSACTIONS**

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | <b>2024 – Cuyahoga County Treasurer’s Office – Government Purchase Agreement – Office of Child Support (OCSS) IV-D Contract: Treasurer’s Office- Collection of Cash Child Support Payment</b>  |
| <b>Department or Agency Name</b> | <b>Office of Child Support Services</b>  |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> Other (please specify): <b>Government Purchase Agreement</b> |

| <b>Original (O)/ Amendment (A-# )</b> | <b>Contract No. (If PO, list PO#)</b> | <b>Vendor Name</b>                 | <b>Time Period</b>  | <b>Amount</b> | <b>Date BOC Approved/ Council’s Journal Date</b> | <b>Approval No.</b> |
|---------------------------------------|---------------------------------------|------------------------------------|---------------------|---------------|--|---------------------|
| O                                     | 4154                                  | Cuyahoga County Treasurer’s Office | 1/1/2024-12/31/2024 | \$19,701.15   | Pending  | Pending             |

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**

Office of Child Support Services is requesting approval of a contract with **Cuyahoga County Treasurer’s Office** for IV-D related services to the collection of cash child support payments in the amount of **\$19,701.15** for the period of **1/1/2024 to 12/31/2024**.

**For purchases of furniture, computers, vehicles:  Additional  Replacement**  
**Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of? \_\_\_\_\_**

**Project Goals, Outcomes or Purpose (list 3):**

- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Treasurer’s Office.
- The Treasurer’s Office provides the collection of CASH Child Support payments.
- This is a Cooperative Agreement between two County Agencies.

**If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No**

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

|   |  |
|---|--|
| <b>Vendor Name and address:</b>   | <b>Owner, executive director, other (specify):</b> |
| Juvenile Court<br>2079 East 9 <sup>TH</sup> Street 1 <sup>st</sup> Floor<br>Cleveland, Oh 44115 | N/A  |
| <b>Vendor Council District:</b>   | <b>Project Council District:</b>                   |
| 07  | Council Districts across Cuyahoga County           |

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|   |  |
|---|--|
| If applicable provide the full address or list the municipality(ies) impacted by the project. | <b>Serving all of Cuyahoga County Eligible Residents</b> |
|---|--|

| COMPETITIVE PROCUREMENT   | NON-COMPETITIVE PROCUREMENT  |
|---|--|
| RQ # if applicable <b>N/A</b><br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date: | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation: <b>N/A</b>   | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) <b>N/A</b>  | <input type="checkbox"/> State Contract, list STS number and expiration date<br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date |
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>    | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).               |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:<br><b>N/A</b>  | <input checked="" type="checkbox"/> Government Purchase:<br><b>Government to Government Purchase Agreement. The total value of the Agreement is \$19,701.15</b>                          |
| How did pricing compare among bids received?<br><b>N/A</b>  | <input type="checkbox"/> Alternative Procurement Process<br><input type="checkbox"/> Contract Amendment<br><input type="checkbox"/> Other Procurement Method, please describe:           |

|   |   |
|---|---|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:            |   |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>   | If item is not on IT Standard List state date of TAC approval: <b>N/A</b> |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>                           |   |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b> |   |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>          |   |

|   |               |
|---|---------------|
| <b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b> |               |
| <b>PROGRAM INCOME</b>   | <b>11.54%</b> |
| <b>FEDERAL REIMBURSEMENT</b>  | <b>50.50%</b> |
| <b>FEDERAL INCENTIVES</b>   | <b>10.54%</b> |

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

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|   |               |
|---|---------------|
| <b>STATE MATCH + MEDICAL INCENTIVES + IRS RECOLLECTIONS</b>   | <b>10.00%</b> |
| <b>HHS LEVY</b>   | <b>17.42%</b> |
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):  |               |
| Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain): |               |

|   |   |
|---|---|
| <b>Provide status of project.</b>   |   |
| <input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase  | Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission |
| <p><b>Reason: The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job &amp; Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.</b></p> |   |
| <b>Timeline:</b>  |   |
| Project/Procurement Start Date (date your team started working on this item):   | <b>12/6/2023</b>  |
| Date documents were requested from vendor:  | <b>12/6/2023; 1/10/2024 &amp; 1/11/2024</b>   |
| Date of insurance approval from risk manager:   | <b>N/A</b>  |
| Date Department of Law approved Contract:   | <b>TBD</b>  |
| Date item was entered and released in Infor:  | <b>1/29/2024 &amp; TBD</b>  |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:   |   |
| If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)  |   |
| <p><b>The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.</b></p>   |   |
| Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)   |   |

|                                    |
|------------------------------------|
| <b>HISTORY (see instructions):</b> |
| O – CM3158 R2023-0065 3/28/2023    |

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |                       |
|--|-----------------------|
| Infor/Lawson RQ#:                      | Not Required for GOVP |
| Infor/Lawson PO# Code (if applicable): | GOVP                  |
| CM Contract#                           | 4154                  |

|  |            |                    |
|--|------------|--------------------|
| <b>2024 OCSS IV-D CONTRACT: TREASURER’S OFFICE</b> | Department | Clerk of the Board |
| Briefing Memo                                      | AL         | EB                 |

| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>   | No <input type="checkbox"/> |
|--|---|-----------------------------|
| Why is the contract being submitted late?            | <p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b></p> |                             |
| What is being done to prevent this from reoccurring? | N/A   |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

| OTHER THAN FULL AND OPEN COMPETITION  |       |           |                     |            |
|---|-------|-----------|---------------------|------------|
| Government Purchase   |       |           |                     |            |
| Reviewed by Purchasing  |       |           |                     |            |
|   |       |           | Department initials | Purchasing |
| Justification Form  |       |           | AL                  | EB         |
| Debarment/Suspension Verified   | Date: | 1/23/2024 | AL                  | EB         |
| Auditor’s Finding   | Date: | 1/23/2024 | AL                  | EB         |
| Vendor’s Submission   |       |           | AL                  | EB         |
| Cover - <i>Master contracts only</i>  |       |           | N/A                 | N/A        |
| Contract Evaluation – <i>if required</i>  |       |           | AL                  | EB         |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. |       |           | N/A                 | N/A        |
| Checklist Verification  |       |           | AL                  | EB         |

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### D

| Reviewed by Law                 |                     |
|---------------------------------|---------------------|
|                                 | Department initials |
| Agreement/Contract and Exhibits | AL                  |
| Matrix Law Screen shot          | AL                  |
| COI                             | N/A- Waived         |
| Workers’ Compensation Insurance | N/A- Waived         |

### Accounting Units

| Time Period             | Accounting Unit | Account Number | Sub Account  | Dollar Amount      |
|-------------------------|-----------------|----------------|--------------|--------------------|
| 01/01/2024 – 12/31/2024 | HS245100        | 55130          |              | \$19,701.15        |
|                         |                 |                |              |                    |
|                         |                 |                |              |                    |
|                         |                 |                | <b>TOTAL</b> | <b>\$19,701.15</b> |

|   |                       |
|---|-----------------------|
| <b>Contract History CE/AG# (if applicable)</b>      | N/A                   |
| <b>Infor/Lawson PO# and PO Code (if applicable)</b> | GOVP                  |
| <b>Lawson RQ# (if applicable)</b>                   | Not required for GOVP |
| <b>CM Contract#</b>                                 | 4154                  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date    | Approval #       |
|--|-----------------|------------------|---------------------------------------|------------------|------------------|
| <b>Original Amount</b>                           | \$19,701.15     |                  | 01/01/2024 – 12/31/2024               | Pending approval | Pending approval |
| <b>Prior Amendment Amounts (list separately)</b> |                 | \$               |                                       |                  |                  |
|  |                 | \$               |                                       |                  |                  |
|  |                 | \$               |                                       |                  |                  |
| <b>Pending Amendment</b>                         |                 | \$               |                                       |                  |                  |
| <b>Total Amendments</b>                          |                 | \$               |                                       |                  |                  |
| <b>Total Contact Amount</b>                      |                 | \$19,701.15      |                                       |                  |                  |

### Purchasing Use Only:

|                    |                                    |
|--------------------|------------------------------------|
| Prior Resolutions: | N/A                                |
| CM#:               | 4154                               |
| Vendor Name:       | Cuyahoga County Treasurer’s Office |
| ftp:               | 1/1/2024 – 12/31/2024              |
| Amount:            | \$19,701.15                        |
| History/CE:        | OK                                 |
| EL:                | OK                                 |
| Procurement Notes: | N/A                                |

Purchasing Buyer approval: **EB 2/12/2024**



## CONTRACT EVALUATION FORM

|   |  |
|---|--|
| <b>Contractor</b>   | Treasurer's Office   |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> | CM4154   |
| <b>RQ#</b>  | Not required for Exemptions - GOVP   |
| <b>Time Period of Original Contract</b>   | 1/1/2023 - 12/31/2023  |
| <b>Background Statement</b>   | Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the County Treasurer's Office for accepting cash payments for court ordered child support obligations.  |
| <b>Service Description</b>  | The County Treasurer's Office takes Cash Child Support Payments at the County Administration building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.   |
| <b>Performance Indicators</b>   | <p>Treasurer's Office Cash Collections 2023 Performance Standards:</p> <ol style="list-style-type: none"> <li>1) Treasurer's Office will only accept cash payments in its cashier's office.</li> <li>2) The Treasurer's Office will establish written procedures for adequate child support collection through the implementation of the following best practices: <ol style="list-style-type: none"> <li>a. Proper segregation of duties between the clerk and supervisor.</li> <li>b. Checks and balances adhered to for reconciliations and voids.</li> <li>c. The child support cash payment receipt form should always be in the custody of the cashier and not removed from the office. Forms should be logged in sequential order, monitored, and maintained daily.</li> <li>d. Multiple cashiers will not have access to the same drawer.</li> </ol> </li> <li>3) Treasurer's Office will deliver receipts for each cash transaction to the Office of Child Support Services (OCSS) along with the individual payment information forms daily. Cash deposits into the OCSS depository account will occur daily.</li> </ol> |

|   |  |                      |                |                      |             |
|---|--|----------------------|----------------|----------------------|-------------|
|   | <p>4) Treasurer’s Office will report missing or void cash payment receipts each day of occurrence.</p> <p>5) Treasurer’s Office will prepare a daily accounting of total transactions and the number of deposits that OCSS will receive by the end of each week.</p>   |                      |                |                      |             |
| <b>Actual Performance versus performance indicators (include statistics):</b> | CY 2023 cash collections totaled \$561,247.96, which represents a 6.66% decrease from the prior year. CY 2023 individual payment items collected were 2,081, which is a 5.56% decrease from the prior year.  |                      |                |                      |             |
| <b>Rating of Overall Performance of Contractor</b>                            | <b>Superior</b>  | <b>Above Average</b> | <b>Average</b> | <b>Below Average</b> | <b>Poor</b> |
| <b>Select One (X)</b>   |  |                      | X              |                      |             |
| <b>Justification of Rating</b>  | <p>Based on the 2023 Performance Standards, the delivery of cash receipts to OCSS was timely. Although CY 2022 collections (0.82%) and items processed (0.55%) increased, it was less than 1% from the prior year (2021). Overall collections from year to year since 2019 have continued to be less than in prior years. This is due to the continued post Covid-19 affects on staffing levels. At times, there have been delays in the weekly reconciliation delivery to OCSS; otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators. In the upcoming year, OCSS looks forward to working with this location to improve timely exchanges of information.</p> |                      |                |                      |             |
| <b>Department Contact</b>   | Tammie Greer   |                      |                |                      |             |
| <b>User Department</b>  | Office of Child Support Services   |                      |                |                      |             |
| <b>Date</b>   | 1/12/2024  |                      |                |                      |             |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0088

|  |  |
|--|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p> <p>Co-sponsored by: <b>Councilmember Turner</b></p> | <p><b>A Resolution</b> authorizing an amendment to Contract No. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in an amount not-to-exceed \$2,536,793.00, effective 1/1/2024; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p> |
|--|--|

**WHEREAS**, the County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an amendment to Contract No. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in an amount not-to-exceed \$2,536,793.00, effective 1/1/2024; and

**WHEREAS**, the primary goal for this project is to provide homeless women ages 18 and above with immediate, low-barrier access to a safe and decent shelter in accordance with the Office of Homeless Services Advisory Board’s adopted Community Standards for Emergency Shelters; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in an amount not-to-exceed \$2,536,793.00, effective 1/1/2024.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3015 and all documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 27, 2024  
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested: February 27, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | OHS; YWCA Greater Cleveland; RQ 10456; 2024 Amendment 1; Emergency Shelter for Single Adult Women   |
| <b>Department or Agency Name</b> | Office of Homeless Services   |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify): |

| Original (O)/ Amendment (A-# ) | Contract No. (If PO, list PO#) | Vendor Name            | Time Period       | Amount      | Date BOC Approved/ Council's Journal Date | Approval No. |
|--------------------------------|--------------------------------|------------------------|-------------------|-------------|---|--------------|
| O                              | 3014                           | YWCA Greater Cleveland | 1/1/23 – 12/31/23 | \$2,536,793 | 2/28/23                                   | R2023-0039   |
| O                              | 3014                           | YWCA Greater Cleveland | 1/1/24 – 12/31/24 | \$2,536,793 | Pending                                   | Pending      |
|                                |                                |                        |                   |             |   |              |
|                                |                                |                        |                   |             |   |              |

|  |
|--|
| <p><b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</b></p> <p>YWCA Greater Cleveland operates Norma Herr Women’s Center 24 hours per day, 365 days per year. The shelter can accommodate up to 202 people in 177 regular beds and 25 overflow beds or mats.</p> <p>YWCA serves homeless women ages 18 and above by providing immediate, low-barrier access to a safe and decent shelter in accordance with the Office of Homeless Services Advisory Board’s adopted Community Standards for Emergency Shelters. The YWCA assists these women’s efforts to return to stable housing as quickly as possible and connects them with services necessary to ensure long-term stable housing and self-sufficiency. Services and programming support identified subpopulations including but not limited to individuals over 55, youth, individuals who self-identify as LGBTQ, pregnant guests, those affected by trauma or other concerns, and veterans.</p> |
| <p><b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</b></p> <p><b>Age of items being replaced:                      How will replaced items be disposed of?                      N/A</b></p>   |
| <p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <ul style="list-style-type: none"> <li>• Operate a safe, trauma-informed, low barrier, emergency shelter for single adult women, in accordance with continuum of care shelter standards</li> <li>• Provide meals, access to laundry, and employment/housing services linkages</li> <li>• Develop and implement a permanent housing plan with each person</li> </ul>   |
| <p><b>If a County Council item, are you requesting passage of the item without 3 readings. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p>   |

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|  |  |
|--|--|
| <b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b> |  |
| Vendor Name and address:<br>YWCA Greater Cleveland<br>4019 Prospect Ave<br>Cleveland OH 44115  | Owner, executive director, other (specify):<br>Helen Forbes Fields, executive director |
| Vendor Council District:<br>7  | Project Council District:<br>County-wide   |
| If applicable provide the full address or list the municipality(ies) impacted by the project.  | <b>2227 Payne Ave<br/>Cleveland, OH 44114</b>  |

|  |  |
|--|--|
| <b>COMPETITIVE PROCUREMENT</b>   | <b>NON-COMPETITIVE PROCUREMENT</b>   |
| RQ # if applicable<br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:         | Provide a short summary for not using competitive bid process.<br><br>Amendment on contract that allows for an extension.<br><br>*See Justification for additional information.  |
| The total value of the solicitation:   | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received)  | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date                           |
| Participation/Goals (%): ( 0 ) DBE ( 0 ) SBE ( 0 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes<br><input type="checkbox"/> No, please explain. | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).   |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes<br><input type="checkbox"/> No, please explain:  | <input type="checkbox"/> Government Purchase<br><br><input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?   | <input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )<br><br><i>RFP 10456, which closed 9/12/2022</i><br><br><input type="checkbox"/> Other Procurement Method, please describe: |

|   |  |
|---|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. <b>If yes, complete section below: N/A</b> |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.  | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                                      |  |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.            |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.                     |  |

|   |
|---|
| <b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. |
|---|

Commented [CKT]: Suggestion by MBV - I can't recall exactly how she said it. See text in green (or we can refer them to instructions) and provide more detail in the instruction.

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|  |
|--|
| <b>Health and Human Services Levy</b>  |
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):   |
| Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain): |

|   |   |
|---|---|
| <b>Provide status of project.</b>   |   |
| <input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase  | Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, in the fields below provide reason for late and timeline of late submission |
| <b>Reason: Had to work with provider to determine final 2023 spending and determine 2024 budgetary needs, which involved several budget revisions.</b>  |   |
| <b>Timeline:</b>  | <b>12/4/23</b>  |
| Project/Procurement Start Date (date your team started working on this item):   |   |
| Date documents were requested from vendor:  | <b>12/5/23, 12/15/23, 12/22/23, 1/9/24, 1/16/24, 1/29/24</b>  |
| Date of insurance approval from risk manager:   | <b>2/5/24</b>   |
| Date Department of Law approved Contract:   | <b>2/6/24</b>   |
| Date item was entered and released in Infor:  | <b>2/8/24</b>   |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:   |   |
| If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) Provider has continued to offer services but is aware that they will not be reimbursed for services until amendment is approved. |   |
| Have payments be made? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)   |   |

|                                    |
|------------------------------------|
| <b>HISTORY (see instructions):</b> |
| N/A – see table on page 1          |

Rev. 7/24/23



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |       |
|--|-------|
| Infor/Lawson RQ#:                      | 10456 |
| Buyspeed RQ# (if applicable):          |       |
| Infor/Lawson PO# Code (if applicable): | RFP   |
| CM Contract#                           | 3014  |

|               |                   |                           |
|---------------|-------------------|---------------------------|
|               | <b>Department</b> | <b>Clerk of the Board</b> |
| Briefing Memo | ER                |                           |

|  |   |                             |
|--|---|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>   | No <input type="checkbox"/> |
| Why is the amendment being submitted late?           | Needed additional time to evaluate 2023 contract spending and 2024 budgetary needs. Delay in receiving budget from provider |                             |
| What is being done to prevent this from reoccurring? | OHS will work with provider to get budget sooner  |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

| Contract Amendments<br>Reviewed by Purchasing  |                       |         |                            |   |
|--|-----------------------|---------|----------------------------|---|
| <b>YWCA Greater Cleveland</b>  |                       |         | <b>Department initials</b> | <b>Purchasing</b>   |
| Justification Form   |                       |         | ER                         | OK KT<br>02/01/2024   |
| IG#  | 23-0030-REG 31DEC2027 |         | ER                         | OK KT<br>02/14/2024<br>YWCA Greater Cleveland 23-0030-REG 31DEC2027 |
| Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i> | Date:                 |         | N/A                        | N/A   |
| Debarment/Suspension Verified  | Date:                 | 2/2/24  | ER                         | OK KT<br>02/02/2024   |
| Auditor's Finding  | Date:                 | 2/2/24  | ER                         | OK KT<br>02/02/2024   |
| Vendor's Submission  |                       |         | N/A                        | OK KT<br>02/14/2024   |
| Independent Contractor (I.C.) Requirement  | Date:                 | 9/29/23 | ER                         | OK KT<br>09/29/2023   |
| Cover - <i>Master amendments only</i>  |                       |         | N/A                        | OK KT<br>02/14/2024   |
| Contract Evaluation  |                       |         | ER                         | OK KT<br>02/14/2024   |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.                            |                       |         | N/A                        | N/A   |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|                        |    |                     |
|------------------------|----|---------------------|
| Checklist Verification | ER | OK KT<br>02/14/2024 |
|------------------------|----|---------------------|

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law   |                            |
|---|----------------------------|
|   | <b>Department initials</b> |
| Agreement/Contract and Exhibits   | ER                         |
| Matrix Law Screen shot  | ER                         |
| COI   | ER                         |
| Workers' Compensation Insurance   | ER                         |
| Original Executed Contract (containing insurance terms) & all executed amendments | ER                         |

### Accounting Units

| Time Period                                       | Accounting Unit | Account Number | Sub Account  | Dollar Amount         |
|---|-----------------|----------------|--------------|-----------------------|
| 1/1/2024 – 12/31/2024                             | HS230350        | 55130          | UCH00000     | <b>\$2,120,000.00</b> |
| 1/1/2025 – 3/31/2025<br>*for future 2024 invoices | HS230350        | 55130          | UCH00000     | <b>\$416,793.00</b>   |
|   |                 |                |              |                       |
|   |                 |                | <b>TOTAL</b> | <b>\$2,536,793.00</b> |

|  |       |
|--|-------|
| <b>Contract History CE/AG# (if applicable)</b> |       |
| <b>Infor/Lawson PO# Code (if applicable)</b>   | RFP   |
| <b>Lawson RQ# (if applicable)</b>              | 10456 |
| <b>CM Contract#</b>                            | 3014  |

|  | Original Amount       | Amendment Amount      | Original Time Period/Amended End Date | Approval Date | Approval # |
|--|-----------------------|-----------------------|---------------------------------------|---------------|------------|
| <b>Original Amount</b>                           | <b>\$2,536,793.00</b> |                       | 1/1/23 – 12/31/23                     | 2/28/23       | R2023-0039 |
| <b>Prior Amendment Amounts (list separately)</b> |                       |                       |                                       |               |            |
|  |                       |                       |                                       |               |            |
| <b>Pending Amendment</b>                         |                       | <b>\$2,536,793.00</b> | 1/1/24 – 12/31/24                     | pending       | pending    |
| <b>Total Amendments</b>                          |                       | <b>\$2,536,793.00</b> |                                       |               |            |
| <b>Total Contact Amount</b>                      |                       | <b>\$5,073,586.00</b> |                                       |               |            |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

|  |  |
|--|--|
| Prior Resolutions:                               | R2023-0039                                   |
| Amend:1  | Amendment #1                                 |
| Vendor Name:                                     | YMCA Greater Cleveland                       |
| ftp:   | 01-01/2023-12/31/2023 extended to 12/31/2024 |
| Amount:  | Not to exceed \$2,536,793.00                 |
| History/CE:                                      | OK   |
| EL:  | OK   |
| Procurement Notes:                               |  |
| Purchasing Buyer’s initials and date of approval | KT 02/14/2024                                |

Purchasing Buyer approval: KT (for Brittany)

## CONTRACT EVALUATION FORM

|   |  |                      |                |                      |             |
|---|--|----------------------|----------------|----------------------|-------------|
| <b>Contractor</b>   | YWCA of Greater Cleveland  |                      |                |                      |             |
| <b>Current Contract History:<br/>CE/AG# (if applicable)<br/>Infor/Lawson PO#:</b> | 3014   |                      |                |                      |             |
| <b>RQ#</b>  | 10456  |                      |                |                      |             |
| <b>Time Period of Original Contract</b>   | 1/1/2023 – 12/31/2023  |                      |                |                      |             |
| <b>Background Statement</b>   | The YWCA manages the Norma Herr Women’s Center (NHWC), the emergency shelter for single women. The goal of the emergency shelter program in Cuyahoga County is to eliminate street homelessness by providing high-quality temporary shelter and access to services focused on returning persons to permanent housing as quickly as possible. |                      |                |                      |             |
| <b>Service Description</b>  | Services include development of an individualized housing plan, assessment and linkages to physical and mental health services, benefit eligibility assessment, and assistance with obtaining employment, education and/or training.   |                      |                |                      |             |
| <b>Performance Indicators</b>   | Number of persons served; exits to permanent housing; average length of stay; client grievance resolution.   |                      |                |                      |             |
| <b>Actual Performance versus performance indicators (include statistics):</b>     | # of unduplicated individuals provided shelter: 784<br># exiting: 508<br># exiting to perm housing: 68<br>Average length of stay: 140 days overall (89 days for leavers; 237 days for stayers)   |                      |                |                      |             |
| <b>Rating of Overall Performance of Contractor</b>                                | <b>Superior</b>  | <b>Above Average</b> | <b>Average</b> | <b>Below Average</b> | <b>Poor</b> |
| <b>Select One (X)</b>   |  |                      | X              |                      |             |
| <b>Justification of Rating</b>  | YWCA provides a client-centered shelter to a very high-barrier population across the homeless continuum of care.   |                      |                |                      |             |
| <b>Department Contact</b>   | Melissa Sirak  |                      |                |                      |             |
| <b>User Department</b>  | Office of Homeless Services  |                      |                |                      |             |
| <b>Date</b>   | 12/30/23   |                      |                |                      |             |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0067

|   |   |
|---|---|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p> | <p><b>A Resolution</b> declaring that public convenience and welfare requires the resurfacing of Warrensville Center Road from Fairmount Boulevard to Mayfield Road in the Cities of University Heights and South Euclid; total estimated project cost \$7,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p> |
|---|---|

**WHEREAS**, the County Executive/Department of Public Works recommends that public convenience and welfare requires the resurfacing of Warrensville Center Road from Fairmount Boulevard to Mayfield Road in the Cities of University Heights and South Euclid; and

**WHEREAS**, the anticipated start-completion date is the fall of 2026; and

**WHEREAS**, that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; and

**WHEREAS**, the primary goal is to properly maintain the County’s infrastructure for which the County is responsible; and

**WHEREAS**, the project is located in Council Districts 10 & 11; and

**WHEREAS**, the estimated project cost is \$7,500,000.00; and

**WHEREAS**, this project will be funded 80% (\$6,000,000.00) Federal Funds, 10% (\$750,000.00) Road and Bridge Fund, 6% (\$460,000.00) City of South Euclid and 4% (\$290,000.00) City of University Heights; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby declares that public convenience and welfare requires the resurfacing of Warrensville Center Road from Fairmount Boulevard to Mayfield Road in the Cities of University Heights and South Euclid.

**SECTION 2.** That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

**SECTION 3.** That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

**SECTION 4.** 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 take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 5.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 13, 2024

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Warrensville Center Road, in the Cities of South Euclid & University Heights**

#### **A. Scope of Work Summary**

1. The Public Works Department requesting that Council find:
  - a) That public convenience and welfare requires the approval of the resurfacing of Warrensville Center Road from Fairmount Boulevard to Mayfield Road, in the Cities of South Euclid and University Heights.
  - b) That special assessments are not to be levied and collected to pay part of the County's costs of these improvements.
  - c) Authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities. The anticipated cost of this project is \$7,500,000. This project is part of the NOACA TIP 2024-2027 and County is requesting to be the project sponsor. The anticipated start date is the Fall of 2025 and it is anticipated to be completed in the Fall of 2026.
2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.
3. N/A
4. N/A

#### **B. Procurement – N/A**

#### **C. Contractor and Project Information**

1. N/A
2. N/A
- 3.a. N/A
- 3.b. Council Districts 10 & 11

#### **D. Project Status and Planning**

1. The project is new to the County.
2. N/A
3. N/A
4. N/A
5. N/A

#### **E. Funding**

1. The project is to be funded with \$6,000,000 Federal (80%), \$750,000 County Road and Bridge (10%), \$460,000 South Euclid (6%), and \$290,000 University Heights (4%). The total cost of the project is \$7,500,000.
2. By Invoice
3. N/A



**F. Items/Services Received and Invoiced but not Paid – N/A**

**Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

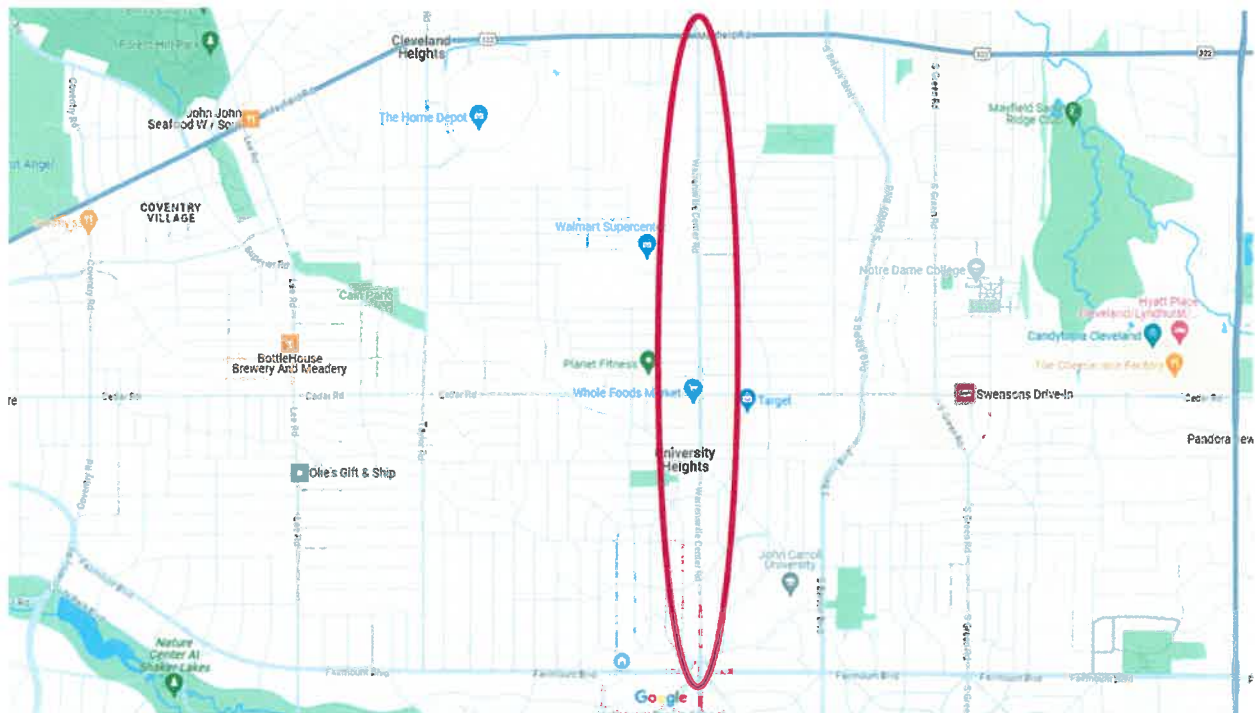
Created by: Matthew Pastorelle



# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Warrensville Center Road: University Heights and South Euclid

|                                  |  |
|----------------------------------|--|
| <b>Project Type</b>              | Resurfacing of Warrensville Center Road  |
| <b>Project Limits</b>            | Fairmount Boulevard to Mayfield Road (2.3 miles)   |
| <b>Average Daily Traffic</b>     | 19,299 vehicles per day  |
| <b>Pavement Condition Rating</b> | 59 & 60 (Fair to Poor)   |
| <b>Last Rehabilitated</b>        | 2001 & 2007  |
| <b>Distance</b>                  | 2.3 miles  |
| <b>Council District</b>          | 10 & 11  |
| <b>Project Cost</b>              | \$7,500,000  |
| <b>Proposed Funding</b>          | 80% Federal (\$6,000,000), 10% County (\$750,000),<br>6% South Euclid (\$460,000), 4% University Heights (\$290,000) |
| <b>Project Design</b>            | County Department of Public Works  |
| <b>Construction Admin</b>        | County Department of Public Works  |



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0069

|   |  |
|---|--|
| <p>Sponsored by: <b>County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Adult Probation Department</b></p> <p>Co-sponsored by: <b>Councilmembers Conwell and Sweeney</b></p> | <p><b>A Resolution</b> authorizing an amendment to Contract No. 576 (fka Contract No. CE1000867-01) with the Near West Side Multi-Service Corporation dba May Dugan Center for lease of office space located at 4115 Bridge Ave., Cleveland, Ohio, for use by Cuyahoga County Court of Common Pleas/Adult Probation Department for the period 8/1/2020 – 7/31/2025 to extend the time period to 7/31/2030, to change the terms, and for additional funds in the amount not-to-exceed \$177,000.00, effective upon contract signatures of all parties; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective</p> |
|---|--|

**WHEREAS**, the County Executive/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Adult Probation Department has recommended an amendment to Contract No. 576 (fka Contract No. CE1000867-01) with the Near West Side Multi-Service Corporation dba May Dugan Center for lease of office space located at 4115 Bridge Ave., Cleveland, Ohio 44113, for use by Cuyahoga County Court of Common Pleas/Adult Probation Department for the period 8/1/2020 – 7/31/2025 to extend the time period to 7/31/2030, to change the terms, and for additional funds in the amount not-to-exceed \$177,000.00, effective upon contract signatures of all parties; and

**WHEREAS**, the primary goal of this amendment is to extend the term of the lease for office space of approximately 2,680 square feet used by Cuyahoga County Court of Common Pleas/Adult Probation Department; and

**WHEREAS**, this project is funded 100% General Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** The Cuyahoga County Council hereby authorizes an amendment to Contract No. 576 (fka Contract No. CE1000867-01) with the Near West Side Multi-Service Corporation dba May Dugan Center for lease of office space located at 4115 Bridge Ave., Cleveland, Ohio 44113, for use by Cuyahoga County Court of Common Pleas/Adult Probation Department for the period 8/1/2020 – 7/31/2025 to extend the time period to 7/31/2030, to change the terms to, and for additional funds in the amount not-to-exceed \$177,000.00, effective upon contract signatures of all parties,.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** 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 Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council 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

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: February 13, 2024  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested in Committee: February 21, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**Near West Side Multi Service Corporation dba May Dugan Center for space at 4115 Bridge Ave., Cleveland for use by the Cuyahoga County Common Pleas Court – Adult Probation Office**

|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | Third Amendment for Lease by/btwn Cuyahoga County Common Pleas Court, and Near West Side Multi Service Corporation dba May Dugan Center to extend CM576 Term for lease of space at 4115 Bridge Ave., Cleveland for use by Cuyahoga County Common Pleas Court - Adult Probation Office. Current Term for the period 8/1/2010 – 7/31/2025 extending to 7/31/2030 and for additional funds not-to-exceed \$ 177,000.00 effective 8/1/2025. |
| <b>Department or Agency Name</b> | Department of Public Works on behalf of Cuyahoga County Veterans Service Commission   |
| <b>Requested Action</b>          | <input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue<br>Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify):  |

| Original (O)/<br>Amendment<br>(A-# ) | Contract<br>No. (If PO,<br>list PO#) | Vendor<br>Name  | Time Period         | Amount        | Date BOC<br>Approved/<br>Council's<br>Journal Date | Approval No.   |
|--------------------------------------|--------------------------------------|---|---------------------|---------------|--|--|
| O                                    | CM576                                | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2010-7/31/2015  | \$ 166,360.00 | 11/24/2010   | BC2010-283   |
| 1 <sup>st</sup>                      | CM576                                | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2015-7/31/2020  | \$ 174,820.00 | 11/24/2015   | R2015-0230<br>(RFP exemption<br>7/31/2020<br>BC2015-596) |
| 2 <sup>nd</sup>                      | CM576                                | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2020-7/31/2025  | \$ 182,881.00 | 7/21/2020  | R2020-0141   |
| 3 <sup>rd</sup>                      | CM576                                | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2025-7/31/20230 | \$ 177,000.00 | Tbd  | Tbd  |

|   |
|---|
| <p><b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</b> This will ensure that the Landlord will extend the lease term until 7/31/2030 after the completion of major renovation to the May Dugan Center. The County will have a right of early termination, with notice.</p>   |
| <p><b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement<br/> <b>Age of items being replaced:</b> _____ <b>How will replaced items be disposed of?</b> _____</p>   |
| <p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <p><b>The goal of the project is to continue the lease</b> space at 4115 Bridge Ave., Cleveland for use by Cuyahoga County Common Pleas Court – Adult Probation Office beyond the current term expiration established under R2020-0141 (7/21/20) 8/1/2010-7/31/2025 extending to 7/31/2030 not to exceed \$177,000.00 effective 8/1/2025.</p> <p><b>The outcome:</b> The underlying lease is not new to the County and was entered into pursuant to BC2010-283 (11/24/2010) \$166,360.00, R2015-0230 (11/24/2015) \$ 174,820.00 and R2020-0141 (7/21/2020) \$182,881.00.</p> <p><b>The purpose:</b> This will ensure that May Dugan will continue to lease space until 7/31/2030 after the completion of the renovation improvements made next year using their own grant dollars.</p> |
| <p><b>If a County Council item, are you requesting passage of the item without 3 readings.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>  |

|   |  |
|---|--|
| <p><b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b></p> |  |
| <p>Vendor Name and address: Near West Side Multi Service Corporation dba May Dugan Center</p>   | <p>Owner, executive director, other (specify): Rick Kemm, Executive Director</p> |
| <p>Vendor Council District:</p>   | <p>Project Council District:</p>   |
| <p>If applicable provide the full address or list the municipality(ies) impacted by the project.</p>  |  |

|   |  |
|---|--|
| <p><b>COMPETITIVE PROCUREMENT</b><br/> RQ # if applicable<br/> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br/> <input type="checkbox"/> Informal<br/> <input type="checkbox"/> Formal Closing Date: _____</p> | <p><b>NON-COMPETITIVE PROCUREMENT</b><br/> Provide a short summary for not using competitive bid process.<br/><br/> *See Justification for additional information.</p>                                 |
| <p>The total value of the solicitation: _____</p>   | <p><input type="checkbox"/> Exemption</p>  |
| <p>Number of Solicitations (sent/received) / _____</p>  | <p><input type="checkbox"/> State Contract, list STS number and expiration date<br/><br/> <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date</p> |

|   |  |
|---|--|
| Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. | <input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ). |
| Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:  | <input type="checkbox"/> Government Purchase   |
|   | <input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?  | <input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )   |
|   | <input type="checkbox"/> Other Procurement Method, please describe:  |

|  |  |
|--|--|
| <b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below: |  |
| <input type="checkbox"/> Check if item on IT Standard List of approved purchase.   | If item is not on IT Standard List state date of TAC approval: |
| Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.                           |  |
| Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. |  |
| Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.          |  |

|  |
|--|
| <b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.<br><br>Colleen Brown, 100% General Fund. |
| Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):   |
| Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):                             |

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text on given, (or we can refer them to instructions) and provide more detail in the instruction.

|   |   |
|---|---|
| <b>Provide status of project.</b>   |   |
| <input type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase         | Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission |
| <b>Reason:</b>  |   |
| <b>Timeline:</b>  |   |
| Project/Procurement Start Date (date your team started working on this item):                                   | 10/05/23 PWD-3697 opened<br>12/01/23 JMyers assigned to NFarina   |
| Date documents were requested from vendor:  | 12/01/23, 12/18/23 requested and received last doc 12/29/23   |
| Date of insurance approval from risk manager:   | PWD-3697 upld 12/29/2023 approved 12/29/23  |
| Date Department of Law approved Contract:   | PWD-3697 12/18 /23  |
| Date item was entered and released in Infor:  | entered 1/8/2024 and released on/around 1/10/24   |
| If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain) |   |



Have payments be made?  No  Yes (if yes, please explain)

**HISTORY (see instructions):**

|                 |       |   |  |               |            |            |
|-----------------|-------|---|--|---------------|------------|------------|
| O               | CM576 | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2010-7/31/2015                                     | \$ 166,360.00 | 11/24/2010 | BC2010-283 |
| 1 <sup>st</sup> | CM576 | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2015-7/31/2020                                     | \$174,820.00  | 11/24/2015 | R2015-0230 |
| 2 <sup>nd</sup> | CM576 | Near West Side Multi Service Corporation dba May Dugan Center | 8/1/2020-7/31/2025 (current amendment will not expire) | \$ 182,881.00 | 7/21/2020  | R2020-0141 |
| 3 <sup>rd</sup> | CM576 | Near West Side Multi Service Corporation dba May Dugan Center | Effective 8/1/2025-7/31/2030                           | \$ 177,000.00 | Tbd        | Tbd        |

This Third Amendment will ensure that landlord will continue to lease space until 7/31/2030 after the completion of major renovation of the May Dugan Center.

## Department of Purchasing – Required Documents Checklist

Department of Public Works, submitting a Third Amendment to lease Near West Side Multi Service Corporation dba May Dugan Center 8/1/2010 – 7/31/2025 extend to 7/31/2020 upon expiration of R2020-0141 effective 8/1/2025

The County will retain a right to terminate early with one year notice. May Dugan Center is completing a major renovation and the Court would like to lock into this site to maximize this renovation.

|  |                       |
|--|-----------------------|
| Infor/Lawson RQ#:                      | 14962                 |
| Buyspeed RQ# (if applicable):          | 14962 n/a             |
| Infor/Lawson PO# Code (if applicable): | n/a                   |
| CM Contract#                           | CM576 (fka CE1000867) |

|  | Department | Clerk of the Board |
|--|------------|--------------------|
| Briefing Memo 12/12/23 send to JCM ok 1/8/24 | JCM/NDF    |                    |

|  |                              |                               |
|--|------------------------------|-------------------------------|
| Late Submittal Required:                             | Yes <input type="checkbox"/> | ✓ No <input type="checkbox"/> |
| Why is the amendment being submitted late?           | n/a                          |                               |
| What is being done to prevent this from reoccurring? | n/a                          |                               |

|   |                              |                               |
|---|------------------------------|-------------------------------|
| TAC or CTO Required or authorized IT Standard | Yes <input type="checkbox"/> | ✓ No <input type="checkbox"/> |
|---|------------------------------|-------------------------------|

| Contract Amendments<br>Reviewed by Purchasing   |         |          |  |                     |   |
|---|---------|----------|--|---------------------|---|
|   |         |          |  | Department initials | Purchasing                              |
| Justification Form 12/12/23 sent to JCM scanned all 4 pgs 1/8/24  |         |          |  | JCM/NDF             | OK                                      |
| IG#   | 24-0002 | 12-2002  |  | NDF                 | OK                                      |
| Annual Non-Competitive Bid Contract Statement - (only needed if not going to BOC or Council for approval) | Date:   | 12/19/23 |  | NDF                 | Attached (not required for this action) |
| Debarment/Suspension Verified   | Date:   | 12/18/23 |  | NDF                 | OK                                      |
| Auditor's Finding   | Date:   | 12/18/23 |  | NDF                 | OK                                      |
| Independent Contractor (I.C.) Requirement   | Date:   | 12/19/23 |  | NDF                 | OK                                      |
| Cover - Master amendments only  |         |          |  | n/a                 | OK                                      |
| Contract Evaluation   |         |          |  | NDF                 | OK                                      |
| TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.                     |         |          |  | n/a                 | N/A                                     |
| Checklist Verification  |         |          |  | NDF                 | OK                                      |

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

| Reviewed by Law |                     |
|-----------------|---------------------|
|                 | Department initials |

## Department of Purchasing – Required Documents Checklist

Department of Public Works, submitting a Third Amendment to lease Near West Side Multi Service Corporation dba May Dugan Center 8/1/2010 – 7/31/2025 extend to 7/31/2020 upon expiration of R2020-0141 effective 8/1/2025

The County will retain a right to terminate early with one year notice. May Dugan Center is completing a major renovation and the Court would like to lock into this site to maximize this renovation.

|   |             |
|---|-------------|
| Agreement/Contract and Exhibits   | PWD-3697 NH |
| Matrix Law Screen shot  | PWD-3697 NH |
| COI   | PWD-3697 NH |
| Workers' Compensation Insurance   | PWD-3697 NH |
| Original Executed Contract (containing insurance terms) & all executed amendments | PWD-3697 NH |

**Accounting Units:** 12/7/23 Colleen Brown to complete and returned

| Time Period     | Accounting Unit | Account Number | Sub Account | Dollar Amount |
|-----------------|-----------------|----------------|-------------|---------------|
| 8/1/25-12/31/25 | CP100170        | 54400          |             | \$14,375.00   |
| 1/1/26-12/31/26 | CP100170        | 54400          |             | \$34,500.00   |
| 1/1/27-12/31/27 | CP100170        | 54400          |             | \$35,125.00   |
| 1/1/28-12/31/28 | CP100170        | 54400          |             | \$36,000.00   |
| 1/1/29-12/31/29 | CP100170        | 54400          |             | \$36,000.00   |
| 1/1/30-7/31/30  | CP100170        | 54400          |             | \$21,000.00   |
|                 |                 |                | TOTAL       | \$177,000.00  |

|  |                       |
|--|-----------------------|
| <b>Contract History CE/AG# (if applicable)</b> | CE1000867-01 n/a      |
| <b>Infor/Lawson PO# Code (if applicable)</b>   | CE1000867-01 CONV n/a |
| <b>Lawson RQ# (if applicable)</b>              | 14962 (BuySpeed)      |
| <b>CM Contract#</b>                            | CM576                 |

|  | Original Amount | Amendment Amount | Original Time Period/Amended End Date | Approval Date           | Approval #   |
|--|-----------------|------------------|---------------------------------------|-------------------------|--|
| <b>Original Amount</b>                           | \$ 166,360.00   |                  | 8/1/2010-7/31/2015                    | 11/24/2010<br>10/9/2012 | BC2010-283<br>BC2012-283                           |
| <b>Prior Amendment Amounts (list separately)</b> |                 | \$ 174,820.00    | 8/1/2015-7/31/2020                    | 11/24/2015              | R2015-0230<br>(RFP exemption 7/31/2020 BC2015-596) |
|  |                 | \$ 182,881.00    | 8/1/2020-7/31/2025                    | 7/21/2020               | R2020-0141   |

## Department of Purchasing – Required Documents Checklist

Department of Public Works, submitting a Third Amendment to lease Near West Side Multi Service Corporation dba May Dugan Center 8/1/2010 – 7/31/2025 extend to 7/31/2020 upon expiration of R2020-0141 effective 8/1/2025

The County will retain a right to terminate early with one year notice. May Dugan Center is completing a major renovation and the Court would like to lock into this site to maximize this renovation.

|                             |  |                      |                           |            |            |
|-----------------------------|--|----------------------|---------------------------|------------|------------|
|                             |  |                      |                           |            |            |
| <b>Pending Amendment</b>    |  | <b>\$ 177,000.00</b> | <b>8/1/2025-7/31/2030</b> | <b>Tbd</b> | <b>Tbd</b> |
| <b>Total Amendments</b>     |  | <b>\$ 534,701.00</b> |                           |            |            |
| <b>Total Contact Amount</b> |  | <b>\$ 701,061.00</b> |                           |            |            |

### Purchasing Use Only:

|   |   |
|---|---|
| <b>Prior Resolutions:</b>                               | R2020-0141, R2015-0230, BC2012-283                            |
| <b>Amend:</b>   | 576   |
| <b>Vendor Name:</b>                                     | Near West Side Multi Service Corporation dba May Dugan Center |
| <b>ftp:</b>   | 8/1/2010 – 7/31/2025 EXT 7/31/2030                            |
| <b>Amount:</b>  | Add'l \$177,000.00mm  |
| <b>History/CE:</b>                                      | OK  |
| <b>EL:</b>  | Needs WET   |
| <b>Procurement Notes:</b>                               |   |
| <b>Purchasing Buyer's initials and date of approval</b> | OK, ssp 1/9/2024  |

## CONTRACT EVALUATION FORM

|  |  |                      |                |                      |             |
|--|--|----------------------|----------------|----------------------|-------------|
| Contractor   | Near West Side Multi Service Corporation dba May Dugan Center  |                      |                |                      |             |
| Current Contract History:<br>CE/AG# (if applicable)<br>Infor/Lawson PO#: | Original 8/1/2010 to 7/31/2015 \$166,360.00, extended to 7/31/2020 \$174,820.00, extended to 7/31/2025 \$182,881.00 and now being revised to extend to 7/31/2030 effective 8/1/2025 in the amount of \$177,000.00  |                      |                |                      |             |
| RQ#  | 14962  |                      |                |                      |             |
| Time Period of Original Contract   | BC2010-283 (11/24/2010) 8/1/2010-7/31/2015 \$166,360.00  |                      |                |                      |             |
| Background Statement   | This Third Amendment will ensure the Common Pleas Probation that May Dugan will continue to lease space until 7/31/2030 for staff after the completion of the renovation improvements next year using their grant dollars.   |                      |                |                      |             |
| Service Description  | The county leases space/parking for use by the Cuyahoga County Common Pleas Probation. The County will retain the right to terminate early with one year's notice. May Dugan Center is completing a major renovation, and the Court would like to lock into this site to maximize this renovation. |                      |                |                      |             |
| Performance Indicators   | n/a  |                      |                |                      |             |
| Actual Performance versus performance indicators (include statistics):   | All met.   |                      |                |                      |             |
| Rating of Overall Performance of Contractor                              | <b>Superior</b>  | <b>Above Average</b> | <b>Average</b> | <b>Below Average</b> | <b>Poor</b> |
| Select One (X)   |  |                      | X              |                      |             |
| Justification of Rating  | Good   |                      |                |                      |             |

|                           |   |
|---------------------------|---|
| <b>Department Contact</b> | Nancy Farina for John Myers DPW (216) 698-2517 Cuyahoga County Court of Common Pleas – contact Colleen Brown (216) 698-2388 |
| <b>User Department</b>    | Department of Public Works on behalf of the Cuyahoga County Court of Common Pleas Court for Probation Office                |
| <b>Date</b>               | 12/11/2023  |

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2024-0002

|   |   |
|---|---|
| Sponsored by: <b>County Executive Ronayne</b> | <b>An Ordinance</b> enacting Section 206.03 of the Cuyahoga County Code to rename the Cuyahoga County Advisory Council on Women’s Health as the Cuyahoga County Women’s Health Commission; repealing Section 208.05 of the County Code; and declaring the necessity that this Ordinance become immediately effective. |
|---|---|

WHEREAS, this Council enacted Ordinance No. O2023-0016 on November 14, 2023 establishing the Cuyahoga County Advisory Council on Women’s Health to, among other things, serve as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women’s health and the rights of women to make their own healthcare decisions and have access to a full range of reproductive healthcare options; and

WHEREAS, the County now desires to rename the Cuyahoga County Advisory Council on Women’s Health the Cuyahoga County Women’s Health Commission; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** Section 206.03 of the Cuyahoga County Code is hereby enacted to read as follows:

**Section 206.03 Cuyahoga County Women’s Health Commission**

**A. Composition:** The Women’s Health Commission shall be composed of thirteen (13) members, including: the County Executive or the Executive’s designee; the County Council President or the President’s designee; the Director of Health and Human Services or the Director’s designee; The President of the Metro Health System or the President’s designee; and nine (9) members appointed by the County Executive and confirmed by County Council (the “Community Appointees”). The Community Appointees shall include representatives of community organizations and health providers, members of the legal community active in the defense of full reproductive

rights and, where possible, individuals who have lived experience. Community Appointees shall be electors of Cuyahoga County.

1. Three (3) of the Community Appointees shall have an initial term of one (1) year; three (3) of the Community Appointees shall have an initial term of two (2) years; and three (3) of the Community Appointees shall have an initial term of three (3) years. Thereafter, all terms shall be for three (3) years.
2. Nothing in this section shall prohibit any initial appointee from being reappointed to the Women's Health Commission for additional three-year terms. If a vacancy occurs, the original appointing authority shall appoint a replacement in the same manner as the regular appointment for the unexpired term.
3. Members shall serve without compensation, except for out-of-pocket expenses, approved by the members of the Women's Health Commission.

**B. Leadership and Staffing:** The Women's Health Commission shall select a member to serve as Chair and shall develop and adopt its own rules of procedure, consistent with this section, the County Code, and the County Charter; provided that the member initially selected to serve as Chair shall serve in that capacity for a period of two (2) years. The Executive shall provide staff support as needed.

**C. Duties:** The duties of the Women's Health Commission shall include:

1. Acting as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women's health.
2. Creating recommendations for allocating grant funding related to women's health issues.
3. Providing advice and recommendations regarding funding of programs designed to support better access to women's healthcare.
4. Meeting publicly on a quarterly basis to provide a forum for the public to offer ideas and recommendations regarding women's health.
5. Serving as a resource for crisis responses around the status of reproductive rights in the state of Ohio.

**SECTION 2.** Section 208.05 of the Cuyahoga County Code is hereby repealed in its entirety.

**SECTION 3.** It is necessary that this Ordinance 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 Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after



disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ms. Conwell, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

|                          |       |
|--------------------------|-------|
| _____                    | _____ |
| County Council President | Date  |

|                  |       |
|------------------|-------|
| _____            | _____ |
| County Executive | Date  |

|                  |       |
|------------------|-------|
| _____            | _____ |
| Clerk of Council | Date  |

Journal  
\_\_\_\_\_, 2023

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2024-0001

|  |   |
|--|---|
| Sponsored by: <b>Cuyahoga County Executive Ronayne/Department of Human Resources</b> | <b>An Ordinance</b> providing for the adoption of a modified Section 6.12 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. |
|--|---|

WHEREAS, the Cuyahoga County Executive/ Department of Human Resources has recommended to amend the Human Resources Policies and Procedures Manual, otherwise known as the Employee Handbook, to establish a policy and procedure addressing the re-employment of former Cuyahoga County employees who retired from the Ohio Public Employees Retirement System; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Employee Handbook which is amended herein and may be amended in the future by Council; and

WHEREAS, pursuant to Section 9.01 of the County Charter, the Personnel Review Commission, subject to approval of the County Department of Law, approved of the proposed policy and procedure addressing the re-employment of former Cuyahoga County employees who retired from the Ohio Public Employees Retirement System; and

WHEREAS, the County Department of Law reviewed and approved of the proposed policy and procedure addressing the re-employment of former Cuyahoga County employees who retired from the Ohio Public Employees Retirement System; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1. Adoption of Revised Employee Handbook:** Council hereby adopts a modified Section 6.12 (End of Employment) of the County's Employee Handbook as set forth in Exhibit A attached hereto, to remain in full force and effect, to be applicable to all non-bargaining County employees under the authority of the County Council and the County Executive. The Department of Human

Resources shall disseminate the amended Handbook to all employees subject to the Handbook, in accordance with the Department's usual method of dissemination.

**SECTION 2.** Applicability of the modified Section 6.12 to bargaining unit employees is subject to the terms of their respective collective bargaining agreement and Chapter 4117 of the Ohio Revised Code.

**SECTION 3.** 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 (8) members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 13, 2024  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

## EXHIBIT A

### **Retirees Seeking Re-Employment with Cuyahoga County**

Cuyahoga County employees who retire from the Ohio Public Employees Retirement System (OPERS) may be subsequently re-employed by the County to address operational needs. Re-employment after retirement is not an entitlement; however, certain retirees may possess institutional knowledge, as well as unique skills and experience that the County cannot efficiently and effectively obtain through the hiring process. Retirees who were re-employed by the County prior to the adoption of this policy will not be subject to this policy in their current positions.

A retiree seeking re-employment with the County is any individual:

- Who was previously employed by Cuyahoga County for an agency subject to the Employee Handbook;
- Who retired from the County through OPERS;
- Who was in good standing with the County at the time of retirement; and
- Who is seeking re-employment with a County agency that is subject to the Employee Handbook.

Examples of retirees who would not be considered “in good standing with the County at the time of retirement” include, but are not limited to, retirees who were under a performance improvement plan (PIP) or a pending discipline investigation at the time of retirement.

The County may hire a retiree seeking re-employment with the County to the same or a similar position held at the time of retirement to address operational needs and provided that the hiring agency has a succession plan. Such operational needs include, but are not limited to, the following:

- To retain and transfer specialized knowledge from the retiree to others;
- To manage operational and staffing needs while a search is in process or until a succession plan is ready for implementation;
- To maintain current capability during or in anticipation of an organizational redesign or restructuring; and
- To oversee or complete a significant County project or contract.

#### **Procedure:**

If the County desires to re-employ a retiree to the same or similar position held at the time of retirement, the hiring agency must submit a written request to the Department of Human Resources (on the form required by Human Resources, which is available through the

County's Employee Self Service portal) detailing the operational need(s) justifying the re-employment, as well as the hiring agency's succession plan. The County Executive or Designee must approve all such requests before the hiring agency is permitted to move forward with the re-employment process. Rehire into appointed positions requiring confirmation by County Council may require additional procedures as a matter of law. Retirees may not be rehired into those positions unless all legal requirements have been fulfilled.

Any person who has retired from employment with the County and seeks re-employment in a position that the County is required to post must apply for the position and compete with any other applicants as a part of the selection process and fulfill any other legal requirements for re-employment. If the retiree seeks to be rehired to the same classified position held at the time of retirement, the retiree is deemed eligible for the position and is not required to retake the civil service examination for the position provided the date of retirement is less than one (1) year from the date of re-employment.

**Compensation, Benefits, and Terms of Employment:**

If a retiree seeking re-employment with the County is subsequently rehired to the same position held at the time of retirement, the re-employed retiree's base rate of pay must be at least 10% lower than the base rate of pay at the time of retirement.

If a retiree seeking re-employment with the County is subsequently hired into a position that is different from the position held at the time of retirement, the re-employed retiree will be paid consistent with the duties to be performed and within the pay range for the job classification (if the position is classified).

If the County re-employs a retiree, it is the responsibility of the retiree to contact OPERS to discuss how the change in employment status may impact pension and benefit options.

Re-employed retirees will not be given credit for any prior service upon hire. Other benefit eligibility will be determined by the terms of the County's benefit plans and procedures and applicable law.

All re-employed retirees serving in unclassified positions serve at the discretion of the County Executive (or applicable appointing authority).