



AGENDA
CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING
COMMITTEE MEETING
WEDNESDAY, APRIL 2, 2025
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
Mark Casselberry – District 4
Robert E. Schleper, Jr. – District 6
Michael J. Houser, Sr. – District 10

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MARCH 19, 2025 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**

- a) R2025-0129: A Resolution authorizing an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2024, to extend the time period to 10/31/2025, update Exhibit 3 to include Exhibits 3-D budget, and for additional funds in the amount not-to-exceed \$4,591,000.00, effective upon contract signature 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.

6. PRESENTATION

- a) West Side Community House 2023 Strategic Plan –
Rachelle Milner, Executive Director, West Side Community House

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, MARCH 19, 2025

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 1:06 p.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Conwell, Sweeney, Casselberry, Schleper and Houser were in attendance and a quorum was determined.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 5, 2025 MEETING

A motion was made by Mr. Schleper, seconded by Mr. Casselberry and approved by unanimous vote to approve the minutes from the March 5, 2025 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0100: A Resolution awarding a total sum, not to exceed \$10,000, to CHN Housing Partners for the Louise C. Stokes Scholar House Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Laura Boustani, Vice President of External Affairs and Ms. Nina Holzer, Director of Financial Mobility for CHN Housing Partners, addressed the Committee regarding Resolution No. R2025-0100. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2025-0100 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Mr. Houser, Mr. Schleper, Ms. Conwell, Mr. Casselberry and Mr. Sweeney requested to have their names added as co-sponsors to the legislation.

6. DISCUSSION

- a) Title IV-D Agreements with Various Providers for Child Support Services – Cuyahoga Job and Family Services

Mr. David Merriman, Director and Mr. Marcos Cortes, Administrator of the Division of Contracts and Performance for the Department of Health and Human Services; and Ms. Tiffany Dobbins-Brazelton, Executive Director and Mr. Richard Weiler, Business Services Manager for the Office of Child Support Services, addressed the Committee regarding Title IV-D Agreements with Various Providers for Child Support Services. Discussion ensued.

Committee members asked questions of Mr. Merriman, Mr. Cortes, Ms. Dobbins-Brazelton and Mr. Weiler pertaining to the item, which they answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 1:45 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0129

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

A Resolution authorizing an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2024, to extend the time period to 10/31/2025, update Exhibit 3 to include Exhibits 3-D budget, and for additional funds in the amount not-to-exceed \$4,591,000.00, effective upon contract signature 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.

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2024, to extend the time period to 10/31/2025, update Exhibit 3 to include Exhibits 3-D budget, and for additional funds in the amount not-to-exceed \$4,591,000.00, effective upon contract signature of all parties, and; and

WHEREAS, the primary goals for this project are to (1) provide shelter for single adult men, located at 2100 Lakeside Avenue, (2) provide shelter, meals, access to laundry and services to link men with employment, and (3) facilitate the provision of overflow shelter services for single adults and families; and

WHEREAS, this project is funded 100% 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 an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2024, to extend the time period to 10/31/2025, update Exhibit 3 to include Exhibits 3-D budget, and for additional funds in the amount not-to-exceed \$4,591,000.00, effective upon contract signature of all parties, and.

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: March 25, 2025

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

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	OHS; Lutheran Metropolitan Ministry; RQ 10456; 2024 Amendment 4; Emergency Shelter for Single Adult Men and Overflow Shelter Services for Single Adults and Families
Department or Agency Name	Office of Homeless Services
Requested Action	<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 <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	3013	Lutheran Metropolitan Ministry	1/1/23 – 8/19/23	\$2,231,638.00	2/28/23	R2023-0038
A-1	3013	Lutheran Metropolitan Ministry	8/20/23 – 12/31/23	\$1,575,000.00	8/8/23	R2023-0220
A-2	3013	Lutheran Metropolitan Ministry	Execution – 12/31/24	\$775,000.00	10/31/23	R2023-0291
A-3	3013	Lutheran Metropolitan Ministry	Execution – 12/31/24	\$4,350,000.00	5/14/2024	R2024-0167
A-4	3013	Lutheran Metropolitan Ministry	Execution – 10/31/2025	\$4,591,000.00	Pending	Pending

Service/Item Description (include quantity if applicable).

The Office of Homeless Services is requesting approval of an amendment to the grant agreement with the **Lutheran Metropolitan Ministry** to extend the period of the agreement from 1/1/2025 to 10/31/2025.

Lutheran Metropolitan Ministry (LMM) operates the Emergency Shelter for Single Adult Men, located at 2100 Lakeside Avenue. Shelter, meals, access to laundry, and services to link men with employment and housing are provided 365 days/year. LMM also facilitates the provision of overflow shelter services for single individuals and families in partnership with community providers.

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? _____

Project Goals, Outcomes or Purpose (list 3):

- Operate an emergency shelter for single adult men, located at 2100 Lakeside Avenue, in accordance with continuum of care shelter standards
- Provide shelter, meals, access to laundry, and employment/housing services linkages

- Facilitate the provision of overflow shelter services for single men and families in partnership with community providers, including family overflow shelter case management

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):
Vendor Name and address: Lutheran Metropolitan Ministry 4515 Superior Avenue Cleveland, Ohio 44103	Owner, executive director, other (specify): Maria Foschia, executive director
Vendor Council District:	Project Council District:
7	County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	2100 Lakeside Ave Cleveland, OH 44114

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (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:	Provide a short summary for not using competitive bid process. *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 <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?	<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 checked="" type="checkbox"/> Contract Amendment - (list original procurement) <i>RFP 10456, which closed 9/12/2022</i> <input type="checkbox"/> Other Procurement Method, please describe:

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

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. Health & Human Services Levy – 100%
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. HS260350/55130/UCH09999
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):

Provide status of project. Project is ongoing and being extended through 10/31/2025
Is contract/purchase late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason: Negotiations took longer than expected
Timeline
Project/Procurement Start Date (date your team started working on this item):
Date documents were requested from vendor: 2/3/2025
Date of insurance approval from risk manager:
Date Department of Law approved Contract:
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)
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	3013	Lutheran Metropolitan Ministry	1/1/23 – 8/19/23	\$2,231,638.00	2/28/23	R2023-0038

A-1	3013	Lutheran Metropolitan Ministry	8/20/23 – 12/31/23	\$1,575,000.00	8/8/23	R2023-0220
A-2	3013	Lutheran Metropolitan Ministry	Execution – 12/31/24	\$775,000.00	10/31/23	R2023-0291

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	10456
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3013

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Contract negotiations took longer than expected.	
What is being done to prevent this from reoccurring?	Efforts will be made to stress the importance of starting contract negotiations earlier with vendor.	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Lutheran Metropolitan Ministry		Department Initials	Purchasing	
Briefing Memo		KA	BRM	
Justification Form		KA	BRM	
IG#	21-0372-REG exp 12/31/2025	KA	BRM	
Annual Non-Competitive Bid Contract Statement <i>(Not required if item was competitively bid. Form is also not required if going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	2/4/2025	KA	BRM
Auditor's Findings	Date:	2/4/2025 2/6/2025	KA	BRM
Independent Contractor (I.C.) Form	Date:	9/30/2024	KA	BRM
Cover - Master contracts only		N/A	N/A	
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)		KA	BRM	
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>		N/A	N/A	
Checklist Verification		KA	BRM	

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	KA
Matrix Law Screen shot	KA
COI	KA
Workers' Compensation Insurance	KA
Original Executed Contract (containing insurance terms) & all executed amendments	KA

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
1/1/2025 – 10/31/2025	HS260350	55130	UCH09999	55130	\$4,591,000.00
			TOTAL		\$4,591,000.00

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		10456			
CM Contract#		3013			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$2,231,638.00		1/1/2023 – 8/19/2023	2/28/2023	R2023-0038
Prior Amendment Amounts (list separately) (A-1)		\$1,575,000.00	1/1/2023 – 12/31/2023	8/8/2023	R2023-0220
(A-2)		\$775,000.00	1/1/2023 - 12/31/2024	10/31/2023	R2023-0291
(A3)		\$4,350,000.00	1/1/2023 – 12/31/2024	5/14/2024	R2024-0167
Pending Amendment		\$4,591,000.00	1/1/2023 – 10/31/2025	Pending	Pending
Total Amendments		\$			
Total Contract Amount		\$13,522,638.00			

PURCHASING USE ONLY

Prior Resolutions:	R2023-0038, R2023-0220, R2023-0291, R2024-0167
CM#:	3013
Vendor Name:	Lutheran Metropolitan Ministry
Time Period:	1/1/2023-12/31/2024 ext 10/31/2025
Amount:	\$4,591,000.00
History/CE:	Ok
EL:	Ok
Purchasing Notes:	
Purchasing Agents Initials and date of approval	BRM 3/11/2025

CONTRACT EVALUATION FORM

Contractor	Lutheran Metropolitan Ministry				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	3013				
RQ#	10456				
Time Period of Original Contract	1/1/23 – 8/19/23				
Background Statement	RFP 10456 for Homeless Continuum of Care services was issued in 2022 and Lutheran Metropolitan Ministry (LMM) was awarded a contract to provide shelter services for single adults men as well as overflow shelter services single adults and families.				
Service Description	LMM manages the 24/7 single-adult men's emergency shelter at 2100 Lakeside and the overflow shelter for single adults and families.				
Performance Indicators	Number of people assisted annually; exits to permanent housing.				
Actual Performance versus performance indicators (include statistics):	LMM served approximately 3,000 unduplicated persons in 2023; 13% of those who exited the shelter left to a permanent housing option.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	LMM effectively provides emergency shelter to a very high-barrier population and overflow shelter services across the homeless continuum of care.				
Department Contact	Erin Rearden				
User Department	Office of Homeless Services				
Date	2/25/25				