



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 11, 2024
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 MAY 21, 2024 MEETING [See Page 4]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2024-0154: A Resolution confirming the County Executive’s reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 9]
 - b) R2024-0179: 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 21]

- c) R2024-0212: A Resolution confirming the County Executive's appointment of Dorothy Todd to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 47]
- d) R2024-0213: A Resolution confirming the County Executive's appointment of Bianca Crawford to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 51]
- e) R2024-0214: A Resolution confirming County Executive's appointment of Daniel Smith to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 58]
- f) R2024-0215: A Resolution confirming the County Executive's reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 64]
- g) R2024-0216: A Resolution confirming the County Executive's reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2024 - 6/21/2027, confirming the reappointment of various alternates, and declaring the necessity that this Resolution become immediately effective: [See Page 70]
 - 1) Reappointments:
 - a. Michael W. Dever
 - b. Nichole L. English
 - 2) Reappointments as alternates:
 - a. Thomas Sotak to Michael W. Dever
 - b. Christopher A. George to Nichole L. English
- h) R2024-0217: A Resolution confirming the County Executive's appointment of Gina Vernaci to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 80]

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, MAY 21, 2024
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 10:10 a.m.

2. ROLL CALL

Ms. Turner asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Turner, Gallagher, Miller and Sweeney were in attendance and a quorum was determined. Committee member Conwell arrived after the roll call was taken. Councilmember Kelly was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE APRIL 30, 2024 MEETING

A motion was made by Mr. Sweeney, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the April 30, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0154: A Resolution confirming the County Executive's reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.

There was no legislative action taken on Resolution No. R2024-0154.

- b) R2024-0179: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

There was no legislative action taken on Resolution No. R2024-0179.

- c) R2024-0183: A Resolution confirming the County Executive's appointment of Kathryn Parks to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0183.
Discussion ensued.**

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

**Ms. Kathryn Parks addressed the Committee regarding her nomination to serve on Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County.
Discussion ensued.**

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

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0183 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.

- d) R2024-0184: A Resolution confirming the County Executive's appointment of Kate McBride to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region, for an unexpired term ending 9/27/2024, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0184.
Discussion ensued.**

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Kate McBride addressed the Committee regarding her nomination to serve on Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund representing the Great Lakes Region. Discussion ensued.

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

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0184 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.

- e) R2024-0185: A Resolution confirming the County Executive’s appointment of The Honorable Judge Donna Congeni Fitzsimmons to serve on the Cuyahoga County Diversion Board for unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0185. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

The Honorable Judge Donna Congeni Fitzsimmons addressed the Committee regarding her nomination to serve on the Cuyahoga County Diversion Board. Discussion ensued.

Committee members asked questions of The Honorable Judge Fitzsimmons pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2024-0185 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.

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

- f) R2024-0186: A Resolution confirming the County Executive’s reappointment of Brandy Carney to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0186. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Brandy Carney addressed the Committee regarding her nomination to serve on the Cuyahoga County Diversion Board. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0186 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.

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

- g) R2024-0193: A Resolution authorizing an amendment with Medical Mutual of Ohio 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, to extend the time period to 12/31/2024, to change the terms, and for additional funds in the amount not-to-exceed \$1,934,511.00 effective 1/1/2024; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Gloria Langford, Director of Employee Benefits and Mr. Stephen Witt, Business Services Manager for the Department of Human Resources; and Ms. Kelsey Finucan, Vice President, Large Market Practice Leader for Oswald Companies, addressed the Committee regarding Resolution No. R2024-0193. Discussion ensued.

Committee members asked questions of Ms. Langford, Mr. Witt and Ms. Finucan pertaining to the item, which they answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0193 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 11:22 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0154

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the mission of the Cuyahoga Regional HIV Prevention and Care Planning Council (“HIV Planning Council”) is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties, and to serve as a sounding board and to provide input for the targeted populations at high risk of HIV/AIDS and STI infections to ensure there are no gaps in HIV/AIDS interventions; and

WHEREAS, the Membership and Outreach committee of the HIV Planning Council recommend the nominees based on satisfaction of the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

WHEREAS, the HIV Planning Council is a 35-member body serving staggered terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the County Executive has nominated Dr. Barbara Gripshover to serve on the HIV Planning Council for the term 4/1/2024 – 3/31/2027.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s re-appointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 24, 2024

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

Journal _____
_____, 20__



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

April 10, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga Regional HIV Prevention and Care Planning Council

Dear President Jones:

Pursuant to provisions contained in the Ryan White HIV/AIDS Treatment Extension Act of 2009, I am nominating the individuals listed below and in the attached documents to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. The Council has specific membership requirements and a brief summary of the applicable mandates is attached for review as well.

Re-appointment

- **Billy Gayheart Jr.**, 3-year term, 10/28/2023 - 10/27/2026
- **Dr. Barbara Gripshover**, 3-year term, 4/1/2024 - 3/31/2027
- **Deairius Houston**, 3-year term, 10/28/2023 - 10/27/2026
- **Naimah O'Neal**, 3-year term, 4/1/2024 - 3/31/2027
- **Julia Patterson**, 3-year term, 10/28/2023 - 10/27/2026
- **Faith Ross**, 3-year term, 10/28/2023 - 10/27/2026
- **Karla Ruiz**, 3-year term, 4/1/2023 - 3/31/2026
- **Stephanice Washington**, 3-year term, 10/28/2023 - 10/27/2026

Appointment

- **Tiffany Greene**, 3-year term, 4/1/2024-3/31/2027
- **Lorsonja Moore**, 3-year term, 4/1/2024-3/31/2027
- **Rhonda Watkins**, 3-year term, 10/28/2023-10/27/2026

The HIV Prevention and Care Planning Council is formed pursuant to Federal Law and serves the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties. The Council strives to identify HIV positive individuals and link them to appropriate care and living situations to improve quality of life and relevant health outcomes.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive

**CURRICULUM VITAE FOR
Case Western Reserve University School of Medicine
University Hospitals Cleveland Medical Center**

Date: 11/1/2023

Personal Information

Name: Gripshover, Barbara Marie

Education:

Miami University, Oxford, OH
BS Magna cum laude, Botany, BA Chemistry
1980

Purdue University, W. Lafayette, IN
MS Cell Biology
1983

Vanderbilt University Medical School, Nashville TN
MD
1987

Postgraduate Training:

University Hospitals of Cleveland, Cleveland, Ohio
Internal Medicine Resident
1987-90

University Hospitals of Cleveland, Cleveland, Ohio
Chief Medical Resident
1990-91

University Hospitals of Cleveland, Cleveland, Ohio
Fellow, Division of Infectious Diseases
1991-93

Johnson and Johnson/UCLA Health Care Executive Program
2006

Contact Information:





Professional Appointments

Medical Director, John T. Carey Special Immunology Unit
University Hospitals of Cleveland, Department of Medicine
1997-present

Infectious Diseases and Internal Medicine Attending Physician
University Hospitals of Cleveland, Department of Medicine
1993-present

Associate Medical Director, John T. Carey Special Immunology Unit
Co-medical Director, Continuing Medical Education
University Hospitals of Cleveland, Department of Medicine
1996-97

Medical Director, HIV Inpatient Care
University Hospitals of Cleveland, Department of Medicine
1994-96

Academic Appointments

Professor of Medicine, Division of Infectious Diseases and HIV Medicine
Case Western Reserve University School of Medicine, Department of Medicine
8/2019-present

Associate Professor of Medicine, Division of Infectious Diseases and HIV Medicine
Case Western Reserve University School of Medicine, Department of Medicine
2001- 7/2019

Assistant Professor of Medicine, Division of Infectious Diseases
Case Western Reserve University School of Medicine, Department of Medicine
1993-2001

Certification and Licensure

National Board of Medical Examiners
Part I 1985; Part II 1986; Part III 1988

Ohio Medical Board Medical License
1990



11/2/1990-1/1/2025

American Board of Internal Medicine
1990; Recertified, ABIM 2004, 2014

ABIM, Subspecialty of Infectious Diseases
1994; Recertified, ABIM Subspecialty of Infectious Diseases 2004, 2014

Honors and Awards

Faculty Development Award for Subspecialty Clinical Teaching, CWRU Department of Medicine 1996, 1997

Best Doctors, Best Doctors Inc
2001-2, 2003-4, 2005-6, 2007-8, 2009-2010, 2011-12, 2013-4, 2015-6, 2017-8, 2019-20, 2021-22, 2023

Master Clinician Educator Award, CWRU/UHCMC/VA Department of Medicine 2018

Infectious Diseases Exceptional Teaching Award CWRU/UHCMC/VA ID fellows 2020, 2022

University Hospitals Distinguished Physician 2020

Leonard Tow Humanism in Medicine Award, Case Western Reserve University School of Medicine 2022

HIVMA Citation Award, ID Week 2023

Membership in Professional Societies

Infectious Diseases Society of America (IDSA) 1993-present
Fellow, IDSA 2009

HIV Medicine Association of IDSA (HIVMA) 2000-present

International AIDS Society 1998-present

Professional Services

Reviewer:

International AIDS Society International AIDS Conference and IAS Pathogenesis Conference abstract reviewer 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Clinical Infectious Diseases and Open Forum Infectious Diseases *ad hoc*

Advisory Groups:

Ohio Department of Health HIV, STI and Hepatitis Medical Advisory Group 2020-ongoing

Ryan White Title I/Part A Planning Council for Northeast Ohio, 1997-ongoing

Ryan White Part A Planning Council Quality Subcommittee 2012-ongoing

Cuyahoga County Board of Health Congenital Syphilis Review Board 2020-ongoing

Ohio Department of Health AIDS Drug Assistance Program/Ryan White Part B Advisory Committee, 1996-2020

Cuyahoga County Plan to End the HIV Epidemic Advisory Committee 2020

Clinton HIV/AIDS Initiative, Clinical Mentor, Bahamas National AIDS Program 2008

Committee Service

National:

2005-7 HIVMA Ryan White Reauthorization Working Group

2006-present HIVMA Ryan White Medical Provider Coalition Steering Committee
2012-2014 Steering Committee Co-chair

2011-2012 HRSA National Quality Center in+Care Campaign Technical Advisory Group

2012 IDSA Maintenance of Certification (MOC) Development Panel for HIV module

9/6/2017 HRSA Technical Expert Panel on Preliminary Proposed Methodology for Ryan White HIV/AIDS Program Services Provider Benchmarking

5/31/2016-11/30/2019 FDA Antimicrobial Drug Advisory Committee Standing Member

Hospital (University Hospitals Cleveland Medical Center):

1993-1995 University Hospitals Infection Control Committee

1994-1996 TB Collaborative Carepath,

1994-2012 Department of Medicine Intern Selection Committee

1995-2001 Anti-infective Utilization Subcommittee of the Pharmacy and Therapeutics Committee

1997-1998 Department of Medicine Chair Search Committee

2002-2006 Department of Medicine Promotions and Tenure committee

2007-2012 Department of Medicine Institutional Review Board committee

University:

2013-14 Chair, DSMB for Dr. Grace McComsey's NIH-funded Randomized placebo-controlled trial of rosuvastatin in HIV-infected subjects to modulate cardiovascular risk and inflammation

2013-16 DSMB member for Dr. Jacquelyn Slomka's RO1: Randomized Trial of an HIV Navigation Program for Early Palliative Care

2015-2017 DSMB member for Dr. Allison Webel's American Heart Association funded study: "A Randomized Clinical Trial of SystemCHANGE to improve Exercise, Diet, and Health in HIV- Infected Adults" and the accompanying sub-study protocol "The Effect of SystemCHANGE on Cognitive Processing and Cardiac Health in HIV+ Adult

2016-ongoing Chair, DSMB for Dr. Grace McComsey's NIH-funded R21-AT009153 Phase1 and R33 Pilot study of zinc supplementation in HIV-infected subjects

2018-20 Chair, DSMB for Dr. Irina Pikuleva's Alzheimer's Drug Development Foundation sponsored Proof-of-concept Clinical Research Study of Efavirenz in Patients with Alzheimer's Disease

Teaching Activities

Course lectures/small groups:

3rd year internal/family medicine UH/VA clerkship students "HIV for Primary Care Providers" lecture 4-5 times/year 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Block 5 Second year medical students "Immunocompromised Host Cases" 2 hours 10/16, 10/17, 10/18, 9/20

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga Regional HIV Prevention and Care Planning Council

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

4/1/2024-3/31/2027

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Reappointment

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

Barbara Gripshover 114

N/A

2.7 A cumulative list of individuals who applied for the position;

Laconya Witherspoon

Kara Tatum-Johnson

Barbara Gripshover

Billy Gayheart Jr.

Deairius Houston

Faith Ross

Julia Patterson

Karla Ruiz

Lorsonja Moore

Naimah O'Neal

Rhonda Watkins

Stephanice Washington

Tiffany Greene

2.8 The candidate's city and county of residence;

University Heights, Cuyahoga County

2.9 An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

N/A

- 2.10 An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0179

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.
--	---

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 April 3, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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: *Senior & Adult Benefits Program Specialist*
 Number: 13301
 Pay Grade: 8A/Non-Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Consumer Affairs Investigator*
Class Number: 19081
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Consumer Affairs Specialist*
Class Number: 13081
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Intelligence Analyst*
Class Number: 12131
Pay Grade: 7A/Non-Exempt
* Update requested by department. Classification last revised in 2021.
Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. The pay grade increased from 6A to 7A.
- Exhibit E: Class Title: *Security Lieutenant*
Class Number: 12011
Pay Grade: 11A/Exempt
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to the essential function, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change to FLSA status. Pay grade increased from 10A to 11A.
- Exhibit F: Class Title: *Supervisor, Weights & Measure*
Class Number: 19071
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to the essential function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the

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

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: May 14, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

Date: April 17, 2024

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

From: Deborah Southerington, Chairwoman
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on April 3, 2024, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT	
Senior and Adult Benefits Program Specialist 13301	8A Non-Exempt	Health and Human Services	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Consumer Affairs Investigator 19031	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs

Consumer Affairs Specialist 13091	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs
Intelligence Analyst 12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services
Security Lieutenant 12011	10A Exempt	11A Exempt	Sheriff
Supervisor, Weights and Measure 19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior and Adult Benefits Program Specialist	Class Number:	13301
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Senior & Adult Services	EXHIBIT A	

Classification Function

The purpose of this classification is to assist senior and disabled adults with applying for applicable benefits and resources as well as creating awareness around the availability of programs offered by the Division of Senior and Adult Services (DSAS) and other providers of social service resources in Cuyahoga County that support aging successfully.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting senior and disabled adults applying for applicable benefits and resources as well as creating awareness around the availability of programs offered by DSAS and other providers of social service resources in Cuyahoga County that support aging successfully. The employee works under general supervision from a Supervisor, Social Services but works independently and exercises judgment in the performance of work. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

55% +/- 10%

- Provides individual benefit checkups utilizing NCOA (National Council on Aging) software with senior and disabled adults who may be eligible for one or more public assistance programs or other social service resources; receives referrals for clients requesting a benefits checkup meeting; schedules and completes checkup meetings with clients over phone or in person; obtains client consent for services; collects client information to determine their benefits eligibility for public assistance and other programs (e.g., Medicaid, SNAP, HEAP, PIP, etc.); interprets the benefit checkup report data and educates client on community programs and resources that may be available for them; provides application forms for clients seeking assistance and helps them complete the appropriate forms; answers any questions that clients may have regarding benefits or the process of obtaining them; provides advocacy and support for clients with service providers; takes notes on each client (e.g., demographics) and the interactions that take place during the visit; maintains communication with clients to stay up to date on benefits application status; researches and identifies programs and services to meet client's needs; works directly with clients and/or families to assess clients' emergency and on-going needs and improve quality of care; provides referrals to community-based resources to help clients connect with other organizations; assists existing clients with applying for Emergency Financial Assistance through DSAS; conducts assessments to verify clients meets criteria of DSAS programs.

25% +/- 10%

- Conducts benefit checkup events at multiple agencies and locations throughout Cuyahoga County; plans events at agencies by contacting senior center managers and social workers who work with older and disabled adults in the County; markets, educates, and promotes available services to create

Effective Date: TBD
Last Modified: TBD

Senior and Adult Benefits Program Specialist

an awareness in senior communities; prepares informative guides, forms, pamphlets, and applications that will be distributed to those seeking assistance at each event; presents information to disabled and older adults about the services offered by DSAS; performs benefits check-up one-on-one with people at the event.

15% +/- 5%

- Inputs case notes and data collected during visits into database systems and spreadsheets for record keeping and analyzing purposes; enters case notes to track the services clients receive; enters services provided and billable hours into database for grant reimbursement; tracks clients, services, and programs in a spreadsheet for analysis of effectiveness of DSAS programs; creates reports in database to compare numbers across clients, see trends in services, and track internal goals; researches best practices to improve deficient areas and keep up with current research in serving older and disabled adults.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; attends unit meetings to present on programs and services and assist other staff with making referrals; develops relationships with community partners to facilitate seamless provision of services for clients; participates in intra/inter-agency collaboration to solve issues and improve provision of services for clients; assists with providing feedback and recommendations on department software(s) to increase efficiency/functionality.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, sociology, public administration, human services, or related field with three (3) years of social program experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	8 years
Unrelated associate degree	8 years
Related associate or unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Related or unrelated master's/doctoral degree	3 years

Related degree fields: social work, psychology, sociology, public administration, or human services.

Related work experience: social program experience, specifically working with seniors, adults, or disabled adults and managing care planning.

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Effective Date:
Last Modified:

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.

Supervisory Responsibilities

- No supervisory responsibilities required.

Technology Requirements

- Ability to operate a variety of software and databases including case management database (PeerPlace), database software (System for Award Management), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

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.
- Ability to comprehend a variety of informational documents including benefits application forms, case file review reports, client application documentation, cost savings reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, benefits program guidelines, and Health Insurance Portability and Accountability Act (HIPPA).
- Ability to prepare mileage reports, Medicare Improvements for Patients and Providers (MIPPA) Report, Home Energy Assistance Program (HEAP) Report, Emergency Assistance Requests, benefits applications, client tracking reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret social program terminology and language.
- Ability to communicate with supervisor, coworkers, clients, caregivers, health care providers, other social service agencies, utility companies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at community events.

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:	Consumer Affairs Investigator	Class Number:	19081
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Fiscal Office – Consumer Affairs	EXHIBIT B	

Classification Function

The purpose of this classification is to investigate consumer fraud violations, mediate consumer complaints, and provide other functions related to investigations, complaint mediation, and consumer protection.

Distinguishing Characteristics

This is a journey-level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class requires extensive public contact in communicating consumer protection, laws, and regulations and mediating consumer complaints.

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%

- Mediates disputes between consumers and businesses; provides explanatory information to consumers; encourages businesses to make changes to deceptive policies and procedures or deliver services or refunds to wronged customers; conducts field work relevant to investigating disputes or complaints; prepares and maintains logs of cases and disputes.

30% +/- 10%

- Receives consumer inquiries by phone, internet, and in-person and provides information relevant to questions and problems; provides advice, resources, and guidance to consumers regarding scams and consumer protection; takes complaints of consumer protection violations; refers consumers to appropriate agency(s) when needed; advises scam victims, near-victims, and families about identifying and reducing exposure to scams.

25% +/- 10%

- Conducts consumer fraud investigations; identifies unfair and deceptive practices that violate county, state, or federal consumer laws; collects and analyzes contracts, data, and other relevant case documents; locates and interviews witnesses, victims, suppliers, informants, and potential defendants; conducts research and prepares summaries on consumer case law to assist with decisions regarding legal action for cases; prepares evidence, investigative reports, summaries, and exhibits to present for settlement negotiations and civil litigation; drafts civil investigative requests, summons, and settlement agreements; prepares and maintains reports and logs documenting case status; calculates victim damages; appears in court and at hearings as a witness as needed.

10% +/- 5%

- Coordinates with partner agencies (including law enforcement, consumer protection, advocate groups, task forces, etc.) regarding consumer protection issues; develops and maintains effective relationships with subject matter experts from other agencies to strategize ideas and solutions and share scam reports and trends; attends conferences and trainings to stay abreast of best practices in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in law enforcement or criminology or a related field with a minimum of three (3) years of experience in consumer fraud investigations; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- No additional licenses or certifications are required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including laptops, computers, smart devices and multi-function printers.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and other legal research, digital forensic, and mobile phone investigation software.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including repair or billing invoices, contracts or agreements, financial agreements, variety of business records, advertisements, complaints from public, registration/permit/license forms, consumer litigation and news, and related forms and literature.

Consumer Affairs Investigator

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, consumer laws, training manuals, resource directory, Ohio Consumer Sales Practices Act, Cuyahoga County Bag Ban, County Code, local, State, and Federal laws, and County policies and procedures.
- Ability to prepare summary investigative reports, civil investigative reports, charts, diagrams, cease and desist orders/subpoenas, consumer scam and questions logs, questionnaires, assurance of voluntary compliance settlement resolutions letters and other documents conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, consumer protection/fraud, and financial literacy terminology.
- Ability to communicate effectively with supervisors, coworkers, business owners and managers, attorneys, prosecutors, law enforcement officials, consumer investigators, government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may require offsite meetings, interviews, and investigations in the field.

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:	Consumer Affairs Specialist	Class Number:	13081
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Fiscal Office - Consumer Affairs	EXHIBIT C	

Classification Function

The purpose of this classification is to educate and assist consumers concerning consumer protection, scam prevention, and the Department of Consumer Affairs' work, ~~financial literacy, and weights and measures~~ as well as to assist in the development and implementation of education and outreach programs and literature.

Distinguishing Characteristics

This is an entry-level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class requires extensive public contact in communicating consumer protection education content and regulations. This class requires the flexibility to attend events during evenings and weekends, as necessary.

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%
- Participates in the development, implementation, and presentation of educational programs and materials relating to consumer protection, financial literacy, and weights and measures to various audiences; plans, coordinates, presents, and markets educational and/or outreach events and materials for the public and County website; conducts research related to consumer issues for inclusion in presentations, print materials, social media posts, and the County webpage; prepares, schedules, and delivers educational presentations and trainings to all types of audiences (businesses, government officials, students, colleagues, general consuming public, etc.); attends events to represent the County and distribute educational material to attendees; participates in the production of video content directed towards educating the public and promoting educational programs and materials.
- 30% +/- 10%
- Creates content to help promote the department; manages social media accounts by posting relevant content and monitoring social media and newsfeeds for relevant content; writes and develops communications for the website and newsletters to promote the department's mission and goals; reads and edits content written by other department members for press release or inclusion on department website.
- 15% +/- 5%
- Receives consumer inquiries by phone, internet, and in person and provides information relevant to questions and problems; provides advice, resources, and guidance to consumers regarding scams, consumer protection, financial literacy, and weights and measures; takes complaints of consumer protection violations; refers consumers to appropriate agency(s) when needed; advises scam victims, near-victims, and families about identifying and reducing exposure to scams.

15% +/- 5%

- Attends and participates in multi-agency task force meetings and work groups related to financial literacy or consumer protection; develops and maintains effective relationships with subject matter experts from other agencies to improve program development, strategize ideas, and share scam trends; travels to events to give presentations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, public relations, journalism, marketing, or related field with two (2) years of experience in public speaking, public relations, communications, social media marketing, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including laptops, computers, smart devices, and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (Ready Notify).
- Ability to create charts and graphs comparing and analyzing data and trends.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including consumer literature and news, complaints from the public, financial literature and news, and related forms and literature.

Consumer Affairs Specialist

- Ability to comprehend a variety of reference books and manuals including consumer laws, training manuals, and Employee Handbook.
- Ability to prepare PowerPoint presentations, charts, diagrams, letters, marketing materials, consumer tip sheets, speeches, reports, grant proposals, quarterly outreach statistics, and other documents conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing, consumer protection/fraud, and financial literacy terminology.
- Ability to communicate effectively with supervisor, management, co-workers, non-profit groups, community agencies, government agencies, law enforcement, members of the media, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at off-site events.

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:	Intelligence Analyst	Class Number:	12131
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Safety and Justice Services	EXHIBIT D	

Classification Function

The purpose of this classification is to research, analyze, and evaluate criminal intelligence information to generate reports regarding potential risk of known terrorist or criminal activity to assist law enforcement, government, and private sector agencies.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Northeast Ohio Regional Fusion Center (NEORFC), an organizational partnership between the Cuyahoga County Department of Public Safety & Justice Services and the City of Cleveland Department of Public Safety. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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.

45% +/- 10%

- Conducts open-source intelligence research and disseminates the information to superiors; collects information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.) to identify trends in criminal activity and homeland security; analyzes trends to determine the impact on the area of responsibility; receives data (e.g., terrorist and criminal activity, large-scale threats, etc.) from local, state, federal, and private sector contacts; organizes and prioritizes vast amounts of disparate information into a format that is usable to produce finished intelligence products; navigates social media platforms and other intelligence-gathering applications to collect information and identify trends.

35% +/- 10%

- Collects and analyzes data to determine existence of potential threats; receives and analyzes tips and leads submitted to the NEORFC, and carefully reviews to evaluate validity of source information for the existence of potential threats; adjudicates and disseminates authenticated information to appropriate agency; reads and analyzes various forms of qualitative information and determines whether the data can be linked to other bodies of information; verifies originating agency identifier (ORI) and criminal predicate for incoming requests for information (RFIs) that require use of databases containing personally identifiable information (PII) and/or law enforcement sensitive (LES) information; creates threat assessments, intel bulletins, safety bulletins, situational awareness bulletins, suspicious activity reports, and threat briefs; maintains Department of Homeland Security (DHS) SECRET Clearance; conducts research and data mining through the Homeland Secure Data Network (HSDN) and identifies individuals on the Terrorist Watchlist; evaluates critical and timely criminal, terrorist, and suspicious activity related information from stakeholders to inform of potential threats..

20% +/- 10%

- Analyzes, inputs, and summarizes various types of information; creates, prepares, and presents finished intelligence products to various stakeholders; reviews and proofreads written work to correct

Effective Date: 04.13.2017
Last Modified: 10.15.2021

Intelligence Analyst

errors (e.g., grammar, technical jargon, missing information, unclear ideas, etc.); communicates with National Fusion Center Network to share and receive pertinent intelligence information; coordinates with internal staff and presents collected data in a structured format to determine whether a threat is actionable; engages in open dialogue on potential threats to evaluate various factors of the situation; inputs authenticated information into the appropriate database; disseminates actionable intelligence information to various entities through written correspondence or oral presentation; provides strategic intelligence products (e.g., memos, bulletins, situational awareness postings, etc.) to different levels of first responders to assist them with their duties; combines relevant information from various sources to create finished intelligence products that allow stakeholders to make informed decisions; identifies emerging and cross-jurisdictional factors regarding terrorism and crime within the NEORFC's six-county area of responsibility; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; educates community partners on the mission and purpose of the NEORFC.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, international studies, intelligence analysis, criminal justice, statistics, or related field; and two (2) years of experience with private security, homeland security, or the criminal justice system, or an equivalent combination of education, training, and experience.

Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must complete Fundamentals of Intelligence Analyst Training (FIAT) within one year of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of computer applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (including internal records management software, , EGuardian, FBI Virtual Command Center, NFCA Dashboard), and other software applications as needed.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

Intelligence Analyst

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including Requests for Information (RFI), Suspicious Activity Report (SAR), raw intelligence information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.), Terrorist Screening Center Reports, Situational Intel/Awareness reports, intelligence briefs, Special Event Threat Assessments (SETA), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, federal laws, state laws, 28 CFR Part 23, federal guidelines in regard to SECRET security clearance, Executive Order 13-549 Classified National Security Info Program for state, local, and private sector entities, NEORFC policies, and department policies and procedures.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI), criminal intelligence reports, SAR, Special Event Threat assessments, Situational Awareness report, intelligence briefs, 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 intelligence and legal related terminology and language.
- Ability to communicate with supervisor, co-workers, law enforcement and fire service personnel, NEORFC interns, state, federal, and private-sector partner agencies, 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:	Security Lieutenant	Class Number:	12011
FLSA:	Exempt	Pay Grade:	11A
Dept:	Sheriff's Department	EXHIBIT E	

Classification Function

The purpose of this classification is to coordinate the day-to-day operations of the Protective Services division of the Sheriff's Department on an assigned shift and to provide direct supervision to Security Officer Sergeants and Physical Structure Security Specialists.

Distinguishing Characteristics

This is a second-level supervisor classification, responsible for supervision of all security personnel on an assigned shift, directly and through subordinate supervisors. This class works under general direction and the incumbents are expected to exercise discretion in applying policies and procedures to emergency situations and in resolving day-to-day issues. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.. This position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%
- Coordinates the day-to-day operations of the Protective Services division in the Sheriff's department on an assigned shift; monitors building security issues and activity of Protective Services employees by reviewing daily security reports and conducting briefings with subordinates; reviews daily security reports and/or incident reports and ensures accuracy; ensures accident reports, slip and fall reports, and motor vehicle accident reports are completed and proper photos are taken for insurance, risk management, and worker's compensation claims; manages staffing levels for various shifts by reviewing the daily personnel assignment schedule to ensure adequate staffing; reviews and evaluates security needs at various county buildings; meets with building management to establish security needs; visits county buildings to observe duties of subordinates being carried out at buildings, oversee fire drills or emergency situations, or communicate directly with staff involved in incidents; resolves complaints from the public regarding protective services actions; monitors trends in crime and safety incidents throughout Cuyahoga County; completes yearly schedule (department matrix) of which post staff are assigned for the year according to union contract and seniority; assumes command in heightened security or emergency response situations as needed or until properly relieved; oversees vehicle usage and maintenance; maintains firearm records and firearm serial numbers.

- 40% +/- 10%
- Supervises and directs Security Officer Sergeants and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs such as firearms training, training new cadets, new hire orientation, and active shooter training;

Effective Date: 1993
Last Modified: 08.04.2020

Security Lieutenant

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

10% +/- 5%

- Participates in negotiations and facilitates relationships with union employees; remains abreast of terms and changes made to collective bargaining agreements; participates in labor management committee meetings for officers and sergeants to negotiate issues affecting day to day operations; attends grievance hearings and participates through the entire grievance process to assist with resolving grievance issues for union employees.

5% +/- 2%

- Contributes to the Protective Service department's operating budget decisions and manages department resources; communicates with the county's fiscal office to discuss purchases for the department; recommends future budget requests and cost saving strategies to management; ensures bullet resistant vests and firearms are replaced when expired according to industry standards.

5% +/- 2%

- Stays abreast of current trends, requirements, and innovations in the field; recommends the use of technology to ensure effective and efficient use of resources; recommends updates to policies and procedures and oversees implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and three (3) years of experience as a security officer or related experience plus two (2) years of experience at a supervisory level providing facility and personal security; or an equivalent combination of education, training, and experience.
- Ohio Peace Officer Training Academy (O.P.O.T.A) certification is required.
- Completion of firearms training or certification is required.

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.
- Ability to use a variety of communications and law enforcement tools and equipment including two-way radio, firearm, pepper spray, and handcuffs.
- Ability to lift, push, and pull up to 25 pounds.

Security Lieutenant

Technology Requirements

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

Supervisory Responsibilities

- Ability to schedule, assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, billing invoices, timesheets, attendance records, vehicle reports, operation equipment reports, invoices, disciplinary reports, grievances, performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Peace Officer Training Commission guidelines, Private Investigators Security Guard Services Standards (PISGS), departmental and county policy manual, department manuals, municipal ordinances, union contracts, Ohio Administrative Code, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, budgets, inventory reports, annual incident reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, 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 communicate with employees, management, employees of outside agencies and departments, and the general public.

Effective Date: 1993
Last Modified: 08.04.2020

Security Lieutenant

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to security emergency situations and may involve exposure to violence, noise extremes, and strong odors.

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:	Supervisor, Weights and Measures	Class Number:	19071
FLSA:	Exempt	Pay Grade:	9A
Dept:	Fiscal Office – Consumer Affairs	EXHIBIT F	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise inspection and testing of counts, weights, and measures of products sold to the general public within Cuyahoga County to ensure accuracy, fairness, and correctness.

Distinguishing Characteristics

This is a supervisory level classification that works under general direction and within a specific framework of policies, procedures, and regulations. This position oversees the operations of a unit, coordinates the workload of the unit, and ensures compliance with time and quality objectives. This class requires extensive public contact in the enforcement of laws and regulations.

Essential Job Functions

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

- 40% +/- 10%
- Plans, coordinates, and supervises the inspection and testing of scales, motor fuel pumps, and other weighing and measuring devices including computing, spring, counter, platform, jeweler, ~~prescription~~, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; oversees the inspection of packages for consumer products; participates in the inspection and certification of weights and measures devices; coordinates testing with state inspectors for devices that are required to have state permits; determines testing procedures to ensure uniformity and compliance with laws and regulations; ensures that the unit has properly functioning equipment required to conduct tests and inspections in the field.
- 30% +/- 10%
- Supervises and directs the work of Inspectors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets, mileage reports, 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 training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Receives and reviews complaints from individuals, businesses, and/or other weights and measures officials and takes appropriate action; delegates consumer complaints to inspectors based on complaint locations; communicates with business owners, managers, or device operators to convey inspection or test outcomes, corrective actions, and/or need for compliance with applicable laws, specifications, and tolerances.

10% +/- 5%

- Performs supporting administrative responsibilities; attends trainings and conferences to stay abreast of best practices and changes to laws and regulations; meets with director to discuss the unit's progress and any issues affecting unit's work; prepares reports tracking inspections performed by the unit, including number, type, and result; prepares year-end annual report mandated by the state; coordinates meetings with service companies for annual testing; compiles statistics and creates annual summary reports for device tests and additional inspections for the County.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and five (5) years of experience as a certified Weights and Measures inspector; or an equivalent combination of education, training, and experience.

Additional Requirements

- A Weights and Measures certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including laptops, computers, smart devices, and multi-function printers.
- Ability to operate a variety of related tools and test standards including weight verification kit, retail fuel prover, and tape measure.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (WinWam).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics (standard deviation, etc.).

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 customer complaint forms, timesheets, calibration reports, inspection reports, price verification reports, package checking reports, mileage reports; correspondence, and other reports and records.
- Ability to comprehend a variety of reference books, manuals, and guidelines including weights and measures handbooks, tolerances and technical requirements, Ohio Weights and Measures Laws and Rules, Ohio Revised Code 1327, and Cuyahoga County Code Title 13.
- Ability to prepare inspection and test reports, annual state-mandated report, , training classes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures regulations, legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, service company employees, representatives from state agencies, and the general public.

Environmental Adaptability

- Work is performed in an office environment and in the field performing or supervising inspections.
- Work may involve exposure to temperature and weather extremes, fumes, odors, dust, ~~smoke~~, machinery, traffic hazards, and loud noises.

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: 3/28/2024

Meeting: 4/3/2024

<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					
Senior and Adult Benefits Program Specialist	13301	N/A	8A Non-Exempt	Health and Human Services	This is a new classification based on CPQs of current Program Officer 2s who are all performing similar work. This was a joint effort by PRC, HR, and the department to create a classification specific to the work being performed by these employees.

<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					
Consumer Affairs Investigator	19081	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Consumer Affairs Specialist	13081	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Intelligence Analyst	12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services	Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. No change to FLSA status. The pay grade increased from 6A to 7A.
Security Lieutenant	12011	10A Exempt	11A Exempt	Sheriff	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 10A to 11A
Supervisor, Weights and Measure	19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0212

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Dorothy Todd to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

WHEREAS, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

WHEREAS, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-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 Dorothy Todd (replacing Wayne Drummond) to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Dorothy Todd (replacing Wayne Drummond) to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety

in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 4, 2024

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

Journal _____

_____, 20__



May 23, 2024

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

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Diversion Board:

- Dorothy Todd, unexpired term ending 2/28/2025
 - New appointment
 - Replacing Wayne Drummond
 - Resides in North Ridgeville (Lorain County)

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

Attached you will find the nominee's resume for your review. There are five candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

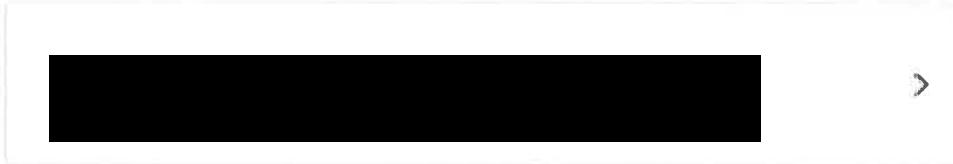
Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a long horizontal flourish extending to the right.

Chris Ronayne
County Executive



Division of Police



Chief Dorothy A. Todd



Chief Todd's journey in Public Safety began as a Traffic Controller in 1998 and transitioned to the Cleveland Division of Police in September of 2000. Through her steadfast commitment and exemplary performance, she steadily rose through the ranks, attaining the positions of Sergeant in 2012, Lieutenant in 2017, and

Commander of the Third District in 2019. Her leadership as Commander extended across many of the city's vibrant neighborhoods, including Downtown, Fairfax, Hough, Central, and Little Italy. She adeptly fulfilled the role of Incident Commander for numerous high-profile events in the downtown area, including Presidential visits, debates, MLB All Star, the NFL Draft, NBA All-Star, the Cleveland Air Show, as well as various parades, marches, demonstrations, and festivals.

Overview

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0213

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Bianca Crawford to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County Code Section 205.10 established the Division of Children and Family Services Advisory Board (“DCFS Board”) to serve as the “advisory committee on children services” for Cuyahoga County, pursuant to Section 5153.05 of the Ohio Revised Code; and

WHEREAS, the DCFS Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; 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, pursuant to County Code Section 205.10, the DCFS Board shall consist of ten (10) appointed members, each to serve a four-year term; and

WHEREAS, the County Executive has nominated Bianca Crawford (replacing Natasha Davis) to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Bianca Crawford (replacing Natasha Davis) to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga

County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

Clerk of Council Date

First Reading/Referred to Committee: June 4, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Chris Ronayne
Cuyahoga County Executive

May 23, 2024

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Jones,

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Bianca Crawford**, 4-year term 3/1/2023 – 2/28/2027
 - New appointment
 - Replacing Natasha Davis
 - Twinsburg, Summit County

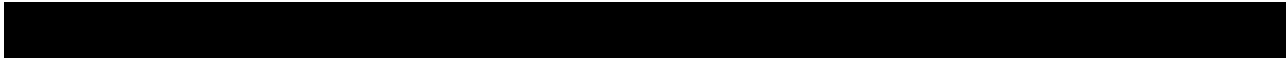
There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 5 candidates on file that applied for this position.

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

BIANCA CRAWFORD



EDUCATION

Kent State University
M.A. Human Development and Family Services 2020-Present

Kent State University
Bachelor of Integrative Studies 2020
Areas of Concentration: Justice Studies; Justice Administration

Minor: Criminology

Kent State University
Associates of Arts 2020
Areas of Concentration: Criminology

MASTER’S PROJECT

Girls Resource Center 2020-Present

LICENSURE

Lean Six Sigma
Yellow Belt 2019

TEACHING EXPERIENCE

National Youth Advocate Program
Instructor-Independent Living 2020
Developed curriculum and overall course structure. Developed training handbook and references.

Instructor- “How to Write Grants” 2018-2020
Developed curriculum and overall course structure.

Instructor- “P.E.A.R.L Academy” 2012-2020
Developed curriculum and course structure.

Instructor- “Black Women Promote” 2012-2020

Developed curriculum and course structure on mind shift change in business.

RELATED EXPERIENCE

Motivated and Empowered Inc

Executive Director

2012 – Present

Girls Center for girls ages 7-18 years. Create and provide resources and activities that ignite youth to find purpose and push pass adversity. MENTOR GIRLS ACROSS THE CITY. MANAGE MULTIPLE INTERS. CREATE PROGRAMS FOR MENTAL, EMOTIONAL AND SPIRITUAL GROWTH. DESIGNED CURRICULUM TO SUPPORT THOSE EFFORTS.

National Youth Advocate Program

Bridges Liaison

2020 – Present

Work with Emancipated Youth from the State of Ohio. Managing Assigned Cases. Conducting Home Visits. Meeting and Assessing Clients. Developing Service Plans and Goals. Intervention in Disaster Situations. Designed Independent Living Curriculum. Trained Independent Living. Taught Independent Living Skills to Youth. Collaborating w/ various agencies. Case Review. Attending Court Hearings. Preparing and Submitting Reports. Connecting Young Adults to Resources.

Department of Defense-Defense Finance and Accounting Service

Customer Service Specialist

2018-2020

ASSIST MILITARY RETIREES. UPDATE & MANAGE ACCOUNTS. MAKE UPDATES TO MAINTAIN RETIREES ACCOUNTS. ENTER PERSONNEL INFORMATION. REVIEWING PAY; DOCUMENTS AND SUBMITTING REQUEST FOR PROCESSING OF PAY OR PAY CHANGES WORK ON SPECIALIZED TEAM- Create new procedures to help simplify practices for employees and the customer. Process Pay Information and Request.

Appointment Specialist

Appointment Specialist

2017-2018

SCHEDULE APPOINTMENTS FOR OVER 300 PATIENTS. UPDATE AND VERIFY INSURANCE. DETERMINE PROPER DIAGNOSIS AND DOCTOR TO BE SEEN. CERTIFIED IN HIPPA. TRAIN NEW EMPLOYEES.

GRANTS WON

Aldi Smart Kids

2020

Walmart Community Grant	2020
Neighborhood Connection	2020
Neighborhood Connection	2021
Cleveland Foundation	2021
Amity California	2023
Neighborhood Up	2023
Aldi	2023
Detroit Industrial School	2023

INTERNSHIPS

Davidson County General Session Court
Judge Rachel Bell **2015**
 OBSERVED HOW TO SERVE THE COMMUNITY FROM THE BENCH WHILE ALLOWING THE LAW TO BE THE FOCUS OF JUSTICE.

Portage County Prosecution Office
Intern **2010**
 OBSERVED HOW TO SERVE THE COMMUNITY FROM THE BENCH WHILE ALLOWING THE LAW TO BE THE FOCUS OF JUSTICE. CREATING MOTIONS AND SUBPOENAS FOR THE COURT. REQUESTING EVIDENCE. PREPARING DOCUMENTS FOR TRIALS.

Cuyahoga County Prosecution Office
Intern **2005**
 SET IN ON A CAPITAL MURDER TRAIL. OBSERVED JURY SELECTION, MOTIONS, AND OPENING ARGUMENTS. LEARNED THE PROCESS OF WRITING A BRIEF AND RESEARCHING CASE REFERENCES.

BOOKS

Broken 2 Grace	2019
I'm Just A Girl and I like It.....	2019
Girl! Clean Out Your Closet	2023

MEMBERSHIPS

- Order of Eastern Star
- NAACP
- Black Women Political Action Committee
- National Council Negro Women

Meet Our Founder: Bianca Marie Crawford

Bianca M. Crawford's journey is a testament to resilience, determination, and the transformative power of purpose. From enduring a childhood marked by trauma and adversity to becoming a beacon of hope for countless others, Bianca's story is one of triumph over seemingly insurmountable odds.

Born to a teenage mother, Bianca faced societal stigma and expectations from the moment she entered this world. However, her spirit remained unbroken despite experiencing homelessness, molestation, rape, abuse, and abandonment by the tender age of eight. Education became her sanctuary, her refuge from the chaos surrounding her. Graduating high school a year early and earning acceptance to 22 different colleges and universities showcased her unwavering commitment to rise above her circumstances.

But Bianca's struggles didn't end there. College brought its own set of challenges, including domestic violence, homelessness, and financial hardship. Despite these obstacles, Bianca refused to be defined by her past. Instead, she embraced her calling to empower and uplift others who may have experienced similar traumas.

Motivated by her own pain and fueled by a desire to prevent others from enduring the same, Bianca founded Motivated and Empowered Inc. This organization serves as a beacon of hope for girls in need, offering mentorship, resources, and support to help them discover their voice, beauty, and purpose. Through Motivated and Empowered Inc., Bianca is dedicated to creating systems and policies that break down barriers and provide access to resources for those who need it most.

In addition to her work with Motivated and Empowered Inc., Bianca is a prolific author, entrepreneur, and community leader. She co-owns Crawford Mortuary Transportation Services with her husband, where they provide dignified transportation services for the deceased. Bianca is also the founder of several other impactful ventures, including Youth 2 Church, Purpose Consulting, and Bianca Marie coaching and mentoring services.

Bianca's mission is clear: to help women embrace their purpose, unlock their potential, and leave a lasting legacy. Through her tireless advocacy, she has helped her clients secure over \$500,000 in funding and has transformed countless lives in the process.

Bianca's story serves as a powerful reminder that no matter where you come from or what challenges you face, it is possible to rise above adversity and create a life of purpose, passion, and fulfillment. She is proof that with faith, determination, and a relentless commitment to making a difference, anything is possible.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0214

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Daniel Smith to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Cuyahoga County Code Section 205.10 established the Division of Children and Family Services Advisory Board (“DCFS Board”) to serve as the “advisory committee on children services” for Cuyahoga County, pursuant to Section 5153.05 of the Ohio Revised Code; and

WHEREAS, the DCFS Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; 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, pursuant to County Code Section 205.10, the DCFS Board shall consist of ten (10) appointed members, each to serve a four-year term; and

WHEREAS, the County Executive has nominated Daniel Smith (replacing Marielee Santiago) to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Daniel Smith (replacing Marielee Santiago) to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga

County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

Clerk of Council Date

First Reading/Referred to Committee: June 4, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Chris Ronayne
Cuyahoga County Executive

May 23, 2024

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Jones,

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to Division of Children and Family Services (DCFS) Advisory Board:

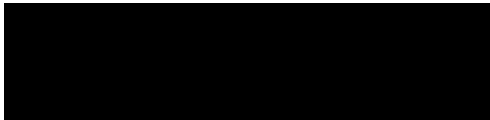
- **Daniel Smith**, 4-year term 3/1/2023 – 2/28/2027
 - New Appointment
 - Replacing Marielee Santiago
 - Twinsburg, Summit County

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 5 candidates on file that applied for this position.

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



DANIEL K. SMITH

<p>ACCOMPLISHMENTS</p>	<ul style="list-style-type: none">● Multiple Heroism Awards, The Cleveland Division of Police<ul style="list-style-type: none">○ Recognized for exceptional bravery and service in various high-risk situations.● Chief Accommodation Award, The Cleveland Division of Police<ul style="list-style-type: none">○ Awarded for outstanding dedication and performance in law enforcement duties.● Commander Accommodation, The Cleveland Division of Police<ul style="list-style-type: none">○ Honored for exemplary leadership and significant contributions to departmental success.● Top Cop in Ohio Award, Mothers Against Drunk Driving (MADD)<ul style="list-style-type: none">○ Acknowledged as the top law enforcement officer in Ohio for efforts in preventing impaired driving.● Safety Forces Hero Award, Federal Bureau of Investigation (FBI)<ul style="list-style-type: none">○ Awarded for heroic actions and significant contributions to public safety.● Honorable Captain, Cleveland Browns<ul style="list-style-type: none">○ Recognized by the Cleveland Browns for leadership and community service.
<p>SKILLS & ABILITIES</p>	<p>Soft Skills:</p> <ul style="list-style-type: none">● Cultural Awareness: Demonstrating an understanding and respect for diverse cultural backgrounds.● Patience and Perseverance: Maintaining composure and determination in challenging situations.● Team Leadership Skills: Leading and motivating teams to achieve common goals.● Community Relations: Building positive relationships and trust with diverse community members. <p>Technical Skills:</p> <ul style="list-style-type: none">● Surveillance Techniques: Proficiency in employing advanced surveillance methods and technologies.● Courtroom Testimony: Delivering clear, concise, and credible testimony in legal proceedings.● Conducting Investigations: Conducting thorough and meticulous investigations using analytical skills and attention to detail.

	<ul style="list-style-type: none"> ● Interrogation Skills: Employing effective questioning techniques and interpersonal communication during investigative interviews and interrogations
<p>PROFESSIONAL EXPERIENCE</p>	<p>Detective City Of Cleveland – The Cleveland Division of Police N.I.C.E Unit April 2017 - Present</p> <ul style="list-style-type: none"> ● Interrogated suspects using appropriate interview techniques to obtain crucial information for case resolution. ● Assisted victims of crimes by providing resources for support services and ensuring their rights were protected throughout the investigation process. ● Collaborated with federal agencies on high-profile cases, resulting in successful arrests and convictions of dangerous criminals. ● Solved complex criminal cases by conducting thorough investigations and utilizing critical thinking skills. ● Followed constitutional standards to properly obtain and execute warrants for arrests and searches. ● Conducted surveillance operations for intelligence gathering, leading to successful apprehension of suspects. ● Developed strong relationships with community members, promoting trust and cooperation in law enforcement efforts. ● Implemented crime prevention initiatives to deter criminal activity and reduce recidivism within the community. ● Organized community outreach events aimed at educating citizens about crime prevention strategies and fostering positive relations between law enforcement personnel and residents. <p>Patrol Officer City Of Cleveland – The Cleveland Division of Police District 3 November 2008 – April 2017</p> <ul style="list-style-type: none"> ● Conduct regular patrols of assigned areas, including residential neighborhoods, business districts, and public spaces, to deter criminal activity and ensure the safety of residents and visitors. ● Respond promptly to emergency calls and incidents, including accidents, domestic disputes, disturbances, and crimes in progress, and take appropriate action to resolve situations and maintain order. ● Enforce local, state, and federal laws by issuing citations, making arrests, and conducting investigations into criminal activity, such as theft, assault, vandalism, and drug offenses.

	<ul style="list-style-type: none"> ● Monitor traffic flow, enforce traffic laws, and respond to accidents and traffic violations to ensure the safe and efficient movement of vehicles and pedestrians. ● Interact with community members, businesses, and organizations to address concerns, provide assistance, and build positive relationships, fostering trust and cooperation between law enforcement and the community. ● Prepare detailed and accurate reports of incidents, arrests, and investigations, documenting evidence and witness statements for use in criminal proceedings and administrative purposes. ● Provide support and assistance to victims of crimes, including providing information on available resources and support services, and guiding them through the legal process. Solved complex criminal cases by conducting thorough investigations and utilizing critical thinking skills.
EDUCATION	<ul style="list-style-type: none"> ● Lutheran East High School, Cleveland Heights, OH ● Cleveland Heights High School, Cleveland Heights, OH <ul style="list-style-type: none"> ○ High School Diploma

AFFILIATIONS	<ul style="list-style-type: none"> ● Golden Ciphers Mentoring Organization <ul style="list-style-type: none"> ○ Board Member ● Crime Survivors Safety and Justice <ul style="list-style-type: none"> ○ Board Member ● Child Abduction Response Team <ul style="list-style-type: none"> ○ Member ● United States Marshals Service/ Northern Ohio Violent Fugitive Task Force <ul style="list-style-type: none"> ○ Member
CERTIFICATIONS	<ul style="list-style-type: none"> ● Crisis Intervention certification with ADAMHS board ● Youth Mental Illness with Sandy Hook Promise

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0215

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County Code Section 205.10 established the Division of Children and Family Services Advisory Board (“DCFS Board”) to serve as the “advisory committee on children services” for Cuyahoga County, pursuant to Section 5153.05 of the Ohio Revised Code; and

WHEREAS, the DCFS Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; 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, pursuant to County Code Section 205.10, the DCFS Board shall consist of ten (10) appointed members, each to serve a four-year term; and

WHEREAS, the County Executive has nominated Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 4, 2024

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

Journal _____
_____, 20__



Chris Ronayne
Cuyahoga County Executive

May 23, 2024

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Jones,

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Verna Darby**, 4-year term 3/1/2023 – 2/28/2027
 - Reappointment
 - Euclid, Cuyahoga County

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 5 candidates on file that applied for this position.

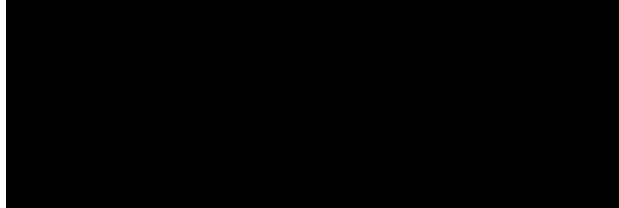
Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

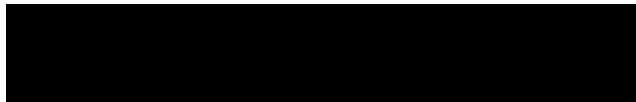
Chris Ronayne
Cuyahoga County Executive

Verna D. Darby



Work Experience:

Birthing Beautiful Communities



03/2016 - Present

Hours per week: 40

Director of Birth and Family Support

Duties, Accomplishments and Related Skills:

Prepares the mother for birth by working with her to develop birthing plan, educating her about the birthing process, providing her with emotional support and offering support services before, during and after childbirth.

Works in conjunction with midwifery team to provide doula support for NFP patients. This includes patient home visits, attending Centering pregnancy/parenting with the patient, accompanying the patient during prenatal medical appointments and labor, and providing support postpartum.

Provides emotional support and assistance with positioning and comfort measures during childbirth.

Offers evidence-based information to educate expecting families about pregnancy, birth, breastfeeding, and parenting one-on-one.

Through collaboration and outreach initiatives, develops partnerships within the community to implement and deliver high quality services.

Participates in patient recruitment and retention initiatives.

Participates in program fundraising initiatives.

Develops/maintains program/patient database information as required.

Collaborate with members of the health care team and other health professionals as it relates to essential job duties.

Supervisor: Christin Farmer [REDACTED]

Department of Veteran Affairs
10701 East Blvd
Cleveland, OH 44106 United States

12/2006 - 03/2016

[REDACTED]

Program Support Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

My duties consist of processing time cards in VISTA in the PAID system.
Typing of memorandums, taking and processing notes during meetings.
Processing information in TMS for education as a TMS administrator.
Coordination and processing trips via fed traveler for medical state on travel.

Supervisor: Abdullah Mutakabbir [REDACTED]

Department of Veteran Affairs
10701 East Blvd
Cleveland, OH 44106 United States

03/2000 - 12/2006

[REDACTED]

Patient Service Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

My duties consist of scheduling appointments. I did admissions from the urgent care unit to the wards. I work in the travel office. My duties consist of scheduling and coordinating travel to and from the patient's home to the hospital or a dialysis unit. My duties also consist of processing travel pay to the patient after their appointments. I also had duties in decedent affairs. I coordinated and released the patient's body to the funeral home from the morgue.

Supervisor: Ronald Johnson [REDACTED]

Department of Veteran Affairs

10701 East Blvd

Cleveland, OH 44106 United States

03/1999 - 03/2000

[REDACTED]

Ward Clerk (This is a federal job)

Duties, Accomplishments and Related Skills:

My duties as a Ward clerk on the Nursing Home Unit consist of appointment scheduling, entering of doctors' orders. I was responsible for admissions and discharges paperwork. My duties consist of ensuring that all the patient information was up to date in the medical records. I was responsible for the coordination of patient travel to the medical center for appointment and when the patient was discharged home from Nursing home unit.

Supervisor: Denise Williams [REDACTED]

Internal Revenue Service

1240 East Ninth Street

Cleveland, OH 44199 United States

07/1986 - 03/1999

[REDACTED]

Customer Service Clerk (This is a federal job)

Duties, Accomplishments and Related Skills:

Answer calls from the service center and direct the calls to the proper department

Input date from closed audit cases

File information from closed audit cases

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0216

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027; confirming the reappointment of various alternates; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the District One Public Works Integrating Committee of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and

WHEREAS, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocation of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and

WHEREAS, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; and

WHEREAS, 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, County Executive Ronayne has nominated Michael Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027; and

WHEREAS, County Executive Ronayne has nominated Thomas Sotak to serve on the District One Public Works Integrating Committee as alternate to Michael Dever; and

WHEREAS, County Executive Ronayne has nominated Nichole English to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027; and

WHEREAS, County Executive Ronayne has nominated Christopher George to serve on the District One Public Works Integrating Committee as alternate to Nichole English.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Michael Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027 and the reappointment of Thomas Sotak to serve as alternate to Michael Dever.

SECTION 2. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Nichole English to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027 and the reappointment of Thomas Sotak to serve as alternate to Christopher George.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 4. 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: June 4, 2024

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

Journal _____

_____, 20__



May 23, 2024

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

Re: District One Public Works Integrating Committee

Dear President Jones

I am pleased to nominate the following individuals to serve on the District One Public Works Integrating Committee (DOPWIC):

Reappointment

- **Michael Dever**, 3-year term, 6/22/2024 – 6/21/2027
 - **Alternate:** Mr. Thomas Sotak, P.E.

- **Nichole English**, 3-year term, 6/22/2024 – 6/21/2027
 - **Alternate:** Mr. Christopher George, P.E.

This committee is established by Section 164 of the Ohio Revised Code and oversees and evaluates capital improvement projects submitted by various political subdivisions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

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

Chris Ronayne
County Executive

Michael W. Dever

In March 2015, Cuyahoga County Executive Armond Budish appointed Michael Dever as the Cuyahoga County Director of Public Works. Michael oversees a diverse staff of nearly 600 employees that plan, design, construct and maintain a network of bridges, buildings, and sewers throughout Cuyahoga County. Additionally, the County's Airport and Animal Shelter are under the charge of this Department.

Prior to his appointment as Director of Public Works, Michael Dever served in various capacities related to the county's infrastructure. In 2001, he was hired by Cuyahoga County Engineer Bob Klaiber as the county's Construction Administrator. Where he oversaw many of the major road and bridge projects throughout the county.

In 2008, Mike was appointed by the County Commissioners as the Deputy to the Sanitary Engineer. In that capacity, Mike led the effort to expand regional sewer services to the county municipalities. Today that office provides sewer services to more than 40 of the 59 communities of Cuyahoga County.

In 2011, with the reorganization of county government and the creation of the new Department of Public Works, Michael Dever was appointed as the Maintenance Administrator/Deputy Director.

Mike is a member of the Cuyahoga County Planning Commission and the County Solid Waste District Board.

He earned his master's degree in Public Administration from Cleveland State University, Levin College of Urban Affairs and a Bachelor of Arts Degree from Slippery Rock University in Pennsylvania.

Michael was elected in 2003 as an At-Large Council member to the City of Lakewood. He retained the position until 2009, serving as Council President from 2008-2009.

Mike and his wife Stacy reside in Lakewood and have five children ranging from 15 to 24 years old.

Nichole L. English, P.E.

WORK EXPERIENCE

Cuyahoga County Department of Public Works

Planning and Programming Administrator

Cleveland, Ohio

10/2019-present

- Manage Planning, Animal Shelter, Mailroom, Archives, Parking Services and Print Shop divisions under Public Works

Planning and Programming Chief Section Engineer

Cleveland, Ohio

1/2016-10/2019

- Manage project programming of Public Works projects including project selection, preparing legislation, RFQ development, and consultant selection and contracting
- Supervise staff of engineers, project managers and administrative support
- Serve as assistant to Director of Public Works on internal and external matters
- Planning and supervising operations of department and coordinating projects with other departments in Public Works and County
- Serve as project manager on priority projects – Hilton hotel, Justice Center Programming, COVID response
- Liaison between County and funding agencies – NOACA, ODOT, DOPWIC
- Represent Public Works project specific legislative items to Board of Control and County Council
- Coordinate with Communications Department on responses to public information requests
- Reestablished cooperative education program for Public Works department in 2017

Engineer IV

Cleveland, Ohio

6/2010-1/2016

- Manage project programming of Highway and Bridge projects including project selection, preparing legislation, RFQ development, and consultant selection and contracting
- Assist Department Manager with planning and supervising operations of department and coordinating projects with other departments in Public Works and County
- Serve as project manager on Downtown Cleveland Hilton hotel project including managing all consultant hiring, contracts and invoicing. Assist Director in decision making related to the project.
- Coordinate project programming and development with ODOT and NOACA for local let program
- Temporarily served as Land Deputy in acquiring right of way for road, bridge, sanitary, facilities projects
- Contribute to development and updates to capital improvement plan
- Manage General Engineering Services contracts and task orders
- Coordinate environmental documents, permits and other requirements
- Lead for County Real Estate Consolidation project including acquisition of new County Headquarters building and disposition of 13 excess properties
- Serve as main contact for Public Works Planning Department for legislative process and coordination with Clerk of Council on department items
- Represent Public Works project specific legislative items to Board of Control or County Council
- Coordinate with Communications Department on responses to public information requests

HNTB Corporation

Ohio Transportation Planning Service Area Leader

Cleveland, Ohio

9/2008-5/2010

Cleveland Transportation Planning Section Leader/Project Manager/Engineer

Cleveland, Ohio

2/2003-8/2008

- Technical Skills
 - Authored numerous studies, including traffic impact, signal warrant, safety and congestion, intersection operation, feasibility, interchange modification and corridor studies.
 - Increased traffic modeling experience with a variety of traffic software programs, including HCS, Synchro, CORSIM, and VISSIM.
 - Led public involvement activities, including publication/notification, public presentations and material development and preparation, on a variety of projects

- Guided the planning and environmental process for projects following both local and ODOT's major and minor project development processes
- Project Management
 - Performed project management duties on local and ODOT jobs and task order contracts.
 - Consistently delivered tasks and projects ahead of budget and on schedule.
 - Served as project manager for the following projects:
 - ❖ CUY 480/Tiedeman Road Interchange Study and Design, client: City of Brooklyn
 - ❖ Uptown Development Traffic Study, client: University Circle Inc.
 - ❖ FRA 270/Broad Street Interchange Study, client: ODOT District 6
 - ❖ MLK/E.105th Street Roadway Reconfiguration Planning project, client: University Circle Inc.
 - ❖ Various Safety and Congestions Studies, client: ODOT District 12
 - Served as deputy project manager for the Opportunity Corridor project, a multi-million dollar roadway and economic development project currently in Step 5 of ODOT's major PDP. Leading planning, traffic engineering, public involvement, scheduling and budget tracking activities.
- Leadership
 - Managed a department of up to 15 located in Cleveland, Columbus and Cincinnati
 - Recruited, managed and trained engineers and other office staff.
 - Developed cross-training techniques and staff development strategies for technical services.
 - Worked closely with project managers to ensure the necessary reviews took place and quality standards were met on transportation planning department projects.
 - Mentored assistant to assume the department manager role.
 - Committed to personal development through on the job training, HNTB training courses, outside training courses and professional society presentations and meetings.
- Business Development
 - Developed client relationships with staff at Ohio MPOs and local agencies
 - Led marketing efforts on numerous pursuits including pre-proposal information gathering, proposal preparation, interview and scope and fee development
 - Presented safety improvement proposals to ODOT Central Office Safety Program leadership, including tours of the project sites. Managed the preparation of applications for Cuyahoga County (\$3,200,000), City of Westlake (\$2,100,000) and City of Shaker Heights (\$4,000,000)
 - Presented strategic planning data in a way that was consistently used as the standard going forward.
 - State DOT Market Sector Assessment: Designed database to help scrutinize extensive amounts of data for all states and all HNTB offices. Prepared analysis and draft report (April 2005) under DOT market sector leader
 - Ohio Strategic Plans: Prepared 2007-2010 and 2008-2011 plans

Parsons Brinckerhoff

Engineer

Cleveland, Ohio

5/2001-9/2001

Engineering Intern

Cleveland, Ohio

Summer 1999, 2000

- Performed traffic analysis and computations
- Authored traffic studies and reports and assisted with preparation of roadway and bridge plans
- Prepared materials for public involvement activities including presentations, handouts and boards

LICENSES

- Professional Engineer: OH, 2006 (#71476)

EDUCATION

University of Dayton Dayton, OH

Masters of Science, Transportation Engineering

December 2002

Bachelor of Civil Engineering (Magna Cum Laude)

May 2001



Thomas P. Sotak, P.E.

Objective To obtain a challenging position with the opportunity for continued professional growth, managing projects and personnel, and building upon my educational and professional experiences concerning the overall management of large scale public works processes and projects.

Professional Certifications Registered Professional Engineer – October 1990
Ohio Registration # 55013

Education 1978–1982 Padua Franciscan High School

1982-1986 University of Dayton, Dayton, Ohio
Bachelor of Civil Engineering April 1986

1992-1996 Cleveland State University, Cleveland, Ohio
Master of Science in Civil Engineering March 1996

Work Experience August 2017 – Present **Cuyahoga County Department of Public Works**
Chief Deputy – Engineering

- Direct engineering design and construction activities of highway, bridge, and sanitary sewer projects, as well as, surveying and mapping activities. Analyze and solve operational, technical, administrative, and management issues related to highway, bridge, and sanitary sewer projects.
- Manage and supervise engineering and administrative personnel primarily through supervisory staff. Coordinate with section heads (Bridge Inspection, Bridge Design, Sanitary Design, Highway Design and Construction Administration) to plan, schedule and assign work.
- Interview job applicants and effectively select those suitable for hire. Participate in the labor/management process and effectively resolve labor/management disputes, as required.
- Develop and apply policies and procedures to resolve organizational breakdowns and ensure assigned engineering and construction activities are completed in a timely and efficient manner.
- Represent and act under the authority of the County Engineer in his absence or as otherwise requested, act as a liaison with other county agencies and political subdivisions.

August 2016 – July 2017 **Michael Baker International**
Construction Manager

- Responsible for the overall management of public works road and bridge projects for company clients typically consisting of local governmental agencies
- Manage field-based construction staff located on projects located throughout northern Ohio
- Meet with local governmental agencies for purposes related to marketing and business development
- Responsible for approving, monitoring, and managing financial status of company projects utilizing Oracle software
- Collaborate with Michael Baker Ohio staff to coordinate, develop and review proposals for engineering and construction management services

June 2008 – April 2016 **Cuyahoga County Engineer/Cuyahoga County Department of Public Works Chief Construction Engineer**

- Responsible for overall supervision/management of Cuyahoga County Department of Public Works Construction Department consisting of 32 full-time employees, along with additional seasonal employees
- Responsible for coordinating Construction Department project staffing requirements
- Provide guidance/direction to Project Engineers/Supervisors and Area Engineers concerning construction specifications and/or contract provisions
- Develop/coordinate engineering policies/specifications related to County highway/bridge construction projects
- Monitor/coordinate the hiring and deployment of any needed engineering consultants for such items as construction testing and inspection
- Represent Cuyahoga County at various public meetings including meetings with business owners, public officials, and property owners
- Coordinate with County Stormwater Manager regarding Construction Department responsibilities under Department of Public Works “MS4” permit for meeting “NPDES” National Pollutant Discharge Elimination Standards
- Provide recommendation of award of construction contracts to the lowest responsible bidder
- Responsible for Construction Department approval of all amended construction agreements and construction pay estimates
- Act as a liaison between Cuyahoga County Department of Public Works and the Ohio Department of Transportation on all federally funded “LPA” (Local Public Agency) Projects

April 2000 – June 2008 **Cuyahoga County Engineer Area Construction Engineer**

- Provided direct oversight to the project field staffs of various construction projects for the Cuyahoga County Engineer
- Work involved dealing with unique, and sometimes controversial, field related engineering issues/problems that periodically arise on Cuyahoga County construction projects
- Acted on behalf of Chief Construction Administrator when absent
- Assisted Project Engineers/Supervisors in interpreting/enforcing Cuyahoga County construction specifications
- Assisted Chief Construction Administrator with the planning and implementation of educational seminars and presentations
- Monitored construction projects for compliance with SWPPP “Stormwater Pollution Prevention Plan” as per Ohio EPA requirements
- Monitored construction projects for compliance with U.S. Army Corps of Engineers Nationwide Wetlands and Water Quality Permits
- Implemented any required design changes, change orders, or extra work orders at any point of the construction process

Representative Projects Turney Road Reconstruction, Cities of Garfield Hts., and Maple Hts.
Fairmont Blvd. Reconstruction, City of Cleveland Heights
Pleasant Valley Road Reconstruction, City of Parma
Hillside Road Bridge, Cuyahoga Valley National Park, City of Valley View
Sprague Road Reconstruction, Cities of Middleburg Heights, and Strongsville
Eastland Road Reconstruction/CSX Overpass, Cities of Berea, Brook Park, and Middleburg Heights,

**May 1993 – June 2000 Cuyahoga County Engineer
Highway Design Engineer V**

- Planned, performed, coordinated, directed, and reviewed work on large complex highway projects
- Prepared cost estimates and contract documents necessary to advertise highway projects
- Interpreted and applied ODOT Construction and Material Specifications, ODOT Location and Design Manual, Standard Construction Drawings, etc. as needed for specific Cuyahoga County highway projects
- Reviewed work of consulting engineers for conformance with standards and accepted practice, including review of invoices and proposals
- Designed and coordinated utility relocation work made necessary by highway improvements

Representative Projects Lakewood Heights Boulevard & Bridge Reconstruction, Cities of Cleveland and Lakewood
Bagley Road Reconstruction, Bagley Road Bridge over Rocky River, Cities of Berea and Olmsted Falls
Ridgebury Boulevard Resurfacing Project, Cities of Highland Heights, Lyndhurst, and Mayfield Heights
Smith Road Reconstruction, City of Brook Park
Riverview Road Slide Repair, City of Brecksville
Wagar Road Reconstruction, City of Rocky River
Dunham Road Reconstruction, Village of Walton Hills
Olmsted Township Safety Study, Olmsted Township

**February 2001 – May 1993 Cuyahoga County Engineer
Junior Civil Engineer**

**January 1987 – February 1991 Cuyahoga County Engineer
Engineer in Training II**

**September 1986 – January 1987 Cuyahoga County Engineer
Engineer in Training I**

June 1985 – August 1985
June 1986 – August 1986 **Cuyahoga County Engineer
Summer College Intern**

Computer Skills Proficient in Microsoft Word, Excel, Power Point, Outlook, SharePoint, Construction CMS Program
Knowledgeable in AutoCAD, HEC – RAS, Claim Digger 2.0, Bid Tabs Plus, Primavera Suretrack

Professional Affiliations American Society of Highway Engineers, Lake Erie Chapter
Engineers Without Borders – Northeast Ohio Professional Chapter

References Available Upon Request

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0217

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Gina Vernaci to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

WHEREAS, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

WHEREAS, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to a three (3) year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the County Executive has nominated Gina Vernaci (replacing Nancy Mendez) to be appointed to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025.

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

SECTION 1. The Council of Cuyahoga County hereby confirms the County Executive’s appointment of Gina Vernaci (replacing Nancy Mendez) to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety

in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 4, 2024

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

Journal _____

_____, 20____



March 4, 2024

Chris Ronayne
Cuyahoga County Executive

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Gina Vernaci** , unexpired term ending 3/31/2025
 - Currently resides in Lakewood (Cuyahoga)

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, since 2007, has awarded \$246 million through 4,000 grants to 485 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 40 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne
County Executive

Gina M. Vernaci - Bio

As President and Chief Executive Officer of Playhouse Square, Gina Vernaci was responsible for all operations of the not-for-profit performing arts center, including more than 1,000 annual performances with gross sales of \$48 million, and supervising a full- and part-time staff of 400 as well as the much loved “RedCoats” volunteer corps of 2000. Playhouse Square owned/managed 6.5M square feet of real estate throughout Northeast Ohio. A special source of pride was the 200,000 students served through the center’s highly acclaimed education programs.

She led initiatives that have helped to position Playhouse Square as the region’s premier cultural, tourist and entertainment destination and the country’s largest performing arts center, second only to New York City’s Lincoln Center. The Broadway series has the largest subscriber base in North America.

Vernaci secured and built a Broadway series for E.J. Thomas Hall at the University of Akron and championed programming collaborations with libraries, colleges, resident companies and area non-profit theaters.

In recognition of her contributions to the community, Baldwin Wallace University presented her with an Honorary Doctorate of Humane Letters in May 2021. Nationally, Vernaci is a lifetime Tony voter.

Since stepping down as President & CEO in 2023, Vernaci is working as an advisor to executives in the performing arts and Broadway industries. Additionally, she is a co-producer of the tour and Broadway revival of the beloved musical *The Wiz*.