



AGENDA
CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING
COMMITTEE MEETING
WEDNESDAY, JUNE 26, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

Committee Members:

Yvonne M. Conwell, Chair – District 7
Martin J. Sweeney, Vice Chair – District 3
Cheryl L. Stephens – District 10
Meredith M. Turner – District 9
Dale Miller – District 2

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 12, 2024 MEETING** [See Page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2024-0245: A Resolution authorizing a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute Contract No. 4584 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
- 6. PRESENTATION**
 - a) David Merriman, Director, Department of Health and Human Services, Pay for Success Program

7. MISCELLANEOUS BUSINESS

8. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th 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 HEALTH, HUMAN SERVICES & AGING COMMITTEE MEETING

WEDNESDAY, JUNE 12, 2024

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 1:23 p.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Conwell, Stephens, Turner and Miller were in attendance and a quorum was determined. Committee member Sweeney was absent.

A motion was made by Ms. Turner, seconded by Mr. Miller and approved by unanimous vote to excuse Mr. Sweeney from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MAY 22, 2024 MEETING

A motion was made by Ms. Turner, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the May 22, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0198: A Resolution awarding a total sum, not to exceed \$10,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Wanda Davis, Executive Director and Ms. Angela Hill, Instructor & Administrator for Ashbury Community Services Inc., addressed the Committee regarding Resolution No. R2024-0198. Discussion ensued.

Committee members asked questions of Ms. Davis and Ms. Hill pertaining to the item, which they answered accordingly.

Ms. Turner requested to add funds in the amount of \$5,000.00 from the District 9 ARPA Community Grant Fund, which will be incorporated into a proposed substitute for consideration at the next Council meeting for second reading.

On a motion by Ms. Conwell with a second by Ms. Stephens, Resolution No. R2024-0198 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Ms. Conwell, Ms. Stephens, Ms. Turner and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- b) R2024-0223: A Resolution authorizing a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 4509 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. David Merriman, Director of the Department of Health and Human Services; Ms. Erin Rearden, Program Administrator for the Office of Homeless Services; and Ms. Lisa Smith, Vice President, Youth Resiliency Services for Lutheran Metropolitan Ministry, addressed the Committee regarding Resolution No. R2024-0223. Discussion ensued.

Committee members asked questions of Mr. Merriman, Ms. Rearden and Ms. Smith pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0223 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. PRESENTATION

- a) LaJean Ray, Director, Catholic Charities Corporation, Fatima Family Center
 - Furniture upgrades at 6600 Lexington Avenue on the Fatima Family Center Campus

- Hough Collaborative Main Office Upgrade

Ms. LaJean Ray, Director of Catholic Charities Corporation, Fatima Family Center made a presentation to the committee regarding the organization's strategic plan and goals; and provided an overview of the facility improvements made to the Father Albert Building and the Fatima Family Center made possible with the ARPA funds awarded by County Council. Discussion ensued. Committee members asked questions of Ms. Ray pertaining to the presentation, which she answered accordingly.

7. MISCELLANEOUS BUSINESS

Ms. Conwell announced that the Pay for Success Program update will be presented at the next committee meeting.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 2:02 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0245

<p>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute Contract No. 4584 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Cuyahoga Job and Family Services recommends a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026; and

WHEREAS, the primary goals for this project are to (a) maximize participation in the Earned Income Tax Credit (EITC) by providing free income tax preparation services, (b) promote outreach and education amount low income working families, families receiving public benefits from Cuyahoga Jobs and Family Services and immigrant groups, and (c) facilitate the use of the EITC as an entry point for financial education and asset development; and

WHEREAS, the project is funded 90% Federal and State Fund and 10% 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.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 4584 and all other 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: June 18, 2024

Committee(s) Assigned: Health, Human Services & Aging

Journal _____

_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	RQ 14527 – 2024 – Enterprise Community Partners, Inc. – Sole Source Contract – Volunteer Income Tax Preparation Earned Income Tax Credit (EITC) Coalition
Department or Agency Name	Cuyahoga Job and Family Services
Requested Action	<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/Council Approved	Approval No.
O	4584	Enterprise Community Partners Inc.	7/1/2024 – 6/30/2026	\$770,000.00	Pending	Pending

Service/Item Description (include quantity if applicable).

Cuyahoga Job and Family Services is requesting approval of a 2-year sole source contract with **Enterprise Community Partners, Inc.** in the amount of **\$770,000.00** to provide EITC free tax prep services for the period of **7/01/2024 – 6/30/2026**.

Indicate whether: New service/purchase
 Existing service/purchase
 Replacement for an existing service/purchase (provide details in Service/Item Description section above)

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):

- Maximize participation in the EITC by providing free income tax preparation services.
- Promote outreach and education particularly among low-income working families, families receiving public benefits from CJFS, and immigrant groups.
- Facilitate the use of the EITC as an entry point for financial education and asset development.

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):
Enterprise Community Partners, Inc. 70 Corporate Center 11000 Broken Land Parkway, Suite 700 Columbia, MD 21044 Local Address: Enterprise Community Partners, Inc. 812 Huron Road E Cleveland, OH 44115	Kathy Matthews, Contact/Senior Program Director
Vendor Council District: 03	Project Council District: Countywide

Rev. 05/07/2024

If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u> N/A </u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: N/A	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: N/A	<input type="checkbox"/> Exemption
Number of Solicitations: N/A	<input type="checkbox"/> State Contract, list STS number and expiration date <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. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? N/A	<input checked="" type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting (0 responses). RQ# 14527; Event# 5560 The total value of the solicitation is \$770,000.00.
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: N/A	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? N/A	<input type="checkbox"/> Contract Amendment - (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <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. N/A	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. N/A	

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. 90% Federal/ State 10% Health and Human Services Levy
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

HS260195 \$770,000.00
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):

Provide status of project.	
Is contract/purchase late <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
Reason: <i>Public Notice</i> posted by DoP closed on 5/30/24. DCAP was unable to release the contract until after the closing date. The time of performance was changed from a 1-year to a 2-year contract to secure services in the most timely and efficient way. As a result, all contractual documents had to be revised to reflect the extended end date. COI discrepancies with the vendor further delayed the document collection process.	
Timeline	
Project/Procurement Start Date (date your team started working on this item):	3/21/2024
Date documents were requested from vendor:	3/21/2024 & 5/8/2024 (Revised TOP)
Date of insurance approval from risk manager:	3/21/2024
Date Department of Law approved Contract:	5/30/2024
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: N/A	
If late, have services begun? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) The contract is for an existing service.	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):						
Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	1564	Enterprise Community Partners Inc.	7/1/2021-6/30/2024	\$1,155,000.00	7/6/2021	R2021-0160

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14527
Infor/Lawson PO# Code (if applicable):	SOLC
Event #	5560
CM Contract#	4584

EITC24- Enterprise Community Partners Inc.	Department initials	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?	<i>Public Notice</i> posted by DoP closed on 5/30/24. DCAP was unable to release the contract until after the closing date. The time of performance was changed from a 1-year to a 2-year contract to secure services in the most timely and efficient way. As a result, all contractual documents had to be revised to reflect the extended end date. COI discrepancies with the vendor further delayed the document collection process.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Sole Source Purchases (Contract)				
Reviewed by Purchasing				
EITC24- Enterprise Community Partners Inc.			Department initials	Purchasing
Sole Source Justification Form			AL	EB
IG#	22-0079-REG	22-0079-REG 12/31/2026	AL	EB
Annual Non-Competitive Bid Contract Statement (<i>only needed if not going to BOC or Council for approval</i>)	Date:	3/28/2024	AL	EB
Debarment/Suspension Verified	Date:	5/28/2024	AL	EB
Auditor’s Finding	Date:	5/28/2024	AL	EB
Vendor’s Submission			N/A	N/A
Independent Contractor (I.C.) Requirement	Date:	3/28/24	AL	EB
Sole Source Affidavit			AL	EB
Sole Source 5-day Posting	Dates:	5/23/2024 -5/30/24		EB

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

			POSTED 5/23/2024 - 5/30/2024 due to Memorial Day
Cover - <i>Master contracts only</i>	N/A		N/A
Contract Evaluation – <i>if required</i>	MC		EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A		N/A
Checklist Verification	AL		EB

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	AL
Matrix Law Screen shot	AL
COI	AL -EXPIRE 7/1/24 commercial & auto
Workers’ Compensation Insurance	AL-EXPIRES 7/1/2024

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 - 12/31/2024	HS260195	55130	UCH08300	\$192,500.00
1/1/2025 – 12/31/2025	HS260195	55130	UCH08300	\$385,000.00
1/1/2026 - 6/30/2026	HS260195	55130	UCH08300	\$192,500.00
			TOTAL	\$770,000.00

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	SOLC
Lawson RQ# (if applicable)	14527
CM Contract#	4584

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount (CM1564)	\$1,155,000.00		7/1/2021-6/30/2024	7/6/2021	R2021-0160
Prior Amendment Amounts (list separately)		\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$1,155,000.00			
New Contract Action: 2-Year Sole Source Contract (CM#4338)		\$770,000.00	7/1/2024-6/30/2026	Pending	Pending

Purchasing Use Only:

Prior Resolutions:	R2021-0160
CM#:	4584
Vendor Name:	Enterprise Community Partners, Inc.
ftp:	7/1/2024 – 6/30/2026
Amount:	\$770,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	N/A

Purchasing Buyer approval: **EB 6/4/2024**