



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, SEPTEMBER 19, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Meredith M. Turner, Chair – District 9
Michael J. Gallagher, Vice Chair – District 5
Dale Miller – District 2
Yvonne M. Conwell – District 7
Martin J. Sweeney – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JULY 25, 2023 MEETING [See Page 4]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2023-0223: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and; and declaring the necessity that this Resolution become immediately effective. [See Page 7]
 - b) R2023-0226: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for various terms; and declaring the necessity that this Resolution become immediately effective: [See Page 24]

Appointments:

for the term 3/4/2023 – 3/3/2026

- 1) Stephen Love

for an unexpired term ending 3/3/2024

- 2) Deidre McPherson

Reappointment:

for the term 3/4/2023 – 3/3/2026

- 3) Karen Moss

- c) R2023-0235: 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 38]
- d) R2023-0236: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective: [See Page 65]

- 1) Appointment:

for an unexpired term ending 11/5/2025:

- a) Brigadier General Peter Collins

- 2) Reappointments:

for the term 11/16/2023 – 11/15/2028:

- a) Donald N. Jaffe
- b) Richard T. Prasse
- c) Michael R. Sliwinski

- e) R2023-0253: A Resolution authorizing an amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2022 to extend the time period to 6/30/2024 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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 74]

- f) R2023-0254: A Resolution authorizing a contract with Medical Mutual of Ohio in the amount not-to-exceed \$1,800,000.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3403 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 85]

- g) O2023-0014: An Ordinance providing for the adoption of a new Section 3.04 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. [See Page 94]

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the 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 HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JULY 25, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairwoman Turner called the meeting to order at 10:04 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JULY 11, 2023 MEETING

A motion was made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the July 11, 2023 meeting.

[Clerk's Note: Item No. 5.a) 3] was taken out of order and considered before Item Nos. 5.a) 1) and 5.a) 2)]

5. MATTERS REFERRED TO COMMITTEE

- a) R2023-0208: A Resolution confirming the County Executive's appointments and re-appointments of various individuals to serve on the Cuyahoga Regional HIV Health Services Planning Council for various

terms; and declaring the necessity that this Resolution become immediately effective:

Appointments:

For the term 8/1/2023 – 7/31/2026

- 1) Anthony Thomas
- 2) Daytona Harris
- 3) Elizabeth Aquiriano

Reappointment:

For the term 10/28/2023 – 7/31/2026

- 4) LeAnder Lovett

Ms. Zoe Toscos, Special Projects Manager for the Executive’s Office and Mr. Zach Levar, Deputy Director for the Cuyahoga County Board of Health, addressed the Committee regarding Resolution No. R2023-0208. Discussion ensued.

Committee members asked questions of Ms. Toscos and Mr. Levar pertaining to the item, which they answered accordingly.

Ms. Elizabeth Aquiriano addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Ms. Aquiriano pertaining to her experience, expertise and qualifications, which she answered accordingly.

Mr. Anthony Thomas addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Mr. Thomas pertaining to his experience, expertise and qualifications, which he answered accordingly.

Ms. Daytona Harris addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Ms. Harris pertaining to her experience, expertise and qualifications, which she answered accordingly.

Mr. LeAnder Lovett addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Mr. Lovett pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2023-0208 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. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairwoman Turner adjourned the meeting at 10:41 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0223

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and; declaring the necessity that this Resolution become immediately effective.
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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 July 12, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) 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 Revised Classifications:

Exhibit A: Class Title: *Appraisal System Administrator*

Class Number: 16311

Pay Grade: 17B/Exempt (No change)

* This classification has been functionally supervised by the Fiscal Office for the past few years. The change in departments from Information Technology to the Fiscal Office effectuates this change.

Exhibit B: Class Title: *Communications Specialists*

Class Number: 10151

Pay Grade: 11A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2012.

Health and Human Services was added to the departments. A technology section was added. Changed were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. No change to pay grade or FLSA status.

Exhibit C: Class Title: *Senior Communications Specialist*

Class Number: 10152

Pay Grade: 12A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2012.

Health and Human Services was added to the departments. A technology section was added. Changed were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Senior Development Housing Specialist*

Class Number: 21022

Pay Grade: 12A/Exempt

* PRC routine maintenance. Classification last revised in 2019.

Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. A technology section was added. Pay grade increased from 11A to 12A.

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



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

Date: July 14, 2023

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 July 12, 2023, 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:

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Appraisal System Administrator 16311	17B Exempt	17B Exempt (No Change)	Information Technology
Communications Specialist 10151	11A Exempt	11A Exempt (No Change)	Communications
Senior Communications Specialist 10152	12A Exempt	12A Exempt (No Change)	Communications
Senior Development Housing Specialist 21022	11A Exempt	12A Exempt	Development

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	16311
FLSA:	Exempt	Pay Grade:	17B
Dept:	Fiscal Department	EXHIBIT A	

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. 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.

- 40% +/- 10%
- Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
- Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

Appraisal System Administrator

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 computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine and advanced 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 a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

Appraisal System Administrator

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

Class Title:	Communications Specialist	Class Number:	10151
FLSA:	Exempt	Pay Grade:	11A
Dept:	Communications and Health and Human Services	EXHIBIT B	

Classification Function

The purpose of this classification is to write and develop internal and external communication collateral for Cuyahoga County’s Communications and Health and Human Services (HHS) Departments.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing, and delivering public relations, marketing, and informational materials. Employees in this classification work under general supervision of a manager but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, and regulations. Essential functions may vary based on individual employee job assignment.

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.

50% +/- 10%

- Develops and writes internal and external communication collateral for assigned department; develops communication collateral (including press releases, newsletters, employee communications, web writing, blog posts, long-form articles, podcasts, videos, County business, and various campaigns and social media posts); designs, prints, and installs both digital and physical signage; maintains relationships with subject matter experts from different County departments, the media, and other outside sources; updates web pages for various County websites; researches information to prepare for writing stories using online, in-print, and authoritative sources; gathers input from relevant stakeholders and subject matter experts for press release development, blog posts, and media; reviews and analyzes data gathered from sources for content production; collaborates with all County agencies to develop their communication strategies and tactics; develops online surveys to understand the County and community’s perspective on specific issues.

35% +/- 10%

- Proposes and develops ideas and strategies to enhance the County’s public image; communicates with media personnel regarding Cuyahoga County stories or press releases; facilitates interviews for news media; monitors media coverage via online resources and social media; drafts and/or pitches ideas for approval by the Chief Communications Officer or Council; assists with creating speeches and presentations for County departments and directors; assists in promotion of employee events.

10% +/- 10%

- Reviews, coordinates, and responds to public records requests for assigned department; utilizes storage software to log and track requests; gathers materials and information to send in response to requests; assists with public records audits by answering questions and providing information.

Communications Specialist

5% +/- 2%

- Develops, coordinates, and executes community education and outreach events; ensures County missions, vision, and values are reflected in content and event materials; researches event opportunities; applies and registers for events on behalf of County agencies' communication plans; coordinates with other County offices for scheduling, volunteers, logistics, and attending and monitoring public engagement during an event.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public relations, communications, or related field with three (3) years of public relations, marketing communications, or journalism 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 word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), or design software (Adobe Cloud Suite).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, drafts of newsletters, press releases, and speeches, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, agency policies and procedures manual, and County branding standards.

Communications Specialist

- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, internal innovation and performance report, 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 public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the 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

Class Title:	Senior Communications Specialist	Class Number:	10152
FLSA:	Exempt	Pay Grade:	12A
Dept:	Communications and Health and Human Services	EXHIBIT C	

Classification Function

The purpose of this classification is to develop strategic communications and ensure internal and external communications for Cuyahoga County’s Communications or Health and Human Services (HHS) departments meet department standards.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for developing strategic communications, leading day-to-day operations and projects, and ensuring internal and external County communications meet department standards. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative. This class is distinguished from the Communications Specialist by its lead worker responsibilities and increased planning and project management responsibilities. Essential functions may vary based on individual employee job assignment.

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%
- Plans, directs, and coordinates various communications projects; creates and tracks calendar of content for the year; delegates tasks to team members and oversees completion; develops and monitors project schedules; ensures completed projects meet department standards.
- 25% +/- 10%
- Initiates, develops, and maintains working relationships with key individuals from other departments for the purpose of keeping open lines of communication and sourcing stories; provides support to other County departments and agencies regarding communications issues; responds to requests for information from other agencies; coordinates with departments for various events; provides training on web-writing and production; acts as a resource for best practices on external communications.
- 20% +/- 10%
- Develops and leads proactive messaging and content within area of expertise; conceptualizes and creates communications for area of responsibility from creation through delivery; ensures all content produced is tied to county brand and strategy; assists with reviews of communications to ensure that branding is coordinated and followed throughout platforms.
- 10% +/- 5%
- Produces verbal and written content for internal and external partnerships including editorials, newsletters, speeches, brochures, websites, and magazines; gathers pertinent information and directs delivery; integrates department strategic goals and County branding principles with knowledge of design and communication principles to produce content; plans and coordinates press conferences, media, and special events; manages County Executive Office social media accounts..

10% +/- 5%

- Researches and remains informed about new technologies and tools for content production; makes recommendations for purchase and use of new technologies/tools; develops and recommends communication strategies; ensures that central brand ideas are aligned across various platforms/tools.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public relations, communications, or related field with five (5) years of public relations, marketing communications, or journalism 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 word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), design software (Canva), and marketing software (Constant Contact).

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 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 to established criteria to define consequences and develop alternatives.
- Requires excellent written and verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, newsletters, requests for proposals (RFPs), requests for quotes (RFQs), requests for information (RFIs), and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, agency policies and procedures manual, and County branding standards.

Senior Communications Specialist

- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, correspondence, blogs, newsletters, annual reports, communication plans, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to upper level management.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, media personnel, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	12A
Dept:	Development	EXHIBIT D	

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower-level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that assists with the administration and management of the County's housing and development programs. This class works under the direction of the Administrator or Director, Housing and Community Development and receives instruction or assistance only as unusual situations arise and is expected to exercise a high level of independent judgment and initiative. The employee is expected to be fully aware of relevant regulations, policies, and procedures and ensures that all project are completed in a timely and efficient manner. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation and process and program improvement and supervising the lower-level class.

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.

- 55% +/- 10%
- Assists with the administration and management of the County's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts completes environmental reviews for required projects; collaborates with management and consultants to complete the required HUD 5 year and annual plans.

- 20% +/- 10%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; collaborates with management to develop new or revised programs and procedures; retrieves data regarding grant funded project units and costs in order to record, assess, analyze, and report to management and stakeholders.

- 15% +/- 5%
- Supervises Development Housing Specialists; 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

Senior Development Housing Specialist

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

10% +/- 5%

- Performs supporting administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting; attends meetings regarding future and proposed initiatives for receiving grant funding.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration, or related field with five (5) years of community or economic development experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a car.

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 (US Treasury Portal, HUD Integrated Disbursements and Information system (IDIS), HEROS system, and ClearPoint).

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 and moderate math.

Language Ability & Interpersonal Communication

- 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. Requires discretion in determining and referencing such established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, , correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, the Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program reports, 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 review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, 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.

Posted: 7/6/2023
Meeting: 7/12/2023

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Appraisal System Administrator	16311	17B Exempt	17B Exempt (No Change)	Information Technology	This classification has been functionally supervised by the Fiscal Office for the past few years. The change in departments from Information Technology to the Fiscal Office effectuates this change.
Communications Specialist	10151	11A Exempt	11A Exempt (No Change)	Communications	PRC routine maintenance. Classification last revised in 2012. Health and Human Services was added to the departments. A technology section was added. Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. No change to pay grade or FLSA status.
Senior Communications Specialist	10152	12A Exempt	12A Exempt (No Change)	Communications	PRC routine maintenance. Classification last revised in 2012. Health and Human Services was added to the departments. A technology section was added. Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. No change to pay grade or FLSA status.
Senior Development Housing Specialist	21022	11A Exempt	12A Exempt	Development	PRC routine maintenance. Classification last revised in 2019. Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. A technology section was added. Pay grade increased from 11A to 12A

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0226

Sponsored by: Cuyahoga Executive Ronayne	A Resolution confirming the County Executive’s appointment and reappointment of various individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for various terms and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and

WHEREAS, the Greater Cleveland Regional Transit Authority (“GCRTA”) Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management’s efforts to implement policy and run the day-to-day operations of the transit system; and

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and

WHEREAS, the members of the GCRTA Board of Trustees shall be appointed to serve 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 the following individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for various terms:

Appointments:

- a) Stephen Love for the term 3/4/2023 – 3/3/2026 (Replacing Terrance P. Joyce)
- b) Deidre McPherson for an unexpired term ending 3/3/2024 (Replacing Roberta Duarte)

Reappointment:

- a) Karen Moss for the term 3/4/2023 – 3/3/2026

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 and reappointment of the following individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for various terms:

Appointments:

- a) Stephen Love for the term 3/4/2023 – 3/3/2026 (Replacing Terrance P. Joyce)
- b) Deidre McPherson for an unexpired term ending 3/3/2024 (Replacing Roberta Duarte)

Reappointment:

- a) Karen Moss for the term 3/4/2023 – 3/3/2026

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. Provided that this Resolution receives the affirmative vote of at least eight 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: August 1, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC051
August 1, 2023



Chris Ronayne
Cuyahoga County Executive

July 21, 2023

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

Re: Greater Cleveland Regional Transit Authority Board of Trustees (GCRTA)

Dear President Jones,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the GCRTA, I am pleased to nominate the following individual for appointment to the RTA Board of Trustees:

- **Stephan Love, 3-year term, 03/04/2023 – 03/03/2026 (Replacing Terrance P. Joyce)**

One of three County appointments must be a resident of the City of Cleveland. Nominees Stephan Love and Karen Moss fulfill this requirement. There are (24) other candidates on file for this position. There are (24) other candidates on file for this position. Trustees serve three-year terms until they resign or are replaced. There are no known conflicts of interest for which an advisory opinion has been requested. Board members are compensated \$4,800 annually.

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,

Chris Ronayne
Cuyahoga County Executive

STEPHEN M. LOVE

PROGRAM DIRECTOR, ENVIRONMENTAL INITIATIVES, CLEVELAND FOUNDATION

SUMMARY OF QUALIFICATIONS

- **Field Experience** - Experienced with the dynamics and organizational needs of nonprofit and public sector organizations with an emphasis on environmental organizations and issue areas.
- **Project Leadership** - Proven leadership in the successful development, implementation, management and evaluation of long-range projects in the nonprofit and public sector.
- **Communication** - Possess excellent oral presentation and written communication skills with diverse groups of people through professional and volunteer experiences.
- **Event Planning** - Skilled in organizing, leading and facilitating large scale events and multi-stakeholder meetings through professional and volunteer experiences.

PROFESSIONAL EXPERIENCE

Program Director, Environmental Initiatives

Jan. 2022 - Present

CLEVELAND FOUNDATION

- Positioned the Cleveland Foundation as a regional and national leader among community foundations supporting environmental issues include climate and clean energy, environmental justice, and clean water.
- Partnered with The George Gund and US Energy Foundations with a \$1M funding commitment to strengthen Power A Clean Future Ohio; expanded supports and technical assistance to majority BIPOC cities committing to carbon emissions reductions.
- Supported the launch and staffing of the Cleveland Tree Coalition, a citywide effort to raise \$100M over the next decade to increase Cleveland's tree canopy from 19-40%.
- Partnered with the Gund and Joyce Foundations leveraging \$650,000 to launch the Ohio Water Partnership, a business coalition organized around protecting Ohio's water quality.
- Leveraged \$2.5M in social impact capital to support strategic land acquisition throughout our region for conversation, watershed protection, and public access.

Program Manager, Environmental Initiatives

Jan. 2020 - Dec. 2021

CLEVELAND FOUNDATION

- Presented an environmental grantmaking strategy adopted by the Foundation's Board of Directors organized around: Climate Resilient Cities, Climate and Environmental Justice, Protecting our Freshwater, Accessible Parks and Greenspace, and Equitable Mobility.
- Developed a \$3M Environment Program budget, positioning the Cleveland Foundation as the second largest environmental funder in Ohio, and a growing network of grantee partners in collaboration with local, regional, and national environmental funders.
- Supported the launch of the Ohio Environmental Council's Cleveland Field Office which served a critical role in convening a coalition of stakeholders to develop an Environmental Policy Platform for Cleveland's 2021 Mayoral Election.
- Partnered with the George Gund and Energy Foundations to support the launch of the Ohio Climate Justice Fund, a BIPOC advised fund to support BIPOC advocacy groups across Ohio organize around climate and environmental justice issues.

EDUCATION

Master of Public Administration
concentration: Economic Development

Cleveland State University

Maxine Goodman Levin College of Urban Affairs

Graduated December 2011, GPA 3.96

- Leadership Certification
- Pi Alpha Alpha Honorary for Public Affairs and Administration
- Joseph S. Kreinberg Scholarship recipient

Bachelor of Arts: Political Science,
International Relations, Spanish

Baldwin-Wallace University

Graduated May 2010, GPA 4.0

- Summa Cum Laude
- Sigma Iota Rho Honorary, International Studies
- Sigma Delta Pi Spanish Language Honorary
- Pi Sigma Alpha Honorary for Political Science
- Study Abroad: ITESM Campus Cuernavaca, Xochitepec, Mexico (2008)

LANGUAGES

Bilingual in Spanish and English

COMPUTER SKILLS

- Microsoft Office 365 Products: Word, Excel, PowerPoint, OneNote, Outlook
- Adobe Acrobat
- MySQL database

References Available Upon Request

LEADERSHIP

Cleveland Parks & Greenspace Coalition
member
2021 - Present

Greater Cleveland Water Equity Taskforce
member
2019 - Present

Great Lakes Funder Collaborative
steering committee member
2015 - 2021

Sustainable Cleveland's "Cuyahoga 50"
steering committee member
2018 - 2019

Cleveland Climate Action Fund Advisory Committee
member
2015 - 2019

Northeast Shores Development Corp.
board of directors
2013 - 2014

Cleveland Lakefront Parks Conservancy
board of directors
2012 - 2014

VOLUNTEERING

The Alliance for the Great Lakes
Euclid Beach Adopt-A-Beach Program
Founder
2009 - Present

- Recruited and managed 500+ volunteers for monthly beach and street cleanups.
- Received and managed over \$30,000.00 in grant funding and donations for lakefront park projects including litter awareness signage, a recycling project and a storm water management demonstration project.
- Developed a volunteer led Lakefront Park Ambassador program to be administered by Cleveland Metroparks with a \$15,000.00 startup grant from the Cleveland Foundation.
- Founded and coordinated an annual event at Euclid Beach, "The Euclid Beach Blast" attracting 3,000 people annually with live music and performances, sand castles, environmental stewardship and more.

The Cuyahoga Soil and Watershed Conservation District, Euclid Creek
Water Quality Monitor
2006 - 2011

PROFESSIONAL EXPERIENCE, CONTINUED

Program Officer, Environment Jan. 2018 - May 2020
CLEVELAND FOUNDATION

- Developed an emerging framework to guide the Foundation's environmental grantmaking.
- Advanced key environmental projects with significant Cleveland Foundation investment such as Project Icebreaker Wind and the Downtown Cleveland Microgrid initiative.
- Partnered with the George Gund Foundation, Cuyahoga County, and the Coalition for Green Capital to organize a local Green Bank working group and published a Cuyahoga Green Bank concept paper.
- Leveraged close to \$1 million in external funding resources to support advancement of the Foundation's environmental grantmaking.

Program Officer, Grant Making Sept. 2014 - Dec. 2017
CLEVELAND FOUNDATION

- Reviewed grant requests across a wide array of sectors and issues areas, deploying close to \$10 million in Foundation grant dollars as part of the Foundation's Community Responsive Grantmaking team.
- Developed and launched the inaugural cohort of the Cleveland Foundation Public Service Fellowship, a year-long public sector leadership development program for recent college graduates.
- Managed the Cleveland Foundation Summer Internship Program, placing college students into nonprofit and public sector organizations across Greater Cleveland and organized a professional development curriculum.
- Reviewed and revised the Cleveland Foundation's capital project guidelines for buildings to include comparable green building standards in addition to US Green Building Council LEED certification standards.
- Provided staff support to two supporting organizations of the Cleveland Foundation with an emphasized focus on environmental issues.

Information and Research Specialist Sept. 2011 - Sept. 2014
CUYAHOGA COUNTY LAND BANK

- Researched program initiatives and provided parcel data for the President's Special Projects Team to explore urban agriculture, storm water management and reuse opportunities.
- Responsible for external communication requests and inquiries with community stake holders, project partners and government officials, county wide.
- Provided acquisition and location data analysis for hundreds of incoming residential and commercial tax foreclosed properties.
- Assisted the Director of Information Technology and Research with the development and management of database applications.

Sustainability and Neighborhoods AmeriCorps VISTA Nov. 2010 - Sept. 2011
CLEVELAND NEIGHBORHOOD PROGRESS

- Implemented a comprehensive property assessment survey tool for 15 citywide areas.
- Developed a bi-weekly series of 8 professional development learning sessions for Cleveland area community development interns and practitioners sessions for Cleveland area community development interns and practitioners.
- Oversaw implementation and disbursement of \$1 million dollars of federal Neighborhood Stabilization funding for a vacant land reuse grant program in partnership with the City.
- Assist with the development of community wealth building and education initiatives through best practices research, practitioner interviews and implementation recommendations



Chris Ronayne
Cuyahoga County Executive

July 21, 2023

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

Re: Greater Cleveland Regional Transit Authority Board of Trustees (RTA)

Dear President Jones,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the RTA, I am pleased to nominate the following individual for appointment to the RTA Board of Trustees:

- **Deidre McPherson, unexpired term, 03/04/2023 – 03/02/2024 (Replacing Roberta Duarte)**

One of three County appointments must be a resident of the City of Cleveland. Nominees Stephan Love and Karen Moss fulfill this requirement. There are (24) other candidates on file for this position. Trustees serve three-year terms until they resign or are replaced. There are no known conflicts of interest for which an advisory opinion has been requested. Board members are compensated \$4,800 annually.

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,

Chris Ronayne
Cuyahoga County Executive

Deidre McPherson

Profile Entrepreneurial strategist, cultural producer, community advocate, and creative problem solver. Demonstrated achievements in audience development, community engagement, building strategic partnerships, and curating themed programs and events.

Experience **Chief Community Officer, Assembly for the Arts, Cleveland, OH | 2022-Present**
Lead efforts to improve equity and connections among arts nonprofits, individual creatives, and small business communities in Northeast Ohio. Plot Assembly's future as a catalyst to expand the pie of resources for our region's creative sector and increase the equity within the sector through programs, advocacy, and policy initiatives.

Founder + Chief Creative Officer, Deidre McPherson LLC | 2021-Present
Consulting practice focused on strategic thought partnership with arts & cultural organizations (large and small) on projects that directly impact historically disinvested, ineffectively served, or otherwise marginalized communities. Specialize in creating and managing projects that yield systemic practices that advance collective agency and equity, financial thriveability, and the amplification of diverse voices/stories. Services include consulting on community engagement methods, strategic communications, audience development, and impact-driven creative programming. Clients have included Karamu House, Cleveland International Film Festival, DANCE Cleveland, Studio West 117, and Saint Luke's Foundation.

Director of Artistic + Community Initiatives, FRONT International, Cleveland, OH | 2021-2022
Designed and implemented new initiatives to help this 3-month, city-wide art triennial connect more deeply with Northeast Ohio-based artists of color and connect with new audiences. Consulting on community engagement methods, strategic partnerships and communications, audience development, and creative programming. Artistic and community initiatives include a Block Party on Cleveland Public Square, the introduction of a 3-year fellowship for Black and Brown artists based in Northeast Ohio, a community forum and a series of bicycle tours to FRONT exhibition venues.

Director of Community Programs, Cleveland Museum of Art, Cleveland, OH | 2017-2021
Curated and organized 500+ individual public programs and events designed to increase the broad relevance of the museum and works on view. Program portfolio included exhibition and collection themed film screenings, panel discussions, lectures, performances (dance, music, poetry), celebratory exhibition openings, and large-scale community celebrations. Successfully produced programs that engaged new and existing audiences through collaborations/partnerships with institutions (educational, cultural, and civic) as well as individual creatives (poets, visual artists, dancers, musicians, actors, and thought leaders). Reimagined the museum's signature themed monthly after-hours dance party, MIX, resulting in increased event attendance, museum membership and revenue.

Curator of Public Programs, Museum of Contemporary Art Cleveland, Cleveland, OH | 2014-2017
Developed and executed a roster of strategic, relevant, mission-born programs that connected adult audiences to the museum, including exhibition opening night parties, an annual art book and zine fair, lectures and panel discussions, music concert series, film screenings and more. Stressing innovation, participation and interdisciplinary, these programs encouraged repeat attendance and sustained engagement. Worked collaboratively with the curatorial and education staff to create events and experiences that helped introduce new audiences to contemporary art. Identified and cultivated sustainable organizational partnerships that contributed resources, audience and value to the museum's programs.

Founding Director, Sistah Sinema Cleveland, Cleveland, OH | 2012-2017
Launched the Cleveland chapter and built an audience for an event that unites people around film and conversation about queer women of color (Black and Brown LGBTQ audiences). Wrote all outbound

Deidre McPherson

communications (social media content, press releases, and promotional materials). Generated sponsors and managed partnerships with organizations with a shared mission. Recruited, engaged, and coordinated volunteers. Moderated audience discussions. Selected speakers/panelists to share expertise on topics raised by films.

Marketing Manager, Council of Smaller Enterprises (COSE), Cleveland, OH | 2012-2014

Developed and executed business-to-business (B2B) marketing plans for programs and services (workers' comp, energy, events and health insurance) to achieve organizational goals. Collaborated with internal stakeholders and cross-functional teams to drive membership, product utilization, and event attendance.

Group Sales Manager, The Cleveland Orchestra, Cleveland, OH | 2011-2012

Developed and executed marketing plans and group sales strategies for all Cleveland Orchestra concert series, including Severance Hall, Fridays@7, Celebrity, Holiday Festival, Family, and Blossom Music Festival. Grew customer database resulting in a 15% revenue increase for the Celebrity Concert Series by deepening relationships with leaders of existing and underrepresented groups.

Marketing Manager, The Cleveland Orchestra, Cleveland, OH | 2008-2012

Developed and managed the execution of successful subscription and single ticket marketing campaigns (direct mail, email, online, print, and radio) for the Severance Hall Season. Developed new positioning, product features and price tiers for the Family Concert Series resulting in a sold out season for the first time in 6 years. Established the Student Ambassador Program (which still exists today) to increase engagement of college students resulting in increased enrollment and media coverage, an initiative that contributed to a \$20 million lead endowment gift from the Maltz Family Foundation to establish the Center for Future Audiences in 2010.

Assistant Brand Manager, Lansinoh Laboratories, Alexandria, VA | 2007-2008

Package design execution, financial analysis, budget tracking and competitive and market analysis. Managed the development, implementation and maintenance of the website strategy. Obtained legal and regulatory copy clearance for advertising, packaging and other promotional pieces.

Insurer Relations Assoc., Insurance Institute for Highway Safety, Arlington, VA | 2004-2007

Examined industry trends to identify product and service development opportunities. Utilized customer relationship database to analyze customer behavior, identify opportunities to cross-sell and measure the effectiveness of promotional campaigns.

Research Assistant, Insurance Institute for Highway Safety, Arlington, VA | 2002-2004

Researched the potential of in-vehicle technologies and handheld cell phones to distract drivers and presented findings to senior management. Monitored airbag fatality statistics to illustrate how advanced airbag systems and increased seat belt usage have contributed to a decline in airbag-related injuries. Conducted site visits to car dealerships to compare vehicle child restraint fixtures across different makes and models and determine whether auto manufacturers had exceeded federal mandates.

Account Planning Coordinator, Arnold Worldwide, Boston, MA | 2000-2001

Monitored societal and consumer trends for Talbots, McDonald's and Royal Caribbean to recommend marketing strategies to strengthen brand loyalty. Facilitated brainstorming sessions for Ocean Spray resulting in potential names for a new juice product. Moderated eight college student focus groups for Monster.com to discover methods for improving their online career resources.

Deidre McPherson

Skills Microsoft Office (Access, Excel, Outlook, PowerPoint and Word), social media platforms, web-based email marketing campaign management and analysis, and web-based content management platforms.

Education **Master of Business Administration, Marketing | 2008**
University of Maryland, College Park, MD

Bachelor of Science in Business Administration, Marketing | 2000
Minor Studies in Arts Management & Violin Performance
Miami University, Oxford, OH

Volunteer Experience

- Board Member, Cleveland VOTES | 2022 - Present
- Board Member, Sankofa Fine Art Plus | 2021 - Present
- Board Member, Equity & Inclusion Committee Co-Chair, Bike Cleveland | 2019 - Present
- Board Member, SPACES | 2014-2020
- Co-Chair, Visual Arts Committee, International Gay Games (Cleveland + Akron) | 2013-2014
- Violin Coach, El Sistema, Rainey Institute | 2012

Honors & Awards

- Transformative Arts Projects Fund Committee, City of Cleveland | 2023
- Awardee, The Satellite Fund/SPACES | 2022
- Juror, Velocity Fund, Philadelphia Contemporary | 2021
- Cycling Instructor Certification, League of American Bicyclists | 2020
- Juror, Cleveland Arts Prize Verge Fellowship Award | 2019
- Awardee, City of Cleveland LGBT Heritage Award in Arts & Culture | 2018
- Animating Museums Fellowship Winner, Andrew W. Mellon Foundation | 2017-2019
- Feature, Cleveland People Issue, Cleveland Scene Magazine | 2016
- Short Films Juror, Cleveland International Film Festival | 2015
- Most Interesting People List, Cleveland Magazine | 2014

Short Bio Deidre McPherson

Deidre McPherson, Chief Community Officer at the Assembly for the Arts, is a creative producer and entrepreneurial strategist dedicated to bridging the gap between artists, communities, and institutions. Her passion for recognizing the creative talent in her community and connecting artists to the public through events and opportunities has been at the core of her work. Her advocacy for Black and Brown and LGBTQ+ creatives enables her to be a prominent force in the collective shift towards equity in Northeast Ohio.

Over the years, Deidre has held leadership roles at the Cleveland Museum of Art and the Museum of Contemporary Art Cleveland. At both institutions, she was responsible for curating and managing events designed to make the museum a vibrant, socially relevant, and welcoming destination. Similarly, as Director of Artistic and Community Initiatives for FRONT International Cleveland Triennial for Contemporary Art, she introduced community engagement practices that focused on the amplification of Black and Brown voices. Through her consulting practice, she has worked on projects for clients including the Cleveland International Film Festival, Studio West 117, Karamu House, and Dance Cleveland. Deidre earned a Bachelor's degree from Miami University (with minors in Violin Performance and Arts Administration) and an MBA from the University of Maryland.



Chris Ronayne
Cuyahoga County Executive

February 21, 2023

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

Re: Greater Cleveland Regional Transit Authority Board of Trustees (GCRTA)

Dear President Jones,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the GCRTA, I am pleased to nominate the following individual for re-appointment to the RTA Board of Trustees:

- **Karen Moss, 3-year term, 03/04/2023 – 03/03/2026**

One of three County appointments must be a resident of the City of Cleveland. Appointee Karen Moss fulfills this requirement. There are (24) other candidates on file for this position. Trustees serve three-year terms until they resign or are replaced. There are no known conflicts of interest for which an advisory opinion has been requested. Board members are compensated \$4,800 annually.

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,

Chris Ronayne
Cuyahoga County Executive



IMMIGRATION EXPERIENCE

Nicola, Gubranson & Cooper, LLC: Partner (2017- present)

Practicing in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Rosner, Ortman & Moss Partners: Associate (1999-2004), Partner (2005-2017)

Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Karen Gabriel Moss LPA Co. (Attorney) and Karen K. Meade & Associates Co. LPA (Of Counsel) (1996-1999): Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Margaret Wong & Associates: (Associate) (1994-1996). Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Cleveland-Marshall College of Law: Adjunct Instructor (2001): Taught Immigration and Nationality Law course.

Licensed to practice in Ohio and United States District Court, Northern District.

PROFESSIONAL HONORS & ORGANIZATIONS:

2009-present *Cleveland's Best Lawyers* in Immigration Law: selected by peers.

2016 Cleveland's Lawyer of the Year in Immigration Law: *Cleveland's Best Lawyers*, selected by peers.

AILA (American Immigration Lawyers Association): Member, National Department of Labor (DOL) Liaison Committee, Liaison to Cleveland USCIS, Past liaison to the Department of Labor for the state of Ohio; National mentor in Labor Certification; AILF (American Immigration Law Foundation) Past Ambassador; and Speaker at local and regional CLE conferences.

St. Joseph Academy, Global Program, Advisory Committee.

EDUCATION

Miami University, Oxford, Ohio: B.A. in Political Science (1984).

IIT Chicago Kent College of Law, Chicago, Illinois; J.D. (1989).

BOARD EXPERIENCE

Greater Cleveland Regional Transit Authority, Member, Board of Trustees (2011 -present).

Current committees:

Vice President: 2021-present

Chair: Audit, Safety, Compliance & Real Estate Committee
Chair: Ad Hoc GM Search Committee
Member: Operational Planning & Infrastructure Committee
Member: Ad Hoc By Laws Review Committee

Assessment Equalization Board to Counsel of the City of Cleveland (2010 & 2011)

Tremont West Development Corporation, Board of Trustees (2005-2011); Served as Vice President, Nominations Chair and Finance Committee member.

Merrick Settlement House, Board of Trustees (1994-2000); Secretary (1999-2000).

Women's Political Caucus, Board of Trustee (1993-1997).

Women's Community Foundation (1997).



County Council of Cuyahoga County, Ohio

Resolution No. R2023-0235

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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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 August 2, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) 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: *Fingerprint Identification Technician*
 Number: 12081

Pay Grade: 5A/Non-Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Board of Control Coordinator*
Class Number: 10101
Pay Grade: 13A/Exempt (No change)
* 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 C: Class Title: *Director, Nursing*
Class Number: 17033
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Changes were made to physical ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Early Childhood Mental Health System Coordinator*
Class Number: 13221
Pay Grade: 11A/Exempt
* PRC routine maintenance. Classification last revised in 2019.
Changes were made to physical ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Employment Testing Associate*
Class Number: 10132
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Changes were made to essential job functions, language and formatting. A technology section was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit E: Class Title: *Administrator, Labor Relations*
Class Number: 14203
Pay Grade: 18A/Exempt
* This classification is vacant, and the department has no intentions to utilize this classification in the future.

Exhibit F: Class Title: *Vehicle Electronics Technician*
 Class Number: 15071
 Pay Grade: 5A/Non-Exempt

* The employees in this classification were misclassified and reassigned by Human Resources. This has resulted in this classification being vacant. The department has no plans to utilize this classification in the future.

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: September 12, 2023

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: August 4, 2023

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 August 2, 2023, 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:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Fingerprint Identification Technician 12081	N/A	5A Non-Exempt	Sheriff’s
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Board of Control Coordinator 10101	13A Exempt	13A Exempt (No Change)	Purchasing

Director, Nursing 17033	15A Exempt	15A Exempt (No Change)	Health and Human Services
Early Childhood Mental Health System Coordinator 13221	8A Exempt	11A Exempt	HHS - Office of Early Childhood/Invest in Children
Employment Testing Associate 10132	4A Non-Exempt	4A Non-Exempt (No Change)	Personnel Review Commission

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Administrator, Labor Relations	14203	18A Exempt	Human Resources
Vehicle Electronics Technician	15071	5A Non-Exempt	Public Works

cc: Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner
 Rebecca Kopcienski, PRC Director
 Sarah A. Nemastil, Administrator of HR
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
 Sheba Marshall, Interim HR Director
 Kelli Neale, Program Officer 4

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fingerprint Identification Technician	Class Number:	12081
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Sheriff's Department EXHIBIT A		

Classification Function

The purpose of this classification is to serve as the team lead of the Automated Fingerprint Identification System (AFIS) for the Cuyahoga County Sheriff's Department - Corrections Division.

Distinguishing Characteristics

This is an entry-level classification responsible for the collection, classification, comparison, and storage of arrestee fingerprints, testifying to the results of fingerprint analyses in court as needed, and monitoring DNA sample taking as required by the Ohio Revised Code. Employees are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards. Employees work under supervision from a Lieutenant or designee and are responsible for completing work in a timely and efficient manner within established guidelines.

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.

- 60% +/- 10%
- Performs fingerprint identification tasks requiring the use of AFIS, and state and national databases; collects and stores arrestee fingerprints; ensures new fingerprint scans are completed, performed correctly, and are matched to the right records; compares the log of new inmates to the log of new fingerprints to confirm that all new inmates were fingerprinted; sends fingerprint cards to the Scientific Identification Unit (SIU);; reviews fingerprints of inmates who were assigned a new Sheriff's Office ID number to ensure that they do not already have a previous Sheriff's Office ID number.
- 15% +/- 5%
- Operates the WebCheck program to perform civilian and employee background checks; fills in various fields for background checks such as demographics, reason codes, and type of background check; reviews results; performs background checks and fingerprint scanning for County hiring events.
- 10% +/- 5%
- Responds to inquiries from Law Enforcement and Criminal Justice Partners pertaining to fingerprint and arrest records; testifies regarding evidence related to fingerprint comparisons in a court of law; processes sealings and expungements of arrest records; removes fingerprints from database when expunged; processes and deactivates arrest jackets of deceased defendants; prepares internal and external reports for the Cleveland Department of Justice.
- 15% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; creates, maintains, reviews, and ensures the accuracy of Sheriff Department records; collects data for annual reports; participates on project committees; responds to public records requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Fingerprint Analyst

- High School Diploma or equivalent and two (2) years of experience in the law enforcement field; 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 licenses 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 word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), and data entry software (AFIS Workstation and Livescan).
- Ability to use a variety of laboratory tools and equipment including an AFIS Workstation and Livescan machine.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 decedent reports, court dockets, background checks, and arrest records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Law, Law Enforcement Automated Data System (LEADS) and Ohio Law Enforcement Gateway (OHLEG) rules, Minimum Jail Standards for Jails in Ohio, Cuyahoga County Sheriff's Department (CCSD) policies, procedures, and directives.
- Ability to prepare fingerprint submissions, Sheriff Number Change reports, fingerprint comparison reports, LEADS reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

Fingerprint Analyst

- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, court staff, corrections staff, the general public, and other County employees.

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

Class Title:	Board of Control Coordinator	Class Number:	10101
FLSA:	Exempt	Pay Grade:	13A
Dept:	Department of Purchasing	EXHIBIT B	

Classification Function

The purpose of the classification is to coordinate the Board of Control meetings by drafting and disseminating Board of Control agendas, attending and recording Board of Control meetings, and supervising assigned staff.

Distinguishing Characteristics

This is a journey level classification that is responsible for coordinating the development of the Board of Control (BOC) agendas and recording the Board of Control and Executive Staff Meetings. The employee works under general supervision of the Director, Department of Purchasing and works within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff.

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%

- Establishes agenda for the Board of Control meetings; compiles, reviews, and processes all agenda items submitted in the agenda management system for the BOC; provides technical and processing assistance for items to be placed on an agenda; researches relevant history of items to formulate captions for the draft agenda; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor information and ensure compliance with policies, procedures, and ordinances; prepares summaries of agenda items ('captions') for BOC draft agendas so all pertinent information is available when making decisions; sends draft agendas to appropriate parties via email; creates captions for walk-on request items for the draft agenda; prepares draft summary (caption) of Executive's Sponsored Item for placement on County Council agenda; makes updates to draft agendas as discussed during the Executive Review Meeting; distributes final BOC agendas and County Executive Sponsored Items to appropriate parties via email.

15% +/- 5%

- Coordinates the Executive Review Meetings; schedules Executive Review Meetings; notates who presents agenda items; record notes of necessary changes to be made to the agenda; establishes the agenda for the BOC meeting by finalizing all items and summaries approved by the County Executive.

15% +/- 5%

- Coordinates the Board of Control Meetings; schedules BOC meetings; prepares outline for reading of items into the record at the BOC meeting; records minutes of BOC meeting including who presented information, who made motions, and who voted for and against items; transcribes meeting minutes; posts Board of Control agendas and meeting minutes to the County's website; ensures that signatures are collected as required on approved items; notarizes various documents approved at the Board of Control meetings; maintains records, databases, and official documents for public record

Effective Date: 04.11.2019
Last Modified: 04.11.2019

Board of Control Coordinator

requests; sends approval documentation to County departments so they can proceed with the approved purchase.

10% +/- 5%

- Supervises and directs the work of 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.

10% +/- 5%

- Coordinates the placing of items on the County Council's agenda; finalizes and submits proposed Council items and related attachments to the Law Department; coordinates completion of Questions and Answers document from County Council to provide requested information.

5% +/- 2%

- Reviews travel related items submitted by the Fiscal Office; verifies the itemized expenses are accurate and adheres to the guidelines; confirms the least expensive form of transportation is utilized.

5% +/- 2%

- Trains department and Department of Purchasing staff on how to navigate and submit items on the agenda management software system; trains staff of the proper procedures; answers staff questions about the system or process.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, management, or related field with three (3) years of administrative experience; or an 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), agenda management software (OnBase), and database software (Infor Lawson).

Supervisory Responsibilities

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

Effective Date: 04.11.2019

Last Modified: 04.11.2019

Board of Control Coordinator

- 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.

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 to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including public records requests, letters, memoranda, contracts, permits, grant awards, proposed purchase list, purchasing buyer's checklist, meeting minutes, agendas, Requests for Proposal, bid tabulation sheets, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Purchasing Procurement Checklists and Purchasing Procedures, Ohio Administrative Code, Ohio Revised Code, and Cuyahoga County's Contracting and Purchasing Procedures Code.
- Ability to prepare employee performance evaluations, Board of Control Agenda, Questions and Answers document, Executive's Sponsored Item summaries, meeting notices, meeting minutes, reports, spreadsheets, letters, memoranda, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, the County Executive, department directors, managers, Clerk of Council, Assistant Law Directors, 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

Class Title:	Director, Nursing	Class Number:	17033
FLSA:	Exempt	Pay Grade:	15A
Dept:	Health and Human Services	EXHIBIT C	

Classification Function

The purpose of this classification is to administer and coordinate nursing services in the Home Care Skilled Services Unit and to supervise lower-level nursing and support staff.

Distinguishing Characteristics

This is a senior management level classification, responsible for defining scope of work, identifying problem areas for service delivery, and developing concepts and approaches for problem solving. The employee in this class plans staffing and schedules, analyzes workflow, and facilitates staff performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

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%
- Administers and coordinates nursing services in the Home Care Skilled Services Unit; determines and recommends staffing needs; coordinates client services; collaborates and oversees staff scheduling; coordinates nursing activities; develops and maintains policies and procedures; verifies personnel are properly licensed; establishes method of recording nursing care provided; monitors and maintains compliance with various third party payers, such as Medicaid and Medicare; investigates and resolves client complaints and concerns; serves as a member of the management team; provides leadership of vision and direction of unit.

- 20% +/- 10%
- Supervises and directs work of Senior Supervisor, Nursing, Supervisor, Nursing, and support staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; 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 payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 10% +/- 5%
- Performs various administrative functions; serves on committees; attends various meetings, conferences, workshops, and seminars; prepares various reports including Ryan White reports and other reports for administrators; participates in budget preparation; develops and executes presentations for community and internally.

5% +/- 2%

- Administers nursing services as necessary; makes patient visits to observe and evaluate physical and emotional status; reviews and updates patients' plan of care; reviews medication policies and records.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with six (6) years of nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

- Biennial renewal of license 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.
- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer, pulse oximeter, Hoyer lift, transfer board, and other diagnostic instruments and equipment.
- Ability to stand, walk, bend, twist, and push and pull up to 200lbs and lift up to 50lbs (with assistance).

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (PeerPlace).

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

- Ability to perform 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 program contracts, billing invoices, time sheets, travel reports, attendance records, performance evaluations, progress reports, department memorandum, policies and procedures, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, collective bargaining agreements, Center for Medicare and Medicaid, grants, Ohio Department of Health regulations and personnel policy manuals.
- Ability to prepare performance evaluations, progress reports, semi-annual and annual reports, policies, procedures, emergency management plans, newsletter articles, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, 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 medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, home health aides, community partners, 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

Class Title:	Early Childhood Mental Health System Coordinator	Class Number:	13221
FLSA:	Exempt	Pay Grade:	11A
Dept:	HHS - Office of Early Childhood/Invest in Children	EXHIBIT D	

Classification Function

The purpose of this classification is to manage the Early Childhood Mental Health (ECMH) Referral System by triaging calls at a clinical level and providing direction, support, and referral information to callers.

Distinguishing Characteristics

This is a journey-level classification that is responsible for triaging calls at a clinical level for the Early Childhood Mental Health population (children 0-6 years) to help navigate them within the ECMH continuum of care or provide appropriate referral information and support linking to an outside system. Employees in this classification work under general supervision of a manager but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable 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%

- Manages the ECMH Referral System; triages calls to assess and determine appropriate level of care within the ECMH continuum of services and providers; triages calls and provides appropriate referrals to services outside of the ECMH continuum of care; provides support and guidance to families referred to an outside system to ensure efficient and smooth transition; utilizes the wraparound process to develop a tailored plan to meet client and family needs; provides follow-up and feedback to referents regarding treatment destination; contributes to developing new policies and procedures for the ECMH referral system.

25% +/- 5%

- Provides direct ECMH consultations to families; collaborates with agency staff, family, substitute caregivers, childcare providers, school staff, and other service providers; consults with staff, providers, and caregivers for case conceptualization and to identify treatment needs and resources for young children; collaborates with other staff and providers to ensure appropriate services are secured; serves on various committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children that have involvement with the Department of Children and Family Services (DCFS).

10% +/- 5%

- Researches, analyzes, and evaluates information collected through the ECMH referral system; ensures project information is up to date in the database; makes recommendations to the ECMH system stakeholders, partners, and providers regarding impact and feasibility of proposed changes to the ECMH system and referral process; maintains knowledge of available community resources and services, best practices, and emerging ECMH research to ensure referrals are triaged appropriately.

Early Childhood Mental Health System Coordinator

10% +/- 5%

- Serves as a liaison to internal and external agencies to ensure that all parties are equipped with information for resources and care; maintains partnerships within the ECMH spectrum and serves as representative at required community meetings; participates in community outreach events to increase awareness of ECMH referral system.

5% +/- 2%

- Coordinates and maintains information regarding available openings and waiting lists within the ECMH provider network; prepares reports for stakeholders, partners, and providers regarding current system wait lists and impact on ECMH service delivery.

5% +/- 2%

- Prepares and delivers trainings for staff, caregivers, and other providers on various subjects regarding early childhood mental health and Cuyahoga County's ECMH delivery system; develops appropriate ECMH referral program resources and outreach materials.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, and other relevant information; completes monthly expense reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in early childhood mental health intervention, child clinical counseling, or related field; or any equivalent combination of education, training, and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire date.

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 word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (ECMH tracking log).

Early Childhood Mental Health System Coordinator

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 consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including ECMH Capacity summaries, Supportive Services Biweekly Capacity reports, Flash reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations, National Association of Social Workers Code of Ethics.
- Ability to prepare ECMH capacity reports, procedures, tracking logs, and intake spreadsheets, statistical reports, graphs, basic spreadsheets, lists, weekly reports, annual reviews, referrals, expense reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling, basic medical, and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

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

Class Title:	Employment Testing Associate	Class Number:	10132
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Personnel Review Commission	EXHIBIT E	

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision of the PRC Director and within 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.

30% +/- 10%

- Assists the Personnel Review Commission's employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit's email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process; reviews records, enters data, compares data sources to ensure accuracy and completion, makes copies, and scans documents; assists in record retention and deconstruction activities as per the PRC's Record Retention Schedule.

30% +/- 10%

- Performs test proctoring responsibilities; prints and collates hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests; acts as test proctor at PRC/HR Hiring Events.

25% +/- 10%

- Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants' education and experience qualifications; evaluates applicants' eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status; posts eligibility lists to the PRC website; enters data to be presented at monthly PRC meetings.

5% +/- 2%

- Assists in the creation and maintenance of Compliance Audit reports (Appointment Reports and Temporary Work Level (TWL) reports); researches, compares, and enters data to complete various compliance audit reports, creates spreadsheets to display and track the data; assists with collating, organizing, entering, and conducting basic statistical analysis of various data for compliance audits and reports.

10% +/- 5%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; prints and mails appeal letters; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.); greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies; assists management with special projects; performs duties of PRC Senior Administrative Assistant as needed including assisting in PRC monthly meeting preparation and procedures, processing appeals, and other duties.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) years of administrative support 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 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), database software (INFOR), and PDF software (Nitro).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Employment Testing Associate

- 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 billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, Appointment Reports, TWL reports, candidate resumes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare eligibility lists, exam announcements, exam details for test takers, job screening spreadsheets, logs, memos, reports, spreadsheets, work orders, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, 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

Class Title:	Administrator, Labor Relations	Class Number:	14203
FLSA:	Exempt	Pay Grade:	18
Dept:	Human Resources	EXHIBIT F	

Classification Function

The purpose of this classification is to administer labor and employee relations matters for the County Executive’s departments.

Distinguishing Characteristics

This is a managerial-level classification with responsibility for administering labor and employee relations matters and overseeing collective bargaining activity. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure 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.

- 40% +/- 10%
- Administers labor and employee relations matters; oversees collective bargaining activity; serves as consultant and liaison to publicly elected officials on labor relations matters; oversees all employee relations activity which involves the departments under the County Executive and bargaining and non-bargaining employees including discipline administration, special investigations, employee complaints, medical examinations, training, and unemployment compensation.
- 30% +/- 10%
- Supervises employee relations specialists and other staff; assigns work and reviews completed work assignments; provides job training and instruction; responds to employee problems and issues; evaluates employee performance; reviews and approves employee leave requests.
- 15% +/- 10%
- Oversees County’s drug testing program; establishes and maintains drug testing policies and procedures; manages agreements between County and toxicology labs and medical review officer; schedules tests and maintains records.
- 15% +/- 10%
- Oversees legal matters involving employees and/or departments under the County Executive; serves as liaison between the County Executive’s departments and the Prosecutor’s Office; assists in representing the County in all matters before administrative bodies including the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Personnel Board of Review, State Employee Relations Board, and Ohio Bureau of Employment Service; assists in representing legal matters filed in Municipal, County, and Federal Courts; performs legal research on employee and/or labor relations matters on behalf of the County Executive).

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of labor relations experience. Must be licensed to practice law in the State of Ohio.

Additional Requirements for all levels

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 computer and copier.

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, evaluating, 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.

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 statutes, civil complaints, court decisions, timesheets, personnel records, other legal documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, law books, and labor contracts.
- Ability to prepare briefs, appeals, motions, performance appraisals, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law and personnel terminology and language.

- Ability to communicate effectively with directors, managers, supervisors, elected officials, other County employees, attorneys, consultants, union representatives, and the media.

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

Class Title:	Vehicle Electronics Technician	Class Number:	15071
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Public Works	EXHIBIT G	

Classification Function

The purpose of this classification is to assist the Public Works Maintenance unit with repairs, installations and maintenance of products, systems and components.

Distinguishing Characteristics

This is an entry level technical classification that is responsible for vehicle electronics repair and maintenance in the Maintenance Section of the Public Works Office. Employees in this classification have specialized knowledge and experience related to vehicle electronics. This class requires exercise of judgment in repairs and maintenance procedures. This class is distinguished from the Assistant Maintenance Superintendent that supervises the work of this class and requires a higher level of education and general experience.

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%
- Assists Vehicle Maintenance by repairing special electronic equipment; diagnose and remedy standard vehicle lighting, aftermarket lighting, and other vehicle lighting.

- 30% +/- 10%
- Tests and measures circuit voltage, current and resistance; interprets readings to determine circuit problems; reads and interprets schematic diagrams requiring an understanding of solid-state electronic circuit operation such as diodes, transistors, transistor drivers and integrated circuits; troubleshoots individual live electrical circuit problems, properly operating vehicle electrical circuits such as lighting circuits, cranking circuits, charging circuits and other circuits such as DC Motor, solenoid and relay circuits.

- 20% +/- 10%
- Performs work that includes application of engineer's circuit diagrams, topographic amps and the correct application of test equipment; tests and makes minor adjustments to generators.

- 15% +/- 10%
- Troubleshoots battery problems, cranking problems and charging system problems; orders parts and equipment for repairs; assists supervisor to coordinate work of mechanics; may provide special training; processes inventory reports and verifies their contents.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or GED supplemented with technical training in electronics or a related field with two (2) years of vehicle electronics experience; or any combination of education, training, and experience.

Vehicle Electronic Technician

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 computers and peripheral office equipment.
- Ability to operate trucks, TV trucks, Vac trucks, cars, generators, mechanic tools, diagnostic tools, diagnostic instruments, and other mechanical tools and equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

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 to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including schematics, repair orders, billing invoices, vendor quotes, transfer tickets, and other related documents.
- Ability to comprehend a variety of reference books and manuals including technical manuals, equipment manuals, circuit diagrams, safety practices, reference, and computer manuals.
- Ability to prepare repair orders, inventory report, digital scans, quote sheets, reports, schedules, diagnostics, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic vehicle and electronics related terminology and language
- Ability to communicate with supervisor, co-workers, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a workshop and in an office.

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.

Posted: 7/27/2023

Meeting: 8/2/2023

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
NEW					
Fingerprint Identification Technician	12081	N/A	5A Non-Exempt	Sheriff	This is a new classification requested by the Sheriff's Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Board of Control Coordinator 10101	10101	13A Exempt	13A Exempt (No Change)	Purchasing	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 PG or FLSA status.
Director, Nursing 17033	17033	15A Exempt	15A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2019. Changes were made to physical ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Early Childhood Mental Health System Coordinator 13221	13221	8A Exempt	11A Exempt	HHS Office of Early Childhood/ Invest in Children	PRC routine maintenance. Classification last revised in 2019. Changes were made to the distinguishing characteristics, essential job functions, minimum qualifications, language, and formatting. A technology section was added. The pay grade has increased from PG 8A to 11A. No change in FLSA status.
Employment Testing Associate 10132	10132	4A Non-Exempt	4A Non-Exempt (No Change)	Personnel Review Commission	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.

<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Administrator, Labor Relations 14203	18A Exempt	Human Resources	The classification is vacant, and the department has no intentions to utilize this classification in the future.
Vehicle Electronics Technician 15071	5A Non-Exempt	Public Works	The employees in this classification were misclassified and reassigned by Human Resources. This has resulted in this classification being vacant. The department has no plans to utilize this classification in the future.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0236

Sponsored by: Council President Jones	A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 345 provides that a county may establish a memorial to commemorate the services of all members and veterans of the armed forces, and authorizes the taxing authority of the county to appoint a board of trustees for such a memorial; and

WHEREAS, Article III, Section 3.01 of the County Charter establishes that the County Council is the "taxing authority;" and

WHEREAS, Ohio Revised Code Chapter 345 provides that such appointments to the Soldiers' and Sailors' Monument Commission Board of Trustees shall be made for terms of five years; and

WHEREAS, Brigadier General Peter Collins (replacing Tracy A. Jemison II) desires to be appointed to the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees to the unexpired term ending 11/5/2025:

WHEREAS, Donald J. Jaffe (since 2014), Richard T. Prasse (since 2005), and Michael R. Sliwinski (since 2018) have served and actively contributed to the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees and are each seeking reappointment for a five year term; and

WHEREAS, Council has determined that these appointments and reappointments are qualified to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees and that their service would be beneficial to the ongoing success and development of the Cuyahoga County Soldiers' and Sailors' Monument Commission; 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 Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby approves the appointment and reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees as follows:

- i) Appointment for an unexpired term ending 11/5/2025:
 - a) Brigadier General Peter Collins
- ii) Reappointments for the term 11/16/2023 – 11/15/2028:
 - a) Donald N. Jaffe
 - b) Richard T. Prasse
 - c) Michael R. Sliwinski

SECTION 2. 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 a County Board. Provided that this Resolution receives the affirmative vote of eight (8) 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 passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____

_____, 20__

BGEN PETER COLLINS, USMC (RET.)

Brigadier General Collins was raised in Kirtland, Ohio. He is a 1981 graduate of University of Mississippi and a 1984 graduate of the University of Memphis School of Law. He has a LL.M (International Law) from Tulane University. Upon completion of the Naval Justice School, he served on active duty for 28 years and was assigned to several domestic and overseas locations. On numerous occasions he provided legal advice to senior officials, to include the Secretary of the Navy and the Commandant of the Marine Corps, concerning significant military justice cases, U.S. treaty obligations, domestic law, operational issues, and international law. Leadership responsibilities include managing the Navy – Marine Corps Appellate Review Activity, the Commandant’s uniformed legal office, and the daily operations of an air station located in Japan. He served as the Staff Judge Advocate for 1st Marine Wing and III Marine Expeditionary Force in Okinawa, Japan, and as the Deputy Staff Judge Advocate to the Commandant of the Marine Corps, and later as the Assistant Judge Advocate General of the Navy (Military Law).



Career assignments: Brigadier General Collins was commissioned in 1981 through the Platoon Leaders Class, the officers commissioning program of the U.S. Marine Corps, and attended the Lawyer’s Course at Naval Justice School, Newport, after attending The Basic School at Quantico and before reporting to Marine Corps Base Camp Lejeune for various assignments as an attorney with titles of Defense Counsel, Legal Assistance Officer, and Special Assistant to the U.S. Attorney. Brigadier General Collins later served the 4th Marine Division as a Military Justice Officer; the 3D Force Service Support Group in Okinawa as Senior Defense Counsel; and as the Assistant Staff Judge Advocate and Deputy Staff Judge Advocate, respectively, for the headquarters staffs of U.S. Central Command and the U.S. Marine Forces Atlantic. He was both the Station Judge Advocate and the Executive Officer of the Marine Corps Air Station Iwakuni, Japan, and the Staff Judge Advocate for both the 1st Marine Aircraft Wing and the III Marine Expeditionary Force in Okinawa, Japan.

After serving six years in Japan, Brigadier General Collins received orders to serve at Headquarters, U.S. Marine Corps for duties as the Deputy Staff Judge Advocate to the Commandant of the Marine Corps. Prior to retiring in 2011, he was the Assistant Judge Advocate General of the Navy for Military Justice and was assigned to the Navy-Marine Corps Appellate Review Activity in Washington, D.C. After retiring from the Marine Corps, he was the Executive Vice President for the Navy-Marine Corps Relief Society, Arlington, Virginia and served as a Board Member for the Navy Mutual Aid Association.

Personal Decorations: Legion of Merit (three awards), Defense Meritorious Service Medal, Meritorious Service Medal, Joint Commendation Medal, and the Navy and Marine Corps Achievement Medal.

Education: Culver Military Academy; BBA University of Mississippi; J.D., University of Memphis; and Master of Laws in International Law, Tulane University.

**BIOGRAPHICAL RESUME
OF
DONALD N. JAFE**



Education: Case Western Reserve University (B. A. –political science; J.D. – law)

Bar Admissions: Ohio Supreme Court; U.S. Supreme Court; U. S. Court of Appeals (3rd, 6th, 7th Circuits), U.S. Court of Appeals for the Armed Forces; U.S. District Court (ND, Ohio; SD, Ohio; ED, Michigan; ND, Illinois)

Legal Experience: Former law clerk to Judge Paul C. Weick, US Court of Appeals (6th Circuit); former Assistant Director of Law & Prosecutor, City of Cleveland Heights; former Trust Officer, Union Commerce Bank; former Assistant U.S. Attorney (Chief, Civil Section), Northern District of Ohio; former Acting Judge, Cleveland Heights Municipal Court; former Acting Judge, Shaker Heights Municipal Court; former Hearing Officer, Ohio Department of Education (Special Education; former Arbitrator, American Arbitration Association (Labor Panel and Commercial Law Panel). In practice of law for 57 years
Current Fact Finder & Conciliator, State Employment Relations Board; current Hearing Officer, Ohio Department of Health, current Arbitrator, Better Business Bureau

Military Service: Graduate, US Army Intelligence School (with honors); Captain, US Army Reserve, JAGC (Honorable Discharge), Ohio Military Reserve, Brigadier General (former Deputy Commander for Administration and Support; former Staff Judge Advocate). Former Ombudsman, Employer Support of the Guard and Reserve, Office of Assistant Secretary of Defense, US Department; of Defense

Honors & Activities: Ohio State Bar Association (Life Member); Ohio State Bar Foundation (Life Fellow); Cleveland Metropolitan Bar Association (Life Member); Tau Epsilon Rho Law Society; Delta Sigma Rho; Pi Sigma Alpha; Kappa Kappa Psi; Who's Who in American Law; Who's Who in America

RICHARD T. PRASSE PARTNER



Hahn Loeser & Parks LLP
200 Public Square, Suite 2800
Cleveland, Ohio 44114



Richard T. (“Ted”) Prasse represents private and public sector employers in NLRB and SERB matters, labor negotiations, arbitrations, wage and hour issues (including employment class actions), equal employment litigation, employer counseling, OSHA, and Ohio Workers’ Compensation. Ted also represents schools in constitutional and statutory issues in public, student and employee matters.

Representative Experience

- Long-standing and national representation of largest privately held multi-industry corporation in employment, union relations and litigation matters.
- Nationwide representation of multi-facility meat producer and processor in employment matters.
- Nationwide representation of international apparel manufacturer in labor and employment matters in numerous states, including Kansas, Missouri, Nebraska, New York, Ohio, Pennsylvania and Washington. Cases have included a wide range of issues, including race, national origin, sexual orientation, sex, and disability discrimination, sexual harassment, racial harassment, and workers’ compensation retaliation.
- Representation of a national manufacturer in collective bargaining, culminating in strike and plant closing.
- Representation of a national pharmaceutical firm in collective bargaining with improved quality and productivity during multi-year plant closing.
- Representation of manufacturers in collective bargaining to end participation in multi-employer pension and welfare plans.

Professional History

- Partner, Hahn Loeser & Parks LLP, 1990-present.
- Associate, Squire, Sanders & Dempsey, 1981-90.

Admissions

- State of Ohio, 1981.

Education

- Case Western Reserve University, School of Law, J.D., 1981.
- Duke University, B.A., History, 1975.

Awards & Distinctions

- *The Best Lawyers in America*®, Labor Law-Management, Employment Law-Management, 2011-19.
- AV Preeminent®, Martindale-Hubbell.

Community Involvement

- National History Day, Executive Committee, Board of Trustees; Former President, 1997-2000, 2006-09; NHD is 2012 Recipient of National Humanities Medal from President Obama.
- National Aviation Heritage Alliance, Trustee and Secretary.
- Ohio Historical Society, Board of Trustees, Former President and Chair, 2008-12.



RICHARD T. PRASSE

PARTNER

- Case Western Reserve University History Associates, Director and President.
- Cuyahoga County Soldiers' and Sailors' Monument Commission, President.
- Rutherford B. Hayes Presidential Center, Trustee and Treasurer.
- The Dawes Arboretum, Trustee and Secretary.
- United Cerebral Palsy of Greater Cleveland, Board of Directors, Former President.
- Ohio Supreme Court Task Force on the History of Ohio Courts, Appointed by Chief Justice O'Connor.
- Legislative Commission on Education and Preservation of State History, Appointed by Governor Strickland.
- Association of Ohio Commodores, Appointed by Governor Kasich.

Michael R. Sliwinski

Work Experience

Ohio Lottery Commission Cleveland, Ohio June 2014 – April 2016; February 2018 – present;
Assistant Legal Counsel – Advise the Ohio Lottery Commission on various legal matters; review prize transfers prior to hearings in probate courts throughout Ohio; respond to public records requests; provide counsel regarding prize eligibility in cases of damaged, lost, or stolen lottery tickets; review video lottery employee license denials, suspensions and revocations prior to administrative hearings; prepare and review office policies;

Cleveland Municipal Court Cleveland, Ohio April 2016 – January 2018
Judge – Appointed by Governor John Kasich to preside over trials, motion hearings, and pretrial conferences between litigants, including criminal cases involving the State of Ohio or City of Cleveland and various defendants, and civil disputes arising in the City of Cleveland; determined appropriate bond in felony cases including offenses of murder, rape, burglary, weapons, drugs, and domestic violence; assigned by administrative judge to preside over a Dedicated Domestic Violence docket and serve on the court's Veteran's Treatment Docket;

Ohio Attorney General Cleveland, Ohio July 2007 – June 2014
Assistant Attorney General – Consumer Protection Section: litigated consumer law cases including automobile title financing fraud, home improvement contractor scams, and general unfair, deceptive, and unconscionable acts and practices in state and federal court; prosecuted criminal cases arising within the jurisdiction of Lakeland Community College; represented Cleveland Regional Office in matters involving Ohio's Public Records Act; conducted press interviews and presentation of educational seminars on Ohio's Public Records and Open Meetings Acts; represented Ohio Attorney General's Office on Bureau of Motor Vehicles Study Group mandated by Ohio House Bill 2 – chaired the Title Defect Rescission Fund sub-committee;

Sliwinski Law Co. L.P.A. Strongsville, Ohio November 2003 – July 2007
Attorney – Litigated consumer law cases; represented defendants in criminal proceedings; assisted in the formation of business entities; provided legal counsel to executors in estate administrations; assisted clients in the preparation of wills, trusts, and powers of attorney; represented debtors in bankruptcy proceedings;

Notre Dame College, South Euclid, Ohio January 2004 – February 2006
Adjunct Professor – Courses taught included: Labor Relations, Criminal Justice, and Business and Government;

Dunlevey, Mahan & Furry, Dayton, Ohio June 2002 – December 2002
Law Clerk – Researched Workers' Compensation, EPA and OSHA issues; prepared memoranda detailing research projects; wrote position paper in support of administrative appeal; edited and revised OSHA compliance guide for National Frame Builders Association; researched new asbestos legislation.

David M. Deutsch L.P.A., Dayton, Ohio May 2001 – June 2002
Law Clerk – Researched and prepared legal memoranda; prepared complaints in insurance, personal injury and employer intentional tort actions; prepared motions and responses in opposition to motions.

Graves and Horton, L.L.C., Cleveland, Ohio June 2000 – August 2000
Temporary Legal Assistant – Prepared Uniform Commercial Code forms; conducted interrogatories with clients, and reviewed documents.

Law Offices of Barbara Lee Melvin, Honolulu, Hawaii June 1998 – December 1998
Legal Intern

Education

University of Dayton School of Law, Dayton, Ohio *Juris Doctorate, cum laude* May 2003

Class Rank: Top 15%

University of Dayton Law Review Staff Writer

Moot Court Team

- Honorable Walter Rice Moot Court Competition Finalist
- Ruby R. Vale Corporate Moot Court Competition Competitor

President's Scholarship recipient

CALI award recipient in the subjects of Professional Responsibility, and Consumer Protection

Student Bar Association: First Year Class Treasurer; Finance Committee; Grading Curve Committee; Third Year Executive Board Secretary

Chaminade University of Honolulu, Honolulu, Hawaii

Bachelor of Arts in Political and Historical Studies, Magna cum laude May 1999

Bachelor of Science in Criminal Justice, Magna cum laude May 1999

G.P.A.: 3.9

- Delta Epsilon Sigma National Honor Society
- Alpha Phi Sigma Criminal Justice Honor Society

Military Experience

United States Marine Corps, Kailua, Hawaii

June 1994 – April 1998

Fund Administrator/Musician – Basic rifleman, musician, and budget administrator;

Publications

Ohio Consumer Law, 2016-2017 ed. (Baldwin's Ohio Handbook Series) West Publishing

Author: Chapter 26 – Credit Services Organization Act

Author: Chapter 27 – Debt Adjuster's Act

Presentations

July 22, 2011 – CLE Presentation: The Supreme Court of Ohio Judicial College Consumer Law Issues: General Overview of CSPA and Associated Statutes

October 6, 2010 – CLE Presentation: Application of the Debt Adjuster's Act and Credit Services Organization Act to Telephone Consumer Protection Act Cases

March 11, 2009 – Presentation to Lakewood City Council: Ohio's Public Records and Open Meetings Law

January 15, 2009 – CLE Presentation: Ohio's Public Records and Open Meetings Law: Issues Facing Municipal Law Directors and Prosecutors

Bar Associations

Ohio Bar Association

Cleveland Metropolitan Bar Association

Northeast Ohio Municipal Prosecutor's Association, past Vice President

West Shore Bar Association

Boards and Commissions

Trustee and Treasurer: Cuyahoga County Soldiers and Sailors Monument, 2011- 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0253

<p>Sponsored by: County Executive Ronayne/Department of Human Resources</p>	<p>A Resolution authorizing an amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2022 to extend the time period to 6/30/2024 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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>
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WHEREAS, the County Executive/Department of Human Resources recommends an amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2022 to extend the time period to 6/30/2024 and for additional funds in the amount not-to-exceed \$1,645,000.00; and

WHEREAS, The MetroHealth System through the MetroHealth Select Network agreement will continue a risk-sharing arrangement for claims incurred beginning January 1, 2023; and

WHEREAS, this project is funded 100% Hospitalization Self-Insurance 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 Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2022 to extend the time period to 6/30/2024 and for additional funds in the amount not-to-exceed \$1,645,000.00.

First Reading/Referred to Committee: September 12, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Title

Department of Human Resources 2022 Amendment to the MetroHealth System MetroHealth Select Network Agreement on RQ 42556

Scope of Work Summary

The Department of Human Resources is requesting approval of an amendment with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents. The term of the agreement is 01/01/2016 – 12/31/2021. This amendment will extend through 12/31/2022 with no additional funds.

MetroHealth provides the County with the MetroHealth Select healthplan, a cost-effective healthcare option for employees and the County.

2. The primary goals of the project are to continue to provide a cost-effective healthcare option providing employees with quality care.

B. Procurement

This is a government agency to government agency agreement with the MetroHealth system.

C. Contractor and Project Information

1. The address of the vendors and/or contractors is:

The MetroHealth System
2500 MetroHealth Drive
Cleveland OH 44109

Council District 3

2. The President and CEO is Dr. Akram Boutros.

D. Project Status and Planning

1. The project reoccurs annually as the County continues to work with Metro as the county's hospital system.

4. The project's term has already begun. This agreement has a history of going for the board late, typically around the beginning of summer. This is due to the shared savings portion of the agreement which requires all claims to be settled and savings calculated, which occurs after the end of the 1st quarter. The calculations took longer this year and the agreement was originally put through with a NTE estimate, but during the approval process the shared savings were calculated with none owed this year. This resulted in a withdraw of the agreement and restarting through the correct approval path.

E. Funding

1. The project is funded 100% by the Self Insurance fund.
2. The schedule of payments is by invoice.

F. Items/Services Received and Invoiced but not Paid:

No invoices received to date.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	42556 N/A
Infor/Lawson PO# Code (if applicable):	CONV
CM Contract#	1175

	Department	Clerk of the Board
Briefing Memo	SW	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	This amendment typically is late due to the calculations and data necessary for the payment amount. This was further delayed by back-and-forth negotiations on the contract amendment terms and language.	
What is being done to prevent this from reoccurring?	Much of the language added to this amendment should reduce the amount of time further Shared Savings agreements are late and possibly prevent this for occurring again.	

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				
			Department initials	Purchasing
Justification Form			SW	OK (revised uploaded 8/16/2023)
IG#			N/A Govt	N/A
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:	8/14/2023	SW	OK
Auditor’s Finding	Date:	8/14/2023	SW	OK
Independent Contractor (I.C.) Requirement	Date:		N/A Govt	N/A
Cover - <i>Master amendments only</i>			N/A	OK
Contract Evaluation			SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			SW	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

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Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	N/A
Workers’ Compensation Insurance	N/A
Original Executed Contract (containing insurance terms) & all executed amendments	SW

Accounting Units – Revised Checklist 8/17/2023

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023 – 12/31/2023	HR765100	55130		\$618,577.26
01/01/2024 – 06/30/2024	HR765100	55130		\$1,026,422.74
			TOTAL	\$1,645,000.00

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023 – 12/31/2023	HR765100	55130	-	\$618,577.26
01/01/2024 – 06/30/2024	HR765100	55130	-	\$1,031,422.74
	-	-	-	-
	-	-	-	-
	-	-	TOTAL	\$1,650,000.00

Contract History CE/AG# (if applicable)	AG1800067
Infor/Lawson PO# Code (if applicable)	CONV
Lawson RQ# (if applicable)	N/A
CM Contract#	1175

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$0		12/31/2017	N/A	N/A
Prior Amendment Amounts (list separately)		\$0.00	N/A	2/15/2017	N/A
		\$1,800,000.00	12/31/2018	5/29/2018	R2018-0108
		\$900,000.00	12/31/2019	4/23/2019	R2019-0081

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Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$12,890,904.00	12/31/2020	6/9/2020	R2020-0087
		\$0.00	12/31/2021	5/17/2021	BC2021-237
		\$0.00	12/31/2022	7/25/2022	BC2022-458
Pending Amendment		\$1,645,000.00	6/30/2024		
Total Amendments		\$17,240,904.00			
Total Contact Amount		\$17,240,904.00			

Purchasing Use Only:

Prior Resolutions:	BC2022-458, BC2021-237, R2020-0087, R2019-0081, R2018-0108
Amend:	1175
Vendor Name:	The MetroHealth System
ftp:	1/1/2016-12/31/2022 EXT 6/30/2024
Amount:	Add'l \$1,645,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	8/16/2023: Amendment amount is \$1,645,000.00 – justification, briefing memo and checklist accounting is \$1,650,000.00 – these amounts must match.
Purchasing Buyer’s initials and date of approval	OK, ssp 8/17/2023

CONTRACT EVALUATION FORM

Contractor	The MetroHealth System				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1800067				
RQ#	CM1175				
Time Period of Original Contract	1/1/2016-12/31/2022				
Background Statement	This is the MetroHealth Select Network Agreement with the Shared Savings agreement included.				
Service Description	Through this agreement, MetroHealth provides the Select benefits plan and rates. With discounted rates, MetroHealth includes a shared savings agreement whereby the County owes MetroHealth a portion of savings if claims fall below a set benchmark.				
Performance Indicators	This is the shared savings portion of the MetroHealth agreement. Beyond shared savings, MetroHealth will provide trauma, emergency and critical care, women's and children's services, comprehensive medical and surgical subspecialties, heart and vascular care, cancer care, senior health, stroke and rehabilitative health care services.				
Actual Performance versus performance indicators (include statistics):	Quality of service, responsiveness, accuracy of rates and benchmark.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	All requirements met. Only pain point is the contract process with Metro due to the complexity of the agreement.				
Department Contact	Stephen Witt				
User Department	Human Resources				
Date	8/14/2023				

OnBase Item Detail Briefing Memo - Form

Title

Department of Human Resources 2022 Amendment to the MetroHealth System MetroHealth Select Network Agreement on RQ 42556

Scope of Work Summary

The Department of Human Resources is requesting approval of an amendment with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents. The term of the agreement is 01/01/2016 – 12/31/2021. This amendment will extend through 12/31/2022 with no additional funds.

MetroHealth provides the County with the MetroHealth Select healthplan, a cost-effective healthcare option for employees and the County.

2. The primary goals of the project are to continue to provide a cost-effective healthcare option providing employees with quality care.

B. Procurement

This is a government agency to government agency agreement with the MetroHealth system.

C. Contractor and Project Information

1. The address of the vendors and/or contractors is:

The MetroHealth System
2500 MetroHealth Drive
Cleveland OH 44109

Council District 3

2. The President and CEO is Dr. Akram Boutros.

D. Project Status and Planning

1. The project reoccurs annually as the County continues to work with Metro as the county's hospital system.

4. The project's term has already begun. This agreement has a history of going for the board late, typically around the beginning of summer. This is due to the shared savings portion of the agreement which requires all claims to be settled and savings calculated, which occurs after the end of the 1st quarter. The calculations took longer this year and the agreement was originally put through with a NTE estimate, but during the approval process the shared savings were calculated with none owed this year. This resulted in a withdraw of the agreement and restarting through the correct approval path.

E. Funding

1. The project is funded 100% by the Self Insurance fund.
2. The schedule of payments is by invoice.

F. Items/Services Received and Invoiced but not Paid:

No invoices received to date.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0254

<p>Sponsored by: County Executive Ronayne/Department of Human Resources</p>	<p>A Resolution authorizing a contract with Medical Mutual of Ohio in the amount not-to-exceed \$1,800,000.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3403 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources recommends entering into a contract with Medical Mutual of Ohio in the amount not-to-exceed \$1,800,000.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023; and

WHEREAS, the primary goal is to reduce the County's risk as a self-insured healthcare provider; and

WHEREAS, this project will be funded 100% by the Self-Insurance 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 a contract with Medical Mutual of Ohio in an amount not-to-exceed \$1,800,000.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023.

SECTION 2. That the County Executive is authorized to execute Contract No. 3403 and all other documents consistent with said award and this Resolution. To the

First Reading/Referred to Committee: September 12, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2023; Medical Mutual of Ohio; Healthcare Stop Loss Coverage for the period 1/1/2023-12/31/2023 in the Amount Not-To-Exceed \$1,800,000.00.
Department or Agency Name	Human Resources
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 Approved/ Council's Journal Date	Approval No.
O	3403	Medical Mutual of Ohio	1/1/2023-12/31/2023	\$1,800,000.00		Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 The County is a Self-Insured employer for healthcare costs. This leads to a need for Stop Loss Coverage to limit the County's potential loss on significant claims. Medical Mutual, as a result of an RFP, provides Stop Loss Coverage to the County and BODD at limits of \$750,000 and \$300,000 respectively. Any individual claims over the set limits are covered by MMO rather than the County.

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):
 The goals of this service are to limit the County's risk on exceeding expensive healthcare claims, save the County money, and to provide the same coverage for the BODD.

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):
Medical Mutual of Ohio 100 American Rd, Brooklyn, OH 44115	Steven C. Glass President & CEO
Vendor Council District:	Project Council District:
03	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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RQ # <i>if applicable</i> <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. This agreement is to continue services as no other vendor will provide stop-loss coverage for another insurance company's services. Since the County has contracted with Medical Mutual to administer the County's Health Insurance, only Medical Mutual will provide Stop Loss Coverage. When the County bids the Healthcare contract in 2024, it is expected to role this service into that RFP. *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 <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, <i>please explain</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, <i>please explain</i> :	<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:

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 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.	

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. 100% Self-Insurance 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.

This contract agreement is late due to issues during the contract drafting process and coverage has been provided since 1/1/2023.

<input type="checkbox"/> New Service or purchase purchase	<input checked="" 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
---	---	---

Reason:

Agreement draft not received from MMO until April. In this instance, the County also added standard terms into the MMO agreement including a not-to-exceed amount and insurance language which MMO took time to review and redline the language several times. Extensive timeline available as a separate document.

Timeline:	1/1/2023
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	1/31/2023
Date of insurance approval from risk manager:	Pending
Date Department of Law approved Contract:	8/21/2023
Date item was entered and released in Infor:	8/23/2023

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain) See above.

Have payments be made? No Yes (if yes, please explain)
Services have been incurred but not paid.

HISTORY (see instructions):

Previous contract approved 1/25/2022, R2022-0012.
See attached timeline for contracting status.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	3403

Briefing Memo	Department initials SW	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Agreement draft not received from MMO until April. In this instance, the County also added standard terms into the MMO agreement including a not-to-exceed amount and insurance language which MMO took time to review and redline the language several times. Extensive timeline available as a separate document.	
What is being done to prevent this from reoccurring?	These changes should only need to be negotiated this one instance. The County has requested a change in account reps.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION					
RFP Exemptions (Contract)					
Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				SW	CQ
IG#	21-0138-REG			SW	CQ
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:			N/A	NA
Debarment/Suspension Verified	Date:	8/22/2023		SW	CQ
Auditor's Finding	Date:	8/22/2023		SW	CQ
Vendor's Submission				Agreement	CQ
Independent Contractor (I.C.) Requirement	Date:	11/3/21		SW (Updated copy pending)	PENDING RECEIPT OF UPDATED COPY
Cover - <i>Master contracts only</i>				N/A	NA
Contract Evaluation – <i>if required</i>				SW	CQ
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	NA
Checklist Verification				SW	CQ

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION					
RFP Exemptions (Contract)					
Reviewed by Law					
				Department initials	
Agreement/Contract and Exhibits				SW	
Matrix Law Screen shot				SW	
COI				SW	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers’ Compensation Insurance	SW
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023-12/31/2023	HR765100	55305		\$1,300,000.00
01/01/2023-12/31/2023	HR765115	55305		\$500,000.00
			TOTAL	\$1,800,000.00

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	RQ6836
CM Contract#	CM2293

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,459,171.00 \$1,800,000.00		12/31/2022 01/01/2023-12/31/2023	1/25/2022	R2022-0012
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$1,459,171.00 \$1,800,000.00			

Purchasing Use Only:

Prior Resolutions:	NA
CM#:	3403
Vendor Name:	Medical Mutual of Ohio aka Medical Mutual Services LLC
ftp:	01/01/2023-12/31/2023
Amount:	\$1,800,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	IC FORM -PENDING RECEIPT OF UPDATED COPY, OK TO MOVE FORWARD PER LAW

Purchasing Buyer approval: CQ 8/23/2023

CONTRACT EVALUATION FORM

Contractor	Medical Mutual of Ohio				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM2293				
RQ#	6836				
Time Period of Original Contract	01/01/2022-12/31/2022				
Background Statement	The County is a Self-Insured employer for healthcare costs. This leads to a need for Stop Loss Coverage to limit the County's potential loss on significant claims.				
Service Description	Medical Mutual, as a result of an RFP, provides Stop Loss Coverage to the County and BODD at limits of \$750,000 and \$300,000 respectively. Any individual claims over the set limits are covered by MMO rather than the County.				
Performance Indicators	Number of claims hitting limit. Vendor responsiveness. Cost.				
Actual Performance versus performance indicators (include statistics):	The County has several claims that reach these limits annually and per data, the County typically saves money with this service. Medical Mutual could be more responsive during the contracting process.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Medical Mutual covers the claims as required. Responsiveness could be better, but we are pushing for a new account rep.				
Department Contact	Stephen Witt				
User Department	Human Resources, Board of Developmental Disabilities				
Date	8/22/2023				

County Council of Cuyahoga County, Ohio

Ordinance No. O2023-0014

Sponsored by: Cuyahoga County Executive Ronayne/Department of Human Resources	An Ordinance providing for the adoption of a new Section 3.04 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive has reviewed the current Employee Handbook and, in consultation with the Cuyahoga County Department of Law, determined that an amendment is necessary due to a new federal law, the Pregnant Workers Fairness Act, which became effective on June 27, 2023; 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, 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 new section 3.04 (Accommodations for Pregnant Workers) 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. Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

SECTION 3. 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.

EXHIBIT A

3.04 Accommodations for Pregnant Workers

In accordance with the Pregnant Workers Fairness Act (PWFA), the County grants reasonable accommodations (accommodations that do not create an undue hardship on the County's business operations) to pregnant employees for known limitations related to pregnancy, childbirth or related medical conditions, as required by law.

Requesting an Accommodation

An employee who seeks an accommodation under the PWFA must submit a written request, including the requested accommodation and the basis for the accommodation, to Human Resources. Human Resources will respond to the employee's request within a reasonable time.



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

July 18, 2023

President Pernell Jones Jr.
Chairwoman Meredith Turner
Human Resources, Appointments & Equity Committee
Cuyahoga County Council
2079 East Ninth Street - 8th Floor
Cleveland, Ohio 44115

Dear President Jones and Chairwoman Turner,

The Cuyahoga County Charter states the “the Personnel Review Commission (PRC) shall submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council.” At the PRC’s June 2023 meeting, Human Resources Director Sarah Nemastil presented proposed changes to the County’s Employee Handbook to address the County’s obligations under the Pregnant Workers Fairness Act (PWFA). The PWFA is a federal law that was adopted on December 29, 2022 and went into effect on June 27, 2023.

The proposed language in the Employee Handbook will notify employees that the County will grant reasonable accommodations to pregnant employees for known limitations related to pregnancy, childbirth or related medical conditions in accordance with the PWFA and will advise employees that they must submit a written request for such accommodations to the Department of Human Resources.

These proposed changes have been posted to the PRC’s website for more than twenty (20) days in accordance with the agency’s Administrative Rules. The PRC supports these proposed changes. Please feel free to contact our Director, Rebecca Kopcienski at rkopcienski@cuyahogacounty.us if you have any questions.

Respectfully,

Respectfully,

Deborah Southerington,
PRC Chairwoman

F. Allen Boseman,
PRC Commissioner

Thomas L. Colaluca,
PRC Commissioner

cc: Councilman Michael J. Gallagher, Vice-Chairperson
Councilman Dale Miller
Councilwoman Yvonne Conwell
Councilman Martin Sweeney
Councilwoman Patrick Kelly
Councilman Jack Schron

Councilwoman Sunny Simon
Councilwoman Cheryl Stephens
Councilman Scott Tuma
Chief of Staff Joe Nanni
Policy Advisor James Boyle
Clerk of Council Andria Richardson
Chief Human Resources Officer Sarah Nemastil