



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JULY 9, 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 JUNE 25, 2024 MEETING** [See Page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2024-0233: A Resolution confirming the County Executive’s reappointment of Dr. Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 7]
 - b) R2024-0253: 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 14]

- c) R2024-0258: A Resolution confirming the County Executive's reappointment of Bishara Addison to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028, and declaring the necessity that this Resolution become immediately effective. [See Page 26]

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, JUNE 25, 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, Conwell and Sweeney were in attendance and a quorum was determined.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JUNE 11, 2024 MEETING

A motion was made by Mr. Sweeney, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the June 11, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item No. 5.f) was taken out of order and considered before Item Nos. 5.a) through 5.e)]

- a) R2024-0155: A Resolution confirming the County Executive's reappointment of Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026, and declaring the necessity that this Resolution become immediately effective.

Ms. Zoe Toscos, Special Projects Manager for the Executive's Office, addressed the Committee regarding Resolution No. R2024-0155. Discussion ensued.

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

Mr. Deairius Houston addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

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

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0155 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.

- b) 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.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0214. Discussion ensued.

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

Mr. Daniel Smith addressed the Committee regarding his nomination to serve on the Division of Children and Family Services Advisory Board. Discussion ensued.

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

On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2024-0214 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.

- c) R2024-0227: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-F; and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2024-0227. Discussion ensued.

Committee members asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0227 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.

Mr. Miller requested to have his name added as a co-sponsor to the legislation.

- d) R2024-0228: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-J; and declaring the necessity that this Resolution become immediately effective.

Mr. Bouchahine addressed the Committee regarding Resolution No. R2024-0228. Discussion ensued.

Committee members asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0228 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) R2024-0231: A Resolution confirming the County Executive's appointment of Linda Johaneck 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. R2024-0231. Discussion ensued.

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

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

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2024-0231 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. Conwell and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- g) R2024-0235: A Resolution confirming the County Executive's appointment of Chief Calvin Williams 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. R2024-0235. Discussion ensued.

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

Chief Calvin Williams addressed the Committee regarding his nomination to serve on the Cuyahoga County Diversion Board. Discussion ensued.

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

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0235 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.

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

6. MISCELLANEOUS BUSINESS

Mr. Sweeney addressed Mr. Sarah Nemastil, Director of the Department of Human Resources, and asked her if she was aware of an anonymous letter he had received related to compensation, which she answered accordingly.

Ms. Conwell addressed Mr. Christopher Alvarado, Director of Regional Collaboration, regarding the composition of the members that are currently serving on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County and asked who the current president of the board is, which he answered accordingly.

7. ADJOURNMENT

Vice Chairman Gallagher adjourned the meeting at 10:52 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0233

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Archives Advisory Commission is authorized under Cuyahoga County Code Section 206.11 to, among other things, “promote the identification and preservation of Cuyahoga County historical records by identifying the necessary resources and raising the visibility of the Archives;” and

WHEREAS, Cuyahoga County Code Section 206.11(C)(2) states that the Archives Advisory Commission shall consist of nine members, including five appointed electors of the County and four ex-officio members; and

WHEREAS, Cuyahoga County Code Section 206.11(E)(1) states that Archives Advisory Commission members shall serve four-year terms; and

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

WHEREAS, the County Executive has nominated Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027.

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 reappointment of Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027.

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 18, 2024

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

Journal _____

_____, 20__



June 10, 2024

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

Re: Cuyahoga County Archives Advisory Commission

Dear President Jones:

Pursuant to Cuyahoga County Ordinance No. 0214-0028, Cuyahoga County has established an Archives Advisory Commission. This nine (9) member board promotes the identification and preservation of historical records and ensures access by Cuyahoga County and the general public. I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Archives Advisory Commission:

- **Deborah A. Abbott**, 4-year term, 12/01/2023 – 11/30/2027
- **Kieth A. Peppers**, 4-year term, 12/01/2023 – 11/30/2027

Attached you will find copies of the nominees' bio/resume for your review. The members of this board are not compensated and serve 4-year terms. There are zero other candidate 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

Biography

Deborah A. Abbott, Ph.D.



Deborah A. Abbott, Ph.D. is a professional genealogist, specializing in African American research, manuscript collections and genealogy methodology. She serves as a Trustee on the Board of the Ohio Genealogical Society (OGS); a member of the Cuyahoga County Archives Advisory Board in Cleveland; and a member of the Board of Directors for the Federation of Genealogical Societies (FGS). She is an associate with the Kentucky-Tennessee Associates based in Springfield, TN; past president of the African American Genealogical Society, Cleveland, OH; and a retired professor of Counseling from Cuyahoga Community College in Cleveland. She holds both the BS and M.Ed. degrees from Tuskegee University in Alabama and the PhD degree from Kent State University in Ohio.

Dr. Abbott is an instructor as well as the Coordinator of the African American track at IGHR in Athens, Georgia. She is an instructor at SLIG in Salt Lake City, Utah; and the African American Genealogy Colloquium at Alabama State University in Montgomery, Alabama. She presents lectures and workshops at a variety of national, state, and local genealogy conferences across the country, as well as colleges, businesses & libraries. She has had articles published in the *Ohio Genealogy News* and *Family Tree Magazines*. Dr. Abbott can also be seen teaching African American research entitled “*Needles & Threads*” on *Ancestry Academy*, an educational website video course for *Ancestry.com*.

Dr. Abbott is a member of National Genealogical Society (NGS), the Association of Professional Genealogist (APG), the Genealogical Speakers Guild (GSG), and a life member of the Fred Hart Williams Genealogical Society, Detroit, MI, as well as other state and local genealogical societies. She teaches monthly classes entitled “*Using Ancestry.com in Genealogy Research*” at the Lakewood (Ohio) Public Library and coordinates the “*Genealogy and Family History Clinic*” for the Cleveland Public Library.

A Cleveland native, she is a life member of Alpha Kappa Alpha Sorority, Inc., the Tuskegee University National Alumni Association, and Antioch Baptist Church in Cleveland.

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;

Archives Advisory Commission

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

No statutory or other qualifications required.

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

12/01/2023 – 11/30/2027

- 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;

N/A

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

There are no other applications on file.

- 2.8 The candidate's city and county of residence;

Cleveland, Cuyahoga County

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

Lakeview Cemetery Outreach Commission

- 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 opinion was requested.

- 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. R2024-0253

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

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

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

WHEREAS, on June 14, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A & B) 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.

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Administrator, IT Organizational Change Management*
Number: 16512
Pay Grade: 18B/Exempt

Exhibit B: Class Title: *Community Outreach Coordinator*
 Number: 13281
 Pay Grade: 9A/Exempt

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: July 2, 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: June 14, 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 June 14, 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
Administrator, IT Organizational Change Management 16512	18B Exempt	Information Technology
Community Outreach Coordinator 13281	9A Exempt	All Departments

cc: Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner
 Rebecca Kopcienski, PRC Director

Joseph Nanni, Council Chief of Staff
 Sarah Nemastil, HR Director
 Andria Richardson, Clerk of Council

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, IT Organizational Change Management	Class Number:	16512
FLSA:	Exempt	Pay Grade:	18B
Dept:	Information Technology	EXHIBIT A	

Classification Function

The purpose of this classification is to provide a structured approach to change management activities and processes- to maximize employee adoption of Information Technology solutions.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for overseeing the creation of change management strategies and operational plans for change initiatives to ensure maximum employee adoption and usage. This classification supervises and directs the work of IT Change Management Specialists. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable 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.

50% +/- 10%

- Develops change management strategies for projects that are aligned with business objectives; ensures successful adoption of organizational changes related to IT projects; creates detailed change management plans including communication, training, sponsor and executive coaching, and stakeholder engagement strategies, to support the implementation of major projects and initiatives; identifies potential risks and issues related to change management and prepares risk mitigation tactics; determines the scope of change and the impact of change to users/agencies; determines resources required to deliver the change; determines the type of change management strategies that are required; defines roles and responsibilities of key individuals in the change management process, manages change management schedule.

25% +/- 10%

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

20% +/- 10%

- Leads change management activities within a structured process framework; identifies key stakeholders, assess their needs, and creates engagement plans to gain their support and commitment throughout the change process; identifies and addresses sources that are resistant to change; works closely with a team to mitigate potential obstacles to ensure a smooth transition; develops communication materials to keep employees informed about changes and the impacts and benefits those changes have; defines and tracks key performance indicators (KPIs) to measure the

Effective Date:
Last Modified:

Administrator, IT Organizational Change Management

success of change initiatives; creates data-driven improvements when necessary; identifies training requirements and develops training plan and schedule for projects; integrates lessons learned from past changes into future change strategies.

5% +/- 2%

- Keeps up to date on industry trends and leading best practices; incorporates best practices into the evolving methodology, tools, templates, processes, and organizational thinking for continuous improvement.

Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, computer science, or engineering or related field with six (6) years of change management experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	10 years
Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	6 years
Unrelated master's degree	5 years
Related master's degree	4 years
Unrelated doctoral degree	3 years
Related doctoral degree	2 years

Related degree fields: business administration, computer science, or engineering

Related work experience: Project management

- PROSCI Certified Change Practitioner OR Certified Change Management Professional (CCMP) from Association of Change Management Professionals (ACMP) 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email word processing software (MS Word), spreadsheet software (Microsoft Excel), and electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), project management software (Microsoft Project), and digital marketing software (Constant Contact).

Effective Date:
Last Modified:

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including project intake forms, statements of work, project charters, RACI charts, risk registers, status reports, service level agreements, technology plans, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, ISO 9001 Standards, HIPPA, NIST, ISO/IEC 2000, and ITIL Change Management best practices.
- Ability to prepare communications plans, organizational change management process plans, change management reports, post-implementation reviews, 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, to follow instructions, and to drive change adoption by delivering information succinctly.
- Ability to use and interpret change management process related terminology and language.
- Ability to communicate with IT leadership, co-workers, IT department project managers, business end users, other County departments, and stakeholders.

Environmental Adaptability

- Work is typically performed in an office environment.

Administrator, IT Organizational Change Management

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:	Community Outreach Coordinator	Class Number:	13281
FLSA:	Exempt	Pay Grade:	9A
Dept:	All Departments	EXHIBIT B	

Classification Function

The purpose of this classification is to educate community members on programs provided by an assigned department through coordinating various outreach events, creating and distributing promotional materials, and maintaining relationships with stakeholders.

Distinguishing Characteristics

This is a journey-level classification that is responsible for serving as a liaison with the public and providing education and awareness regarding department programs. This class works under general supervision from a supervisor/manager level position. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable 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%

- Facilitates community education and outreach efforts for assigned department; engages in outreach activities to increase awareness of services and programs; conducts informational presentations about available services; attends and presents at various outreach events, presentations, and festivals throughout the County; develops, plans, and implements different options to enhance outreach events, including improving participation and attendance; manages video projects for public awareness campaigns, program promotions, training, etc.; maintains and updates outreach event calendar.

40% +/- 10%

- Creates content to help promote assigned department; maintains and updates department websites, blogs, and various social media sites (e.g., Facebook, Instagram, Twitter, etc.); creates letters for mailing campaigns to various community organizations; prepares and distributes various communications such as newsletters, editorials, promotional materials, and press releases; creates content for all-staff emails sent by assigned department; coordinates the ordering and distribution of marketing materials and supplies such as nameplates and business cards; ensures the County's mission, vision, and values are reflected in all content and materials.

15% +/- 5%

- Serves as liaison between assigned department and community partners; maintains ongoing communication with clients; educates and explains programs to clients and community partners; answers and follows up with community members with concerns or complaints; researches answers to community questions; prepares and maintains a mailing list of contacts; monitors and responds to public inquiries and requests for information; engages with community partners to increase inclusion and involvement.

5% +/- 2%

Effective Date: TBD
Last Modified: TBD

Community Outreach Coordinator

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; tracks inventory and expenses of marketing materials; serves on various committees and attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, public administration, marketing, journalism, public relations, or related field and three (3) years of experience in communications, event planning, community outreach, graphic design, marketing, or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a telephone, computer, and multifunction printer.
- Ability to lift, push, and pull up to 25 lbs.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including program applications, purchase orders, public records requests, community initiatives, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and agency policies and procedures.

Community Outreach Coordinator

- Ability to prepare mileage reports, press releases, presentations, social media posts, correspondence, newsletters, job aids, memos, 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 communicate effectively with supervisor, management, coworkers, director, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- May involve exposure to temperature/weather extremes during outdoor outreach 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.

Posted: 6/6/2024
 Meeting: 6/14/2024

<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					
Administrator, IT Organizational Change Management	16512	N/A	18B Exempt	Information Technology	This is a new classification requested by the IT department. The classification reflects the essential functions and minimum qualifications of the position.
Community Outreach Coordinator	13281	N/A	9A Exempt	All Departments	This is a new classification based on the essential functions and minimum qualifications of several Program Officers across various departments performing the same or similar work.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0258

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Bishara Addison to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-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 Bishara Addison to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028.

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 Bishara Addison to serve on the Alcohol, Drug Addiction and Mental Health Services Board for the term 7/1/2024 – 6/30/2028.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 2, 2024

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

Journal _____

_____, 20__



June 24, 2024

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

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for reappointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Bishara Addison**, 4 year term, 7/1/2024 – 6/30/2028
 - Reappointment
 - Resides in Shaker Heights (Cuyahoga County)
 - Currently serves on advisory committees: the Cuyahoga County Workforce Funders Group (representing the Fund For Our Economic Future), NOACA Community Advisory Council (selected, representing herself), and the Community Advisory Board for Ideastream (representing herself)

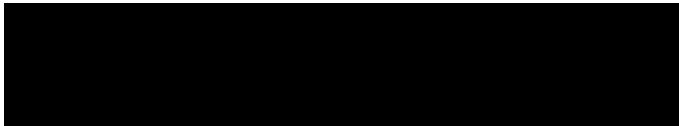
The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. Ms. Addison fulfills the ORC membership requirement of a board member “who has received or is receiving mental health services”. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services.

The ADAMHS Board’s mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

No advisory opinion was requested. The nominee’s resume is attached for your review. There are 23 candidates on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive



Skills: strategy development and implementation; policy analysis; coalition building; public speaking; proposal development; innovation and system alignment; relationship management; grant review; change management; advocacy; knowledge of reentry and criminal justice reform best practices as well as knowledge of workforce development best practices

Education:

- Georgetown University, National Urban Fellow, Masters in Policy Management, July 2020
- Georgetown University, Certificate in Education Finance, expected September 2020
- The George Washington University, Bachelor of Arts, Political Science, May 2010
- Georgetown University, Fund for American Studies- Institute of Philanthropy & Voluntary Service, Summer 2008

Professional Experience:

Towards Employment

Cleveland, OH

Nonprofit that's helped over 130,000 people navigate careers, remove barriers and climb a career ladder since 1976

Senior Manager, Policy & Strategic Initiatives

April 2016- Present

- Coordinates work dedicated to building a network of workforce and social service providers with a goal to enhancing service delivery, spreading effective practices and promoting systems and policy change that embrace career pathways and inclusive economic growth
- Supports TE's Board Policy/Advocacy Committee and serves on TE's Management Team, by developing policy positions, gaining consensus, developing and implementing associated work-plans
- Researches and remains aware of emerging trends, opportunities and uses that information to assist in the preparation and writing of funding proposals, grant applications, blogs and op-eds
- Represents TE on numerous community initiatives through chairing the P16 Employment Committee, serves as a member of the United Way Council of Agency Executives Policy Committee, co-chairs the Policy Committee of the Greater Cleveland Reentry Leadership Coalition, operating as the state lead for the National Skills Coalition-Ohio Delegation, and is the Vice Chair of NOACA's community advisory council
- Supported Cleveland Browns commitment to social justice through education and planning experiences around reentry and criminal justice reform
- Served as coordinator for nonprofit education on the 2018 Issue 1 campaign, a ballot initiative that sought to reduce the prison population and reinvest savings into drug treatment and mental health services

Cleveland Metropolitan School District

Cleveland, OH

School District for 39,000 students in the midst of an aggressive educational reform plan

Project Manager, Strategy Implementation

August 2014- April 2016

- Designed and developed Principal School Planning Cycle tools, an effort to help school Principals plan for when they should engage in strategic activities during school year to prepare for the next school year
- Served as the project manager for new district initiatives through the Cleveland Plan/HB525 by helping to open 2 schools, close two schools, roll out the non-union evaluation system, and the Districts' customer service training
- Project lead for the city-wide Get2School, You Can Make It attendance campaign in partnership with the Cleveland Browns in its first year which resulted in an 11.7% increase in student attendance
- Trained over 100 staff members on the new Performance Development & Evaluation System
- Coordinated collaboration, data collection and communication to internal/ external stakeholders of initiatives with district-wide impact like the implementation of school based budgeting
- Planned and led the execution process of closing two K-8 schools such that parents could choose from newer schools nearby

Executive Fellow to the CEO

July 2013- July 2014

- Added capacity to the CEO by supporting projects such as: Army of Believers Scholarship Luncheon, analyzing excerpts for the Teachers Union Contract, and planning the Cleveland Conference on Education
- Provided project management to the start-up of two high schools using a mastery based learning approach
- Trained over 100 staff members on customer service through the Communicate with HEART program
- Collated data and information from different departments for external stakeholders and the CEO

Towards Employment
Policy Associate
Policy & Research Intern
and 2010

Cleveland, OH
October 2011- July 2013
Summer 2009

- Analyzed legislation and ordinances at the county, state, and federal level
- Wrote recommendations on existing legislation and educated stakeholders on advocacy opportunities
- Developed briefing materials and social media updates on research related to workforce and reentry
- Composed articles, letters to the editor, and op-eds on behalf of the Executive Director
- Supported organizational fundraising through collection of labor market data, research, & engaging partners
- Created a five research analysis about collateral consequences in relation to employment for ex-offenders

New Sector Alliance
Nuestra Comunidad Development Corporation

Boston, MA
Roxbury, MA

Fellowship program that brings together cohorts of highly-motivated and skilled early career professionals to pursue their commitment to working in the social sector.

Resident in Social Enterprise, Development Associate

September 2010-August 2011

- Researched demographic trends in Roxbury and Greater Boston and prepared market analysis for organization grants & managed the \$1,000,000 grant calendar
- Wrote grants and letters of interest for funding opportunities, including proposals for the organization's place-based initiatives leading to Nuestra's selection as a Massachusetts Smart Growth Alliance Great Neighborhood with support from an Enterprise Rose Fellow and \$200,000 in consulting services and TA

LIFT- National Office

Washington, DC

LIFT trains college students to be advocates to partner with individuals to set goals, make connections to social services, and strengthen ties to the local community so that they can accelerate their transition out of poverty.

Development Intern

February 2010-May 2010

- Researched potential donors by developing giving profiles for individuals
- Participated in major fundraisers to connect potential donors with organization
- Facilitated site visits at the LIFT-DC office with potential donors, community partners, and interest groups

LIFT- DC

Washington, DC

LIFT- DC supports individuals who were low income, homeless, or previously incarcerated by promoting self-sufficiency, through job search assistance, referrals and the procurement of public benefits.

Student Advocacy Coordinator

January 2010-May 2010

Student Director

January 2009-December 2009

Student Advocate

January 2008- December 2008

- Managed office and 35 student volunteers by: recruiting new volunteers, planning and executing trainings, contacting speakers, managing volunteers, and developed materials for volunteers to do advocacy
- Assisted clients with composing resumes and cover letters, as well as performing job searches
- Coordinated services with other service providers for our clients and working on benefit applications

Achievements:

- Selected participant for the Cleveland Foundation Inaugural Cohort, Foundations in Philanthropy 2019-20
- Selected Fellow for the National Urban Fellows, Class of 2019-20 – training for mid-career professionals committed to equity and public service to support the acceleration of their careers and leadership
- Selected for the Cleveland Leadership Center Inaugural Stokes Policy Fellowship, Class 2017-18
- Selected as 2017 Crain's Cleveland 20 in their 20's Class
- 25 Under 35 Movers and Shakers Award, Class of 2014
- Selected graduation speaker for the Institute of Philanthropy and Voluntary Service, August 2008

Leadership Experience

- Member: African American Philanthropy Committee of the Cleveland Foundation, Steering Committee for The Soul of Philanthropy, City Club of Cleveland Debate Committee, Fresh Water Editorial Advisory Board, Vice Chair, NOACA Community Advisory Council, member of Greater Cleveland Partnership Innovation Group Steering Committee, former Partner and Board Member for Social Venture Partners Cleveland

March 21, 2024

Mr. Chris Ronayne
County Executive
Cuyahoga County
2079 East Ninth Street
Cleveland, Ohio 44115

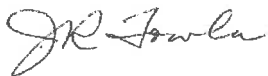
RE: Recommendation for Reappointment to the Board of Directors

Dear Executive Ronayne:

I am writing to recommend Bishara W. Addison for reappointment to the Board of Directors of the ADAMHS Board for a second term. I have had the privilege of working with Ms. Addison on the Board for several years and believe that her passion to serve others, leadership experience and wealth of knowledge will continue to be an asset to the ADAMHS Board and the citizens of Cuyahoga County, especially in the realm of behavioral health and addiction treatment and recovery services.

For the forgoing reasons, please strongly consider reappointing Ms. Addison to the Board of Directors of the ADAMHS Board. Should you require any additional information or have further inquiries, please feel free to contact me at 216.403.9448.

Sincerely,



J. Robert Fowler, Ph.D.
ADAMHS Board Chair

*Copy to: Scott S. Osiecki, Chief Executive Officer, ADAMHS Board of Cuyahoga County
Zoe Toscos, Special Projects Manager, Office of County Executive Chris Ronayne
Bishara W. Addison, Board Member, ADAMHS Board of Cuyahoga County*

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;

ADAMHS Board

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

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. Ms. Addison fulfills the ORC membership requirement of a board member "who has received or is receiving mental health services".

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

7/1/2024 – 5/3/2028

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;

N/A

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

**Amy K. Kuntz
Bishara W. Addison
Matthew Carroll
Ebony Spano
Kara Tatum- Johnson
Dana Corraini
Carol Beck
Brenda Stoller
Demar Sheffey
Jasmin Santana
Stuart C. Van Wagenen
Sharisse Edwards
Erskine E. Cade
Rev. Benjamin F. Gohlstin, Sr.
Delaney Jones
Kathryn Parks
Madeline Corchado
Molly Wimbiscus
Rebekah Dorman**

**Ebony Spano
Ashley King
John Oliver
Michelle Curry**

2.8 The candidate's city and county of residence;

Shaker Heights, Cuyahoga County

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

Cuyahoga County Workforce Funders Group, NOACA Community Advisory Council, and the Community Advisory Board for Ideastream.

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.