



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JANUARY 21, 2025**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**Committee Members:**

**Martin J. Sweeney, Chair – District 3**  
**Michael J. Gallagher, Vice Chair – District 5**  
**Yvonne M. Conwell – District 7**  
**Meredith M. Turner – District 9**  
**Michael J. Houser, Sr. – District 10**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE NOVEMBER 19, 2024 MEETING [See Page 4]**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) **R2024-0369: A Resolution approving the appointment of Douglas J. Maser to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees for an unexpired term ending 11/15/2028; and declaring the necessity that this Resolution become immediately effective. [See Page 7]**
  - b) **R2024-0436: 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 11]**

- c) R2025-0019: 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 47]
- d) R2025-0021: A Resolution confirming the County Executive's appointment of Sara Steimle to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2025 – 1/31/2029; and declaring the necessity that this Resolution become immediately effective. [See Page 87]
- e) R2025-0022: A Resolution confirming the County Executive's reappointment of Alaina McCruel to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2025 – 1/31/2029; and declaring the necessity that this Resolution become immediately effective. [See Page 96]
- f) R2025-0023: A Resolution confirming the County Executive's reappointment of Janice M. Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 105]
- g) R2025-0024: A Resolution confirming the County Executive's appointment of Benjamin R. Goodwin to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the unexpired term ending 12/31/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 115]
- h) R2025-0025: A Resolution confirming the County Executive's appointment of Alyssa Peters to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 130]
- i) R2025-0026: A Resolution confirming the County Executive's appointment of Victoria Bowden to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 145]
- j) R2025-0027: A Resolution confirming the County Executive's appointment of Robyn Kaltenbach to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 165]



- k) R2025-0028: A Resolution confirming the County Executive's appointment of Jared D. Sherman to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 181]
- l) R2025-0029: A Resolution confirming the County Executive's reappointment of Christopher T. Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 196]
- m) R2025-0030: A Resolution confirming the County Executive's reappointment of Jennifer Kons to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 209]
- n) R2025-0031: A Resolution confirming the County Executive's reappointment of Cheryl M. Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 222]
- o) R2025-0032: A Resolution confirming the County Executive's reappointment of Donisha Greene to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 246]

## **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, NOVEMBER 19, 2024

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR

10:00 AM

#### 1. CALL TO ORDER

**Chairwoman Turner called the meeting to order at 10:06 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 OCTOBER 15, 2024 MEETING

**A motion was made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the October 15, 2024 meeting.**

#### 5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0408: A Resolution confirming the County Executive's appointment of Richard Molina to serve on the Cuyahoga County Audit Committee for the term 1/1/2025 – 12/31/2028, and declaring the necessity that this Resolution become immediately effective.

**Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2024-0408. Discussion ensued.**

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

**Mr. Richard Molina addressed the Committee regarding his nomination to serve on the Cuyahoga County Audit Committee. Discussion ensued.**

**Committee members asked questions of Mr. Molina 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. R2024-0408 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

**[Clerk's Note: Item Nos. 5.b), 5.c), and 5.d) The Honorable Mayors Bibb, Gallo and Orcutt were not required to attend the meeting to provide testimony.]**

- b) R2024-0409: A Resolution confirming the County Executive's reappointment of the Honorable Mayor Justin Bibb to serve on the Cuyahoga County Planning Commission representing the Cleveland Region for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.

**Mr. Alvarado, Ms. Mary Cierebiej, Executive Director of the County Planning Commission; and Mr. Joseph Nanni, Chief of Staff for Council, addressed the Committee regarding Resolution No. R2024-0409. Discussion ensued.**

**Committee members asked questions of Mr. Alvarado, Ms. Cierebiej and Mr. Nanni pertaining to the item, which they answered accordingly. Discussion ensued.**

**On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2024-0409 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

**Ms. Conwell requested to have her name added as a co-sponsor to the legislation.**

- c) R2024-0410: A Resolution confirming the County Executive's reappointment of the Honorable Mayor Marie Gallo to serve on the Cuyahoga County Planning Commission representing the South-Central Region for the term 1/1/2025 – 12/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Mr. Alvarado and Ms. Cierebiej addressed the Committee regarding Resolution No. R2024-0410. Discussion ensued.**

**Committee members asked questions of Mr. Alvarado and Ms. Cierebiej pertaining to the item, which they answered accordingly. Discussion ensued.**

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0410 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

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

- d) R2024-0411: A Resolution confirming the County Executive's reappointment of the Honorable Mayor Edward Orcutt to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2025 – 12/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Mr. Alvarado and Ms. Cierebiej addressed the Committee regarding Resolution No. R2024-0411. Discussion ensued.**

**Committee members asked questions of Mr. Alvarado and Ms. Cierebiej pertaining to the item, which they answered accordingly. Discussion ensued.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0411 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

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

#### 6. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

#### 7. ADJOURNMENT

**Chairwoman Turner adjourned the meeting at 10:32 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0369

Sponsored by: <b>Council President Jones</b>	<b>A Resolution</b> approving the appointment of Douglas J. Maser to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees for an unexpired term ending 11/15/2028, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 345 provides that a county may establish a memorial to commemorate the services of all members and veterans of the armed forces, and authorizes the taxing authority of the county to appoint a board of trustees for such a memorial; and

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

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

WHEREAS, there currently remains one unfilled vacancy on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees; and

WHEREAS, Council has determined that Douglas J. Maser is qualified to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees and that his service will be beneficial to the on-going success and development of the Cuyahoga County Soldiers' and Sailors' Monument; and

WHEREAS, Council has appointed Douglas J. Maser to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees for the remainder of Donald Jaffe's unexpired term until 11/15/2028;

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Commission.

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

**SECTION 1.** That the Cuyahoga County Council hereby approves the appointment of Douglas J. Maser serve on the Cuyahoga County Soldiers’ and Sailors’ Monument Board of Trustees for the unexpired term ending 11/15/2028.

**SECTION 2.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County Commission. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, this Resolution shall become immediately effective.

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 22, 2024

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

Journal

\_\_\_\_\_, 20\_\_

## Areas of Expertise

- Draft /Review Transaction-based Contracts
- Criminal & Civil Litigation / Appellate Practice
- Workers' Compensation Administrative Law
- Litigation Management
- Legislation / Regulatory Legal Support
- Medicare / Medicaid Reimbursement
- Managed Care Operational and Legal Issues
- HIPAA/Sensitive Data Compliance

## **EXPERIENCE HIGHLIGHTS**

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**Paramount Preferred Solutions, Inc., (PPS)  
a member of ProMedica Health System**  
Director

**July 2015 – August 2022**

- Responsible for the day-to-day operations and growth of four (4) departments with offices in four (4) cities/three (3) states, as determined by the Executive Director and ProMedica management.
- Integrated three (3) companies' personnel, operations, and systems acquired through mergers.
- Oversaw Contract Management and HIPAA/Sensitive Data Compliance for PPS.
- Prepared and presented reports to Executive Director or other senior leadership summarizing activities, expenses, budgets, and operations.
- Developed record keeping and other administrative control processes.
- Performed internal process and procedure audit functions and assists other staff and management with the completion and response of regulatory agency requirements.
- Assisted the HR function with recruiting, hiring, and onboarding of necessary staff.
- Directed the PPS Marketing function in development and implementation of marketing/sales policy and programs.

**AdvoCare Group, Inc.**  
Vice President of Operations and General Counsel

**July 2014 – July 2015**

- Responsible for the oversight and conduct of daily operations of the AdvoCare Group of companies and their legal matters.
- Represented organization through litigation management of all legal/administrative proceedings.
- Created legal documents and advised Owners/Officers on legal transactions.
- Planned, directed and coordinated operational activities at the highest level of management, with the assistance of subordinate executives and staff managers.
- Led and directed the integration of staff, IT systems, and operations into ProMedica Health System's Paramount Insurance Co. upon acquisition.
- Coordinated the development and implementation of budgetary control with recordkeeping systems and other administrative control processes.

**Advantage Consulting Services, LTD,  
Workers' Compensation Management Solutions, Inc.**  
Vice President for Program Management and Legal and Governmental Relations

**January 2002 – July 2014**

- Chief Legal Counsel, BWC regulatory consultant and Ohio licensed Health and Accident Insurance Agent.
- Responsible for the design and direction of sales and marketing operations of group health insurance programs for contracted affinity associations and employers.
- Provided administrative and regulatory consultation to statewide business trade associations and managed care organizations.
- Chief Legal Counsel for Integrated Consulting Services (ICS) Third Party Administrator.

**Blaugrund, Herbert & Martin, Inc., Dublin OH**                      **October 2000 – December 2001**  
Attorney at Law  
Provided legal representation, and regulatory support to employers and managed care organizations.

**Occupational Health Research /**    **December 1998 - October 2000**  
**Ohio Employee Health Partnership, LLC, Columbus OH**  
Vice President of Business Development and General Counsel  
Served as an integral executive component of a medical provider owned occupational health software developer and its subsidiary managed care organization. Directed the development and implementation of new product lines, strategic alliances, and corporate responses to governmental Requests for Proposals. Served as in-house counsel for all regulatory and transactional matters.

**Ohio Bureau of Workers' Compensation (BWC)**                      **June 1995 – November 1998**  
**Columbus OH**  
Chief Medical Management & Cost Containment Officer  
Reported directly to the Administrator and was responsible for directing ongoing division operations, implementing the Health Partnership Program integrated medical care program, while transforming the division with 389 personnel and a \$35M budget.

**Day, Ketterer, Raley, Wright & Rybolt**    **June 1988 – June 1995**  
**Columbus OH**  
Partner-in-Charge of the Columbus OH office, Partner, Associate  
Conducted the private practice of law to include legislative representation of major trade associations, workers' compensation administrative hearings and civil litigation on behalf of employers, and insurance defense litigation of employers and municipalities in state and Federal courts.

**Self Employed, Columbus OH**    **June 1983 – May 1988**  
**Janes & Jack, Columbus OH**    **June 1980 – May 1983**  
Attorney at Law and Legislative Counsel  
Engaged in the private practice of law to include criminal defense, family law, plaintiffs' workers' compensation, medical malpractice defense litigation, as well as legislative representation of police, fire and mental health associations.

**Franklin County Prosecuting Attorney's Office, Columbus OH**    **1975 – 1980**  
Chief Counsel, Juvenile Division; Criminal Trial Staff; and Legal Intern

**US Army / Reserve / National Guard**    **Sep 1976 – Oct 2004**  
2<sup>nd</sup> Lieutenant through Colonel, Medical Service Corps (70A, 70H, 70K)  
US Army Officer with several commands and senior staff position assignments on active duty and in the reserve components. 2<sup>nd</sup> Lieutenant through Colonel. Retired Oct 2004.

## **PROFESSIONAL ORGANIZATIONS**

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Ohio State Bar Association; Cleveland Metropolitan Bar Association; Cleveland Diocese Lawyers' Guild Member, former Board Member and President; Young Catholic Professionals Board Member; Cleveland Chapter Board Member, Military Officers Association of America (MOAA); and St. Basil the Great Roman Catholic Church.

## **EDUCATION, CERTIFICATION, AND TRAINING**

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- B.A., 1973, The Ohio State University
- J.D., 1976, The Capital University College of Law
- C.H.C.C., 2000, Certificate of Health Care Compliance Consulting
- Admitted Ohio Bar, 1976 / United States District Court, Southern District, 1977
- 2009, Licensed Ohio Health and Accident Insurance Agent



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0436

Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 November 13, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through I) 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:    *HRIS Specialist*  
                  Number:        14241

Pay Grade: 10B/Exempt

Exhibit B: Class Title: *Customer Relations Ombudsman*  
Number: 13331  
Pay Grade: 15A/Exempt

Exhibit C: Class Title: *Manager, Special Projects & Business*  
Number: 11221  
Pay Grade: 16A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Chief Forensic Photographer*  
Class Number: 12212  
Pay Grade: 13A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential function, physical requirements, additional requirements, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit E: Class Title: *GIS Analyst*  
Class Number: 16152  
Pay Grade: 10B/Exempt (No change)  
\* At the request of the Planning Commission, Planning Commission was added to the applicable departments so this position would be available for them to utilize.

Exhibit F: Class Title: *Medical Records Technician*  
Class Number: 17021  
Pay Grade: 6A/Non-Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, essential functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Systems Analyst*  
Class Number: 16101  
Pay Grade: 11B/Exempt  
\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, technology requirements, and language and formatting. No change to FLSA status. Pay grade increased from 10B to 11B.

Proposed Deleted Classifications:

Exhibit H: Class Title: *Network Engineering Administrator*  
Class Number: 16398  
Pay Grade: 19B/Exempt  
\* This position is vacant, and the IT department currently has no plans to utilize this position in the future.

Exhibit I: Class Title: *Supervisor, Procurement Audit*  
Class Number: 11011  
Pay Grade: 10A/Exempt  
\* This position is vacant, and the department currently has no plans to utilize this position in the future.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

Clerk of Council

Date

First Reading/Referred to Committee: November 26, 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: November 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 November 13, 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:

<b>PROPOSED NEW CLASSIFICATIONS</b>		
<b>NEW CLASSIFICATIONS</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
HRIS Specialist 14241	10B Exempt	Human Resources
Customer Relations Ombudsman 13331	15A Exempt	Health and Human Services
Manager, Special Projects and Business 11221	16A Exempt	Fiscal Office

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Chief Forensic Photographer 12212	13A Exempt	13A Exempt (No Change)	Medical Examiner
GIS Analyst 16152	10B Exempt	10B Exempt (No Change)	Information Technology
Medical Records Technician 17021	6A Non-Exempt	6A Non-Exempt (No Change)	Health and Human Services
Systems Analyst 16101	10B Exempt	11B Exempt	Information Technology

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Network Engineering Administrator 16398	19B Exempt	Information Technology
Supervisor, Procurement Audit 11011	10A Exempt	Health and Human Services

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

<b>Class Title:</b>	HRIS Specialist	<b>Class Number:</b>	14241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Human Resources		

## Classification Function

The purpose of this classification is to contribute to the maintenance of the HRIS system for the County Human Resources department.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for managing and maintaining job and position data and structure in the County’s Human Resources Information System (HRIS). Employees in this classification work under general supervision of the Manager, HRIS and receive instruction or assistance only as unusual situations arise. Employees are expected to exercise a high level of independent judgment and initiative and to advise other HR personnel regarding use of HRIS systems.

## 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%
- Manages data within the Infor Global Human Resources module (GHR); receives requests for data changes/updates (e.g., new hires, rehires, supervisor changes, accounting unit changes, location changes, promotions, demotions, etc.) in GHR; communicates with individuals requesting changes to gather information relevant to making the system change; researches existing information within Infor GHR to determine if there is an appropriate existing structure or if a new structure needs to be created; determines whether a position can and should be created/changed based on information gathered, knowledge of organizational structure, and knowledge of how various integrated Infor systems interact; recommends solutions or alternative methods to meet requestors’ needs; creates and updates system structure changes within the Infor GHR to facilitate making requested employment actions; investigates and resolves issues found with data integrity by examining system audit logs, coordinating with other departments (IT, Fiscal, HR), and determining which system/step in the process caused the errors; coordinates with Employee Service Specialists and ERP Business Systems Administrator to make data update/change requests as necessary.
- 20% +/- 10%
- Creates a wide variety of customized and standard reports for various individuals and departments; runs and distributes recurring monthly employee and compensation reports (e.g., termination dates, service dates, start dates, etc.) to HR staff; runs queries to create custom reports upon request from HR staff and external departments; determines where the necessary data to fulfill a data report request has to be sourced from and which information cannot not be shared; monitors existing reports in GHR to assist with data integrity; investigates issues found with data integrity and takes necessary steps to resolve them.
- 20% +/- 10%
- Completes special auditing projects to facilitate optimal quality of data in the GHR system; maintains data integrity by running queries and analyzing data to check for potential issues; collaborates with other departments to collect information (e.g., org charts, accounting information, etc.) to ensure data integrity; updates system structure and system data to correct errors found during data audits.

10% +/- 5%

- Collaborates with IT regarding testing and updates to the GHR system; collaborates with ERP Business Systems Administrator and IT to ensure system upgrade and patches are working properly; creates and sets up scenarios in the test environment for IT to test known and potential issues in the system; assists with carrying out testing scenarios; provides feedback to IT on any issues encountered during testing.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; raises awareness of issues and opportunities for process improvements encountered during the course of completing daily tasks; makes recommendations for process improvement.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in computer information systems, software development, business administration or related experience with five (5) years of application support, report creation, workflow, and/or troubleshooting experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor GHR, Tableau).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiple, divide, calculate decimals, calculate 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.



## HRIS Specialist

- Ability to comprehend a variety of informational documents employee data spreadsheets and reports, testing scenario spreadsheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, construction manuals, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare executive employee reports, vacant supervisor reports, employee termination reports, employee accounting/activity reports, various GHR requested reports, data audits, testing scenario 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, and to explain procedures.
- Ability to use and interpret Human Resources and Human Resources Information System terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County departments and employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Customer Relations Ombudsman	<b>Class Number:</b>	13331
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to serve as an ombudsperson in the Customer Relations/Customer Care division of Health and Human Services (HHS).

## Distinguishing Characteristics

This is a supervisory level classification that is responsible for receiving, reviewing, responding, and resolving issues related to service delivery across multiple HHS departments. This position is part of a unit that serves as a general HHS information center for residents of Cuyahoga County. This position works under direction from a manager level position but is expected to work independently and use judgment in application of policies and procedures. The incumbent ensures that all activities are performed in a timely manner and according to policies, procedures, and regulations.

## Essential Job Functions

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

- 30% +/- 10%
- Supervises and directs the work of Program Officers, Clerical Specialists, Administrative Officers, 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.
- 25% +/- 10%
- Acts as a liaison between Legal Aid, County Executive’s Office, State, Governor’s Office, and Senator’s Office with written communication to customers; discusses CFS confidential cases in order for a legal opinion to be drafted by the legal department; assists the legal department with issues concerning Department of Child and Family Services Cases (DCFS).
- 15% +/- 5%
- Serves as Electronic Payment Processing Information (EPPI) coordinator which includes EBT (Electronic Benefits Transfers) and the EPC (Electronic Payment Card) for the County; resolves customer account issues with the State of Ohio; handles County EPPI Card (Cash/SNAP) benefits.
- 15% +/- 5%
- Serves as Civil Rights Coordinator; works with the State Bureau to research Civil Rights complaints; utilizes various tracking systems to research case information; works with law enforcement on investigations.

10% +/- 5%

- Works with other departments to assist with improving their processes; implements changes to department procedures based on state mandated policies; gathers data on unit performance; generates reports based on data; looks at trends in data to determine how to improve services.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor’s degree in administration, management, or related field with five (5) years of experience working in HHS with experience in benefits, social work, child support, or aging; or an equivalent combination of education, training, and experience.

Highest degree of education attained	Experience required
High school diploma/GED	9 years
Unrelated associate degree	7 years
Related associate degree	7 years
Unrelated bachelor’s degree	5 years
Related bachelor’s degree	5 years
Unrelated master’s/doctoral degree	3 years
Related master’s/doctoral degree	3 years

**Additional Requirements**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

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

**Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), publishing software (Microsoft Publisher), and database software (Sequel Server Reporting System, Statewide Automated Child Welfare Information System, Support Enforcement Tracking System, OBWP, Cisco, Finesse, Matrix Civil, Customer Relations Management System).

**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-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 time sheets, resumes, applications, training materials, Legal Aid Requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), and the Ohio Administrative Code (OAC).
- Ability to prepare monthly Customer Relations Management reports (CRMS), monthly call center reports, monthly Food Nutrition Supplement reports (FNS), monthly EPPIC reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to supervise and counsel employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret social benefits and basic related legal terminology and language.
- Ability to communicate with leaderships, vendors, state representatives, community partners, law enforcement, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Special Projects and Business	<b>Class Number:</b>	11221
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	Fiscal Office		

## Classification Function

The purpose of this classification is to plan and direct short- and long -term special projects and business operations for the Fiscal Office.

## Distinguishing Characteristics

This is a management-level classification with responsibility for performing technical activities in the Accounting Division of the Fiscal Office. This class works under the direction of the Assistant Fiscal Officer and is responsible for managing and implementing complex projects that further the County’s mission and values. 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.**

35% +/- 10%

- Plans and directs short- and long -term special projects and business operations for the Fiscal Office in accordance with the County’s overall mission; establishes quantifiable goals and creates paths towards achieving these goals; manages focused studies or projects through research, analysis, design, and implementation phases; leads team of employees through project; sets and maintains project schedule; forecasts project resource requirements, assign project tasks to team members and follow up on task completion; identifies and engages stakeholders to deliver a high level of service that achieves results in alignment with organizational objectives; works closely with all Fiscal Department leaders to review and refine the department’s organizational structure to ensure alignment with service delivery and desired outcomes; leads business office activities; advises executive leadership team in all areas of financial management and financial reporting; delivers administrative, accounting, and budgeting services, as needed while developing and managing the budget and other financial measures of the Fiscal Office departments.

30% +/- 10%

- Directs the cash activities, accounting, and budget services for the Fiscal Office; oversees banking information, financial reports, cash postings, and revenue transactions; examines and corrects any cash transaction overages; manages various banking relationships and verification of cash balances; oversees the reconciliation of all bank accounts and cash activity; oversees preparation of bank confirmations for internal and external auditors; coordinates with the County Treasurer’s Office to analyze financial and investment reports for the purpose of summarizing daily, monthly, quarterly, and annual cash flow and accounts statements as needed for year-end reporting; directs and oversees the flow of information/data from the various financial institutions banking systems to the County financial system; collaborates and act as liaison with OBM staff in the review, reconciliation, and monitoring of debt.

20% +/- 10%

- Focuses on continuous improvement by developing and implementing new policies, procedures and best practices; performs background research, tracks trends, and analyzes complex data;

Effective Date: TBD  
Last Modified: TBD

## Manager, Special Projects and Business

researches, analyzes, and evaluates existing operations, processes, policies, and/or procedures to identify areas for improvement or enhancement; conducts program need analysis; compiles result data and identifies areas of program deficiencies.

15% +/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, financial management, or a related field with seven (7) years previous experience in accounting, financial management, or a related field, and three (3) years of management experience **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required	Management Experience Required
Unrelated associate degree	11 years	3 years
Related associate degree	11 years	3 years
Unrelated bachelor's degree	9 years	3 years
Related bachelor's degree	7 years	3 years
Unrelated master's/doctoral degree	7 years	3 years
Related master's/doctoral degree	7 years	3 years

*Related degree fields:* finance, business administration

*Related work experience:* preparing company-wide financial reports, auditing, and/or GAAP research

- Must be a Certified Public Accountant (CPA).

### Additional Requirements

- No certificates or licenses required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

### Supervisory Responsibilities

Effective Date: TBD  
Last Modified: TBD

## Manager, Special Projects and Business

- 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 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 county workpapers, budgets, grant reports, financial statements, responses to County correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, the Employee Handbook, GAAP, GASB, Code of Federal Regulations (CFR), GAAFR.
- Ability to prepare ACFR, Schedule of Federal Expenditures, Fiscal Procedure Guidelines, Administrative Rule Boards documents, Responses to State Auditor's Office or Other Regulatory Agencies, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, external auditors, employees from outside agencies and departments, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Forensic Photographer	<b>Class Number:</b>	12212
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to provide direct supervision to forensic photographers and to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

## Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Medical Examiner Director of Operations. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations. 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%

- Supervises and directs the work of Forensic Photographers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops 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%

- Performs advanced Forensic Photography techniques (e.g. digital evidence evaluation, creation of 1:1s, overlays, image enhancements, alternate light sources, ultraviolet, etc.) for analysis and comparisons; prepares and reviews various reports of scientific examination results; digitally captures photomicrographs of trace evidence and histological slides; duplicates and maintains video-graphic evidence; captures spherical images and constructs Spheron R2S published cases.

10% +/- 5%

- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, fingerprints, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary; gives expert testimony in court; prepares court exhibits; processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards, processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; prepares images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.

Effective Date: 7.28.2014  
Last Modified: 01.29.2020



## Chief Forensic Photographer

10% +/- 5%

- Performs miscellaneous responsibilities related to photography laboratory; oversees and participates in cleaning and maintaining equipment; tracks photography unit inventory and orders equipment and supplies; maintains photography inventory to ensure supply and equipment availability; maintains darkroom and photographic chemicals.

10% +/- 5%

- Conducts tours and gives lectures to outside agencies, organizations, or individuals; participates on the Education Committee to organize, develop, and conduct training courses; generates brochures, binders/books, graphics, posters, and other course materials for educational purposes such as conference poster presentations, training course materials, etc.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; researches emerging forensic photography and digital image techniques; conducts tours of photography unit; gives lectures to outside agencies, organizations, or individuals; uses and evaluates new equipment, hardware, and software; develops and conducts trainings.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in photography or related field and five (5) years of experience performing digital and conventional photography in a forensic setting; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, spherocam, light meters, colorimeters, densitometers, microscopes, and projectors.
- Physical abilities to perform essential functions.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (Microsoft Access), various graphics/image management software (Adobe PageMaker, InDesign, Adobe Bridge, Adobe Photoshop Adobe

Effective Date: 7.28.2014  
Last Modified: 01.29.2020

## Chief Forensic Photographer

Lightroom, DNG, Image-Pro Plus), color analysis/management software (X-Rite EZ Color, DataColor, Spyder X Pro), video editing software (Adobe Premiere Pro), and virtual reality software (Apple QTVR, Max IMT R2S Crime).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction 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 utilize college level algebra, geometry, trigonometry, and descriptive statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including photograph orders, diagrams, reports, image catalogues, list of Mugshots required, list of autopsy cases, incident reports, crime scene/accident scene summaries, quality assurance reports, purchase orders, police reports, trace evidence reports, scale drawings/models, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code 313.10, International Association for Identification Forensic Photography and Digital Image standards, scientific Working Group on Digital Evidence (SWGDE), National Association for Medical Examiners (NAME), Quality Assurance Manual, Materials Safety Data sheets, Training Manual, standard operating procedures, software and hardware manuals, safety manuals, publications, equipment manuals, reference books, journals, and the Employee Handbook.
- Ability to prepare optical discs, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, illustrations, PowerPoint presentations, standard operating procedures, publications signs, identification cards, graphics and court presentations, crime scene/accident scene summaries, equipment maintenance logs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and council employees, to persuade and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.

## Chief Forensic Photographer

- Ability to communicate and to develop and maintain effective working relationships with subordinates, other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory and in the field.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, temperature extremes, wetness/humidity, and laboratory equipment/machinery. Requires periodic on-site investigations that may occur indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Analyst	<b>Class Number:</b>	16152
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology and Planning Commission		

### Classification Function

The purpose of this classification is to assist with administration of the Geographic Information System (GIS) environment including the design and update of GIS data and the design and development of GIS applications and dashboards to solve problems using data modeling and spatial analysis.

### Distinguishing Characteristics

This is a journey level classification in the GIS series responsible for the integrity of GIS data and for the development of GIS applications and dashboards. Employees at this level work under general supervision from a unit manager. Employees are expected to work independently and exercise judgment and initiative. Positions at this level receive instruction or assistance as needed and are expected to become up to date on the methods, operating procedures, and policies of the work unit. This classification is distinguished from GIS Technician where this classification is responsible for more complex GIS analyses.

### 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%
- Designs, refines, and updates GIS data, databases and metadata; collects and interprets GIS data (e.g., tax maps, legal centerlines of streets, collected field data) to update databases; cleans data and monitors health and performance of databases; designs and maintains spatial GIS models; performs database querying; develops requirements, specifications and diagrams for the GIS infrastructure.
- 40% +/- 10%
- Designs, develops, deploys, and tests GIS web applications and dashboards; determines clients' GIS needs; writes queries to pull information for the application or dashboard; creates mapviewer applications, interactive graphs, and interactive charts; uses various software to create applications creates user accounts and passwords for client access to applications or dashboards; updates actions as needed.
- 15% +/- 5%
- Provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training to lower-level employees and end-users.
- 5% +/- 2%
- Administers GIS databases; deploys and administers GIS applications, server software, middleware, and licensing; create backups; manages database security and user access.

## GIS Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information technology or related field and three (3) years of GIS analysis, development, or computer programming experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, plotter, GPS equipment, mobile devices, and drafting tools.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including GIS software (ArcGIS), image editing software (GIMP), spreadsheet software (Microsoft Excel), database software (Microsoft SQL server Studio), and word processing software (Microsoft Word, Nitro).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry, and descriptive and inferential 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 external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, fiscal records, property deeds, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, server documentation, Ohio Revised Code, departmental guidelines, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, map deliverables, assessment estimates, application reports, annual report 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.

## GIS Analyst

- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate with managers, supervisors, vendors, consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Records Technician	<b>Class Number:</b>	17021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to maintain invoicing, medical billing, medical supply inventory, electronic and paper medical records, chart audits, discharge records, storage of records, and current list of discharges in accordance with State and Federal guidelines for certification and reimbursement.

### Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. The incumbent in this position will review and correct discrepancy reports, enter codes and information into various billing systems for payment reimbursement, and will maintain the medical supplies inventory. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

### 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%

- Maintains medical records, chart audits, discharge records, storage of records, and current list of discharges; ensures adherence to State and Federal guidelines for certification and reimbursement; maintains charts via electronic system as well as paper medical charts; reviews medical reports for completeness; reviews charts to ensure all reports and signatures are present; codes diagnoses; prepares charts for admission and re-admission; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records.

30% +/- 10%

- Reviews, sends, and verifies invoices from providers; creates and submits medical insurance claims for various programs within the agency; posts payments received from medical insurance payouts; records payments in accounts receivable; addresses denied claims; reviews and sends invoices to the Fiscal department for options providers; reviews the payment posting system to ensure all past dates of services have been paid; follows up on all claims within the billing process cycle time; replies to any queries.

15% +/- 5%

- Performs supporting administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables.

Effective Date: 1993  
Last Modified: 11.27.2019

## Medical Records Technician

10% +/- 5%

- Manages medical supplies inventory; orders and stocks required medical supplies; establishes and reevaluates desired inventory targets based on the operational needs of nursing aids, current usage, and the anticipated usage within the department; submits order requests; distributes supplies when needed throughout the agency.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School Diploma or equivalent, and 1 year of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.
- Certified Medical Billing and Coding Specialist, or an equivalent 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 a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Peer Place, Careware), and provider billing systems.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, options invoices, discrepancy reports, grant reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, HIPAA, and computer handbooks.

Effective Date: 1993  
Last Modified: 11.27.2019



## Medical Records Technician

- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, billing invoices, supply order requests, patient archives, 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 medical billing terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Systems Analyst	<b>Class Number:</b>	16101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

### Distinguishing Characteristics

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level work under general supervision of a manager-level position and receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and personnel.

### 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.**

- 25% +/- 10%
- Design's system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements; reviews and monitors systems for inadequacies.
  
- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated
  
- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.
  
- 20% +/- 10%
- Assists development of system solutions; writes scripts to extract data for analysis and system testing; writes technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues and to develop and maintain process flows and documentation.

5% +/- 2%

- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
No high school diploma/GED	7 years
High school diploma/GED	6 years
Unrelated associate degree	5 years
Related associate degree	4 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	No experience required

*Related degree fields:* information technology, computer science, management information systems, mathematics, statistics, communications, project management, hard sciences.

*Related work experience:* computer information systems, project management, gathering business requirements, implementing computer-related technologies, database analysis/design, web design, software design, UX/UI, QA/QC.

**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 personal computers, mainframe computer, modems, hard drives, multifunction printers, and scanners.

**Technology Requirements**

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g., case management systems, records management systems, jail management systems, etc., Milestone), database software (SQL Server, Oracle, Microsoft Access, RedGate), email software (Microsoft Outlook), IT support ticket software (Cherwell), productivity software (Microsoft Excel, Outlook, Word, PowerPoint, Teams, etc.), script editing software (Notepad++).

## Systems Analyst

### **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 feasibility studies, systems report, database sets, user reports, computer periodicals, hardware and software specifications, source materials, internal data requests, public records requests, log files, Cherwell tickets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures, security standards, and the Ohio Revised Code.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, workflows, email notifications, 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 computer system terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Network Engineering Administrator	<b>Class Number:</b>	16398
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	19B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to administer the design, management and monitoring of web applications, database servers, domain name systems, file transfer protocols, and file and print servers involving various operating systems, virtualized server and storage environment, enterprise email and various enterprise storage platforms; configure and maintain employee internet access in conjunction with the Security unit; implement and manage the County's internet presence.

### Distinguishing Characteristics

This is a management class that works under direction from the Chief Technology Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division.

### 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% +/- 15%
- Act as a project manager, developing and executing plans for consolidation, active directory migration, integration, print management, enterprise storage design and integration, desktop/laptop refresh initiative, storage and server virtualization initiative, network redundancy design and implementation, and county-wide backup design.
  
- 30% +/- 10%
- Provides supervision of Network Managers and assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
  
- 20% +/- 10%
- Provides support for the day-to-day operations of the infrastructure county-wide; reviews and prioritizes failure events, performance monitoring, and operational status reporting.
  
- 5% +/- 5%
- Reviews, approves, and/or recommends software and hardware solutions for infrastructure assets; install, configure and support various hardware and software platforms.
  
- 5% +/- 5%
- Provides management with status of the performance of the infrastructure.

## **Network Engineer Administrator**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science, electrical engineering, management information systems or a related field with nine (9-) years of experience in network design and installation; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

No license or certification requirements.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, toners, and cable testers.

#### **Supervisory Responsibilities**

- Ability to 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, divide and calculate decimals and percentages; understand and apply descriptive statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including timesheets, network monitor, network drawings, customer requests for service, billing invoices, incident tickets, and technical documents.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, reference manuals, network and server documentation, and policy and procedure manuals.

## **Network Engineer Administrator**

- Ability to prepare network documentation, network and information technology assessments, customer service requests, fiscal reporting, technical analysis, personnel evaluations and development plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, colleagues, vendors, and employees and managers of other divisions.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Procurement Audit	<b>Class Number:</b>	11011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Health and Human Services		

**Classification Function**

The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

**Distinguishing Characteristics**

This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

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

- 60% +/- 10%
- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.
- 20% +/- 5%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor’s Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.



## **Supervisor, Procurement Audit**

### **Additional Requirements for all levels**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with supervisor, subordinates, other County employees, vendors, and the general public.

## **Supervisor, Procurement Audit**

### **Environmental Adaptability**

- Work is typically performed in an office environment

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

Posted: 9/25/2024, 10/31/2024

Meeting: 11/13/2024

<u>Job Title</u> <b>NEW</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
HRIS Specialist	14241	N/A	10B Exempt	Human Resources	This is a new classification requested by the Department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Customer Relations Ombudsman	13331	N/A	15A Exempt	Health and Human Services	This is a new classification requested by Human Resources based on a position audit. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Special Projects and Business	11221	N/A	16A Exempt	Fiscal Office	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u> <b>REVISED</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
Chief Forensic Photographer	12212	13A Exempt	13A Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes made to essential functions, physical requirements, additional requirements, and language and formatting. A technology section was added. No change to pay grade or FLSA status
GIS Analyst	16152	10B Exempt	10B Exempt (No Change)	Information Technology	At the request of the Planning Commission, Planning Commission was added to the applicable "Departments" so this position would be available for them to utilize.
Medical Records Technician	17021	6A Non-Exempt	6A Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2019. Changes made to distinguishing characteristics, essential functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status
Systems Analyst	16101	10B Exempt	11B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2020. Changes made to essential functions, technology requirements, and language and formatting. No change to FLSA status. Pay grade increased from 10B to 11B

<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Network Engineering Administrator 16398	19B Exempt	Information Technology	This position is vacant and the IT department currently has no plans to utilize this position in the future.
Supervisor, Procurement Audit 11011	10A Exempt	Health and Human Services	This position is vacant and the department currently has no plans to utilize this position in the future.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0019

Sponsored by: <b>Councilmember Sweeney on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 December 4, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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: *Applications Analyst*  
Number: 16531  
Pay Grade: 12B/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Manager, Tax Collection (Administrator, Tax Collection Division)*

Class Number: 11161

Pay Grade: 13A/Exempt

\*Changes requested by the County Treasurer Department.

Changes were made to the essential job functions, minimum qualifications, and language and formatting. A minimum qualifications equivalencies section was added. No change to the pay grade or FLSA status.

Exhibit C: Class Title: *Human Resources Business Partner*

Class Number: 14112

Pay Grade: 11A/Exempt (No change)

\* Changes requested by the Human Resources Department.

Supervisory responsibilities were added to the position. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Information Technology Senior Project Manager*

Class Number: 16092

Pay Grade: 15B/Exempt

\* Update requested by Information Technology Department. Changes were made to distinguishing characteristics, essential functions, minimum requirements, language and formatting, and an equivalency table. A required certification was added to the minimum qualifications. Pay grade changed from 13B to 15B.

Exhibit E: Class Title: *Manager, Parking Facility*

Class Number: 15132

Pay Grade: 10A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2020.

Changes were made to the essential functions, physical requirements, language and formatting and an equivalency table was added to the minimum qualifications. No change to FLSA status.

Exhibit F: Class Title: *Supervisor, Pathology Assistant*

Class Number: 17002

Pay Grade: 11A/Non-Exempt

\* PRC routine maintenance. Classification last revised in 2020.

Updates were made to language and formatting. A technology requirement and a minimum qualification equivalencies section was added. Pay grade increased from 10A to 11A.

Proposed Deleted Classifications:

Exhibit G: Class Title: *Business Administrator 1*  
Class Number: 11031  
Pay Grade: 6A/Exempt  
\* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

Exhibit H: Class Title: *Business Administrator 2*  
Class Number: 11032  
Pay Grade: 8A/Exempt  
\* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

Exhibit I: Class Title: *Business Administrator 3*  
Class Number: 11033  
Pay Grade: 10A/Exempt  
\* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

Exhibit J: Class Title: *Business Administrator 4*  
Class Number: 11034  
Pay Grade: 14A/Exempt  
\* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

**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: January 14, 2025

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: January 8, 2024

To: Cuyahoga County Council President Dale Miller  
 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 December 4, 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	
Applications Analyst 16531	12B Exempt	Information Technology	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT

Manager, Tax Collection 11161 <i>(Administrator, Tax Collection Division)</i>	12A Exempt	13A Exempt	Treasurer
Human Resources Business Partner 14112	11A Exempt	11A Exempt (No Change)	Human Resources and Sheriff's Department
Information Technology Senior Project Manager 16092	13B Exempt	15B Exempt	Information Technology
Manager, Parking Facility 15132	10A Exempt	10A Exempt (No Change)	Public Works
Supervisor, Pathology Assistant 17002	10A Non-Exempt	11A Non-Exempt	Medical Examiner's Office

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Business Administrator 1 11031	6A Exempt	All Departments
Business Administrator 2 11032	8A Exempt	All Departments
Business Administrator 3 11033	10A Exempt	All Departments
Business Administrator 4 11034	14A Exempt	All Departments

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

<b>Class Title:</b>	Applications Analyst	<b>Class Number:</b>	16531
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's Enterprise application system(s).

### Distinguishing Characteristics

This is a technical, journey level classification that ensures application systems meet the needs of the department and makes the necessary changes to the applications to meet those needs. Incumbents in this position work towards operational effectiveness and to maintain and support specific software applications. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

### 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.**

- 25% +/- 10%
- Administers system security; sets up new users and removes inactive users; adds and removes elevated security; performs security audits; determines appropriate security access and roles.
  
- 25% +/- 10%
- Assists with development of system solutions; analyzes and creates system reporting via database scripts and reporting tools such as running, compiling, monitoring, and auditing system and data reporting needs; identifies trends in data and data cleanups or corrections needed; writes technical specifications for technical staff such as developers, database administrators, or network engineers to create new applications, enhancements to existing systems, and automated processes; works with vendor support to resolve issues.
  
- 20% +/- 10%
- Provides continued end-user support for software systems; develops and delivers training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements; makes recommendations for future development.
  
- 15% +/- 5%
- Implements system updates such as upgrades, patches, new releases, tracking, documentation, follow-up of progress, monitoring and distribution of release notes, testing, and sign offs; tests and monitors system solutions to ensure application properly functions according to end user requirements and data is appropriately validated; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes.

Effective Date: TBD  
Last Modified: TBD

## Applications Analyst

15% +/- 5%

- Tracks, documents, analyzes and follows up on status of bug fixes, data corrections, enhancement requests, and problems; works with vendor, technical and functional resources, management, and end users to track information gathering, testing, and planning.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or related field with three (3) years of computer information systems experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
No high school diploma/GED	7 years
High school diploma/GED	6 years
Unrelated associate degree	5 years
Related associate degree	4 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	No experience required

*Related degree fields:* computer science, management information systems, mathematics, statistics, communications, project management, hard sciences, social sciences, philosophy, or information technology fields.

*Related work experience:* computer information systems, project management, gathering business requirements, implementing computer-related technologies, database analysis/design, web design, software design, UX/UI, QA/QC, OnBase, JMS systems, CRP systems, case management systems, ERP systems (Infor, Oracle, SAP, Workday, Microsoft Dynamics, Sage, Acumatica, IFS, Epicor), analytics, supply chain management, application support, application user security, system analysis, report creation/support (SQL, SSRS, Cognos, Crystal, Tableau, Power BI), workflows, programming (C#, Visual Basic, Python, JavaScript, Go, Java, Kotlin, PHP), troubleshooting.

\*Certifications are equivalent to six (6) months of the experience requirement. Certifications must be in a current information technology field as deemed relevant by the hiring managers (e.g., application development, analytics, Microsoft, ITIL/ITSM, Cisco, Solaris, Linux, VMWare, CompTIA, etc.).

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

Effective Date: TBD  
Last Modified: TBD

### **Technology Requirements**

- Ability to operate a variety of software and databases including database software (SQL Server, Visio, Microsoft Access), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel, Notepad++), word processing or script editing software (Microsoft Word, Notepad++, Planner, OneNote).

### **Mathematical Ability**

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

### **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 system patch/upgrades/enhancement details, security request forms, audit requests, system documentation/instructions, testing/remediation results, system instructions, requests for proposal (RFP), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare testing scripts and tracking, data reports, system patch/upgrades/enhancement details, RFPs, 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 computer system terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Tax Collection Division	<b>Class Number:</b>	11161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	County Treasurer		

## Classification Function

The purpose of this classification is to administer the County Treasurer’s Office tax collection activities.

## Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the tax collection activities of the County Treasurer’s Office including administration of taxpayer services and tax support functions. This class works under the direction of the Deputy Treasurer and works within a broad framework of policies, procedures, regulations, and laws. The employee exercises discretion and judgment and participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division’s activities are completed in a timely and accurate manner.

## Essential Job Functions

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

40% +/- 10%

- Manages and oversees the department’s tax collection and tax support activities; develops property tax collection plans for billing in collaboration with internal stakeholders; assists subordinate employees with resolving escalated tax issues, problems, and disagreements as they arise from taxpayers; monitors performance of office programs; strategizes to encourage greater taxpayer engagement; assists in preparation of tax lien certificate sales; reviews bankruptcy lists and ensure they are current and accurate; assists staff with planning for participation in Board of Revision hearings; monitors Sheriff’s sales and related tax prorations; assists with office outreach programming to ensure sufficient coverage; determines procedures for delinquent payment plans, refund requests, and penalty remissions for unit; directs implementation of delinquent tax payment plans; maintains electronic and hard copy files of payment adjustments; stays up-to-date on any relevant changes made to the Ohio Revised Code to ensure tax collection activities align with state law.

20% +/- 10%

- Evaluates agency operations within the areas of taxpayer services and tax support functions; maintains, analyzes, and monitors statistics for taxpayer services and tax support functions; participates in post-tax collection period review; researches best practices and current trends to evaluate efficiency of current practices; counsels agency leadership regarding revisions to direct taxpayer services and tax support operations; reviews policies and procedures and submits proposals to management on potential improvements and efficiencies.

15% +/- 5%

- Oversees delivery of key agency functions by subordinate employees; audits work of subordinate employees; provides final authorization of work for complete processing.

Administrator, Tax Collection Division

10% +/- 5%

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

10% +/- 5%

- Manages tax refunds process; completes initial analysis of both hard-copy and electronic tax refund requests; prepares refund requests for file processing; coordinates intraoffice communication and multiple County computing and data processing systems to complete refund requests.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares resource documents and training materials; represents the Treasurer in meetings, forums, or community events; answers the public's questions; answers media questions as needed.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, accounting, finance, economics, or a related field with seven (7) years of public sector treasury operations experience including two (2) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	13 years
Unrelated associate degree	11 years
Related associate or unrelated bachelor's degree	9 years
Related bachelor's degree or unrelated master's/doctoral degree	7 years
Unrelated master's/doctoral degree	5 years

*Related degree fields:* accounting, business administration and management, data analytics, economics, finance, financial management, human resources, information systems, management, mathematics, operations management, public administration, public policy, statistics.

*Related work experience:* public sector financial management, business systems analysis, public sector accounting.

*Supervisory experience:* two (2) years of supervisory experience must be in public sector treasury operations experience and cannot be substituted.

**Additional Requirements**

- No special license or certification is required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer, multifunction printer, mail sorting equipment, and payment kiosk/scanners.

### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint, Publisher) and real property tax database software.

### **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 such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including internal refund request forms, penalty remission applications, claim for tax refund, abatement requests, transfer requests, property tax payments, bankruptcy list, tax lien list, Sheriff's sale proration list, correspondence, and timesheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), collective bargaining agreement (LIUNA Local 860 contract), and Treasurer's Office Policies & Procedures.
- Ability to prepare quarterly department update reports, internal refund forms, remission of penalty return notices, warrant requests, productivity statistics and reports, parcel analysis queries, employee training materials, employee performance appraisals, spreadsheets, executive office metric reports, standard operating procedures, training slideshows and materials, correspondence, and other job-



## Administrator, Tax Collection Division

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 use and interpret basic accounting terminology and language.
- Ability to communicate with direct reports, management, coworkers, subordinate employees, County Treasurer and Chief Deputy Treasurer, Fiscal Office staff, other County employees and departments, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Business Partner	<b>Class Number:</b>	14112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources and Sheriff's Department		

### Classification Function

The purpose of this classification is to provide Human Resources consultation to County agencies in achieving agency goals and ensuring the proper application of civil service laws, rules, collective bargaining agreements, and related policies and procedures.

### Distinguishing Characteristics

This is a supervisory level classification with responsibility for collaborating with Human Resources Managers and agencies to plan, engage, and strategize Human Resources outcomes. The employee works within a framework of established regulations, policies, procedures, and collective bargaining unit agreements (CBA). The incumbent is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Generalist in that this classification has more complex work, requires more work experience, and acts as a first-line supervisor.

### 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%
- Works collaboratively with the Manager, Human Resources to plan, engage, and strategize Human Resource outcomes for their assigned agency; works along-side Manager, Human Resources to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery.

- 30% +/- 10%
- Partners with agency management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency operations; analyzes the effects of new laws or administrative regulations on Human Resource programs; works with the Manager, Human Resources and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency objectives and goals; identifies and resolves Human Resource issues and concerns.; serves as a liaison between employees, management, and training; Supports Human Resource services for assigned County agency in the area of employment and benefits; ensures compliance with and provides interpretation of Equal Employment Opportunity (EEO) guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program.

- 10% +/- 5%
- Assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

10% +/- 5%

- Supervises and directs the work of Human Resource Associates; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; monitors and provides for training needs; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Performs supporting administrative duties; represents the assigned agency for all Human Resources related activities and meetings; reviews and approves Family and Medical Leave Act (FMLA) requests; updates organizational charts; researches, analyzes, and presents data; writes reports; gives presentations to management; troubleshoots data and reports; provides reports requested by department directors or managers.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor’s degree in human resources management or a related field of study with five (5) years of human resources experience; or any equivalent combination of training, education, and experience.

Highest degree of education attained	Experience required
High school diploma/GED	9 years
Unrelated associate degree	7 years
Related associate degree	7 years
Unrelated bachelor’s degree	7 years
Related bachelor’s degree	5 years
Unrelated master’s/doctoral degree	5 years
Related master’s/doctoral degree	3 years

*Related degree fields:* labor relations, business management., organizational development, industrial/organizational psychology, liberal arts, or social sciences.

**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 software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

**Supervisory Responsibilities**

## Human Resources Business Partner

- Ability to assign, review, and plan 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-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 CBAs, personnel files, FMLA requests, medical documentation, seniority reports, discipline documents, time adjustment forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, memos, request for leave of absence notifications, FMLA designations, timesheets, 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 use and interpret Human Resources terminology and language.
- Ability to communicate effectively with employees, supervisor, department leadership, department employees, executive staff, unions, and fiscal employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Technology Senior Project Manager	<b>Class Number:</b>	16092
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to organize, plan, and coordinate multi-program Information Technology projects that are time-limited and involve more than one internal and/or external stakeholder across organizational lines. Employee coordinates planning activities for specialized projects ensuring sufficient resources are available and involved.

### Distinguishing Characteristics

This is a senior-level project management classification responsible for overseeing large, multi-faceted Information Technology projects. This class works under the direction of the PMO Administrator and senior management and is expected to drive high-impact projects and resolve organizational and service delivery problems swiftly and efficiently. The employee in this class facilitates collaboration and ensures strategic alignment with Information Technology and Executive Administration goals. The Senior Project Manager is distinguished from the Project Manager by the years of experience and the technical complexity of the assigned projects.

### 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%

- Oversees the management of large, multi-faceted projects to ensure that requirements are met and that projects are completed on time and on budget; assesses client needs and works with subject matter experts to recommend solutions; establishes clear project objectives and performance metrics;; manages and coordinates cross-functional project teams; determines resource requirements, roles, and responsibilities for project teams; creates project charters to define the project's objectives, deliverables, scope, milestones, known risks, and dependencies; ensures clear alignment between stakeholders and the project team from initiation to completion; creates and executes comprehensive project plans and revises as necessary in order to meet changing needs and requirements; monitors project timelines and milestones, adjusting as necessary to keep the project on track utilizing decision logs and approval processes;; identifies and implements strategies to improve project performance; facilitates procurement and delivery process; keeps administration informed of status of projects; facilitates client meetings with clients, vendors, consultants, and stakeholders to clarify goals, set expectations, address concerns, and provides status updates; facilitates end user testing and issue resolutions; receives final acceptance of project deliverables.

30% +/- 10%

- Manages changes in project scope, schedule, or resources effectively and with minimal disruption; oversees project budgets, ensuring financial control and cost-effectiveness; identifies potential risks, develop mitigation strategies, and monitor for issues throughout the project lifecycle. ; integrates project management plans with performance objectives and goals of the organization; provides the sharing of technical and management knowledge across project functional and departmental lines; identifies potential risks, develops mitigation strategies, and monitors for issues throughout the project lifecycle;; establishes and oversees feedback loops, ensuring continuous evaluation and

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## IT Senior Project Manager

optimization of processes to enhance project outcomes and team performance; ensures the project meets quality standards by implementing appropriate testing and validation processes.

15% +/- 5%

Leads the requirements gathering process to identify, document, and validate business and technical needs, ensuring that the project scope aligns with stakeholder expectations and project goals; leads kick-off meetings to align stakeholders, clarify project goals, and set expectations for timelines, roles, and deliverables with the entire project team; creates RACI charts to clearly define team roles and responsibilities, ensuring accountability and efficient decision-making throughout the project.

10% +/- 5%

- Conducts lessons learned sessions to evaluate project performance and capture insights to ensure continuous improvement for future projects; attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology; researches and evaluates software, hardware and technology products and trends; consults with other agencies, outside government and private organizations to their approach to projects and their experience with vendors.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, business administration, or a related field and seven (7) years IT project management experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	11 years
Unrelated associate degree	10 years
Related associate or unrelated bachelor's degree	9 years
Related bachelor's degree	7 years
Unrelated master's/doctoral degree	7 years
Related master's/doctoral degree	5 years

*Related degree fields:* computer science, business administration, information technology, finance, accounting, computer programming, computer engineering, business management.

*Related work experience:*

- A Project Management Professional certification is required at the time of hire.

### Additional Requirements

- No additional 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 computer and multifunction printer.

#### Technology Requirements

## IT Senior Project Manager

- Ability to operate a variety of software and database including email software (Microsoft Outlook), presentation and diagram software (Microsoft PowerPoint), project tracking software (Microsoft Project, Microsoft SharePoint), spreadsheet software (Microsoft Excel), teleconferencing software (Microsoft Teams), word processing software (Microsoft Word).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including Statements of Work, project charters, project plans, timelines, workflow charts, procedural diagrams, status reports, compliance reports, internet research for IT related products or services, vendor invoices, project documentation, requests for information, requests for proposal, requests for bids, project recommendations, , performance evaluations, billing statements, vendor quotes and invoices, Service Level Agreements (SLA), a variety of ERP reports, purchase orders, contracts, and project budgets.
- Ability to comprehend a variety of reference materials and manuals, including the Employee Handbook, project management standards and frameworks, documentation and trade publications, software white papers, County processes and procedures, Ohio Revised Code, Payment Card Industry Data Security Standard, and ADA compliance requirements.
- Ability to prepare status and project budget reports, data compiled for IT related products and services project metrics and KPI's, invoices, project documentation, project plans and schedules, requests for bid, requests for proposal, contracts, purchase orders, project charters, status reports, decision logs, Post Implementation Retrospective, 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 contract, computer, project management, and circuitry terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, users, vendors, clients, and outside agencies, departmental employees and senior managers.
- 

### **Environmental Adaptability**

## IT Senior Project Manager

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Parking Facility	<b>Class Number:</b>	15132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise the Supervisor, Parking Facility and other assigned staff.

### Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing, and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative, and management problems related to parking facilities. The employee is expected to meet, consult, and collaborate with the Supervisor, Parking Facilities to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

35% +/- 10%

- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports; prepares daily cash reconciliation report.

35% +/- 10%

- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders, inspecting locations for cleanliness and safety hazards, and moving signage; coordinates contracted services related to new construction or maintenance on parking facilities; plans and develops future business operations to meet goals and objectives.

25% +/- 10%

- Supervises and directs the work of parking facility supervisors and other assigned staff; assigns and schedules work for various parking facilities; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work

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## Manager, Parking Facility

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; processes mileage and parking reimbursement.

5% +/- 2%

- Performs other supporting administrative duties; functions as County liaison to other departments and public and private entities; delivers daily deposits to the bank, prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field and three (3) years of experience in parking facilities management or parking operations; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	5 years
Related associate or unrelated bachelor's degree	3 years
Related bachelor's or any graduate degree	2 years

*Related degree fields:* project management, finance, accounting, public administration

*Related work experience:* budget and revenue review

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.
- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate pay machines, ticket spitters, credit card servers, and entrance/exit gates.

#### Technology Requirements

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

#### 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.

## Manager, Parking Facility

- 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-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 billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, Standard Operations Procedure Manual, ADA requirements, and parking equipment manuals.
- Ability to prepare daily, weekly, and monthly financial reports, work orders, performance appraisals, parking statistics, costing sheets, 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 use and interpret basic accounting terminology and language.
- Ability to communicate effectively with customers, vendors, Sheriff's department, employees, Director, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, and traffic hazards.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Pathology Assistant	<b>Class Number:</b>	17002
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to provide autopsy assistance to the Medical Examiner and to assist in the supervision of department staff, ensuring a clean, safe work environment, regulatory compliance, and proper training and performance.

## Distinguishing Characteristics

This classification is a first-line supervisor level classification that receives direction from the supervising Deputy Medical Examiner. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents are expected to use judgment in performing duties and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 30% +/- 10%
- Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs, and other refuse from autopsy; maintains autopsy logs.
  
- 20% +/- 10%
- Supervises and directs the work of Pathology Assistants and departmental students/interns; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 20% +/- 10%
- Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that workstations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage.
  
- 10% +/- 5%
- Performs inventory control functions; maintains inventory of consumable items; prepares purchase orders as needed; ensures certification of vendors prior to placing orders; obtains product information and quotes from vendors.

## Supervisor, Pathology Assistant

20% +/- 10%

- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms; maintains unit's adherence to established departmental policies and procedures, quality assurance, and safety protocols; assists visiting students with completion of registration forms and waivers; assist with training of visiting students and residents.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in anatomy, biology, forensic science, mortuary science, or related field and five (5) years of experience in forensic autopsy or related experience; **or an equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	7 years
Related associate degree	5 years
Unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	1 year

*Related work experience:* funeral home services, embalming.

### Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of tools and equipment including x-ray equipment, autopsy instruments, pallet jack, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, and push, pull or lift up to 200 lbs. (with assistance).

#### Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), desktop publishing software (Microsoft Publisher), and construction management software (Appia).

#### Supervisory Responsibilities

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

Effective Date: 07.28.2014  
Last Modified: 05.26.2020

## Supervisor, Pathology Assistant

- 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-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 statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, police/EMS reports, patient/hospital records, and organ and tissue procurement documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, Ohio Department of Health Radiology regulations, Ohio Revised Code, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, employee evaluations, autopsy logs, autopsy labels, radiologic review records, equipment inventory records, 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 use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, other departmental employees, pathologists, students, law enforcement, partner organizations, vendors, and those in attendance/observance of autopsy.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, disease, toxic agents, bodily fluids, bright/dime lights, hot/cold, electrical currents, noise extremes, and morgue equipment/machinery.

Supervisor, Pathology Assistant

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 1	<b>Class Number:</b>	11031
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of routine fiscal activities for a County department. This classification has budgetary accountability of less than \$0.5 million.

## Distinguishing Characteristics

This is any entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## 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%
- Assists higher level administrative staff or managers in the planning and administration of routine fiscal activities for a County department; performs accounting, payroll, purchasing, or inventory control functions; assists in the development and preparation of budgets; reviews final budgetary recommendations; reviews the receipt and disbursement of funds, and authorizes expenditures; prepares bid specifications and purchase orders; adjusts fiscal errors; coordinates delivery of supplies and equipment.
- 30% +/- 10%
- Supervises clerical support personnel; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 20% +/- 10%
- Assists in the direction of support functions such as housekeeping, laundry, maintenance, grounds, safety and security or mail services; participates in policy development and implementation.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, or a related field with five (5) months of administrative experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

- No special license or certification is required.



## **Business Administrator 1**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, state and federal employees, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 2	<b>Class Number:</b>	11032
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of fiscal activities for a County department, or to independently plan and administer fiscal activities for a County department. This classification has budgetary accountability greater than \$0.5 million and less than \$1.6 million.

## Distinguishing Characteristics

This is an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. This position is distinguished from the level below by a greater level of financial and planning responsibilities. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 60% +/- 10%
- Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department, or independently plans and administers fiscal activities for a County department; coordinates accounting, payroll, budget planning, purchasing, and inventory control; edits and maintains fiscal records; audits financial transactions for accuracy; reviews receipts and disbursements of funds; assists higher level administrative or managerial staff with planning and administering support functions including office services and communications.
  
- 30% +/- 10%
- Supervises support personnel including lower-level business administrators, office managers, and/or clerical supervisors; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
  
- 10% +/- 5%
- Balances accounts and reports daily to ensure that all monies entered correspond to all monies disbursed; verifies daily reports from County Data Center with previous day's work including adjustments, check registers, daily application reports, daily detail reports, and other reports indicating the various transactions of the previous day.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration or a related field with one (1) year of accounting, fiscal, or budget administration experience; **or any equivalent combination of training and experience as defined below:**

<b>Highest degree of education attained</b>	<b>Experience required</b>
High school diploma/GED	3 years

Unrelated associate degree	2 years
Related associate degree	1 year
Unrelated bachelor's degree	1 year
Related bachelor's degree	No experience required
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	No experience required

Related degree fields: business administration, accounting, finance, management, economics, public/non-profit administration, math, marketing.

Related work experience: accounting, fiscal, business administration, operations management (e.g., inventory control, logistics), project management, purchasing, invoicing, data analysis, or any office experience with a significant fiscal or accounting responsibility.

**Additional Requirements for all levels**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

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

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform 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 financial reports, statistical reports, invoice vouchers, payroll forms, contracts, blueprints, and other reports and records.

## Business Administrator 2

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 3	<b>Class Number:</b>	11033
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department. This classification has budgetary accountability greater than \$1.6 million and less than \$13.0 million.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for coordinating fiscal management activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. This position is distinguished from the level below by a greater level of financial responsibility.

## Essential Job Functions

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

60% +/- 10%

- Coordinates fiscal management activities for County division or department; coordinates all fiscal activities of division including accounting, payroll, budgeting, disbursement of funds, purchasing, and equipment inventory; assists in developing goals and objectives; prepares annual operating and program budgets; projects budgets for subsequent fiscal years; monitors budgetary activity; reviews monthly financial reports; monitors fiscal status of various fund accounts to prevent deficit balances.

30% +/- 10%

- Supervises employees involved in division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.

10% +/- 5%

- Coordinates financial report preparations and explanations with state departments and federal agencies.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, or a related field with three (3) years of accounting, fiscal, or budget experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

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

**Supervisory Responsibilities**

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

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

## **Business Administrator 3**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 4	<b>Class Number:</b>	11034
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for a County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million. and less than \$100 million.

## Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating fiscal management activities for a County division or department. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class has a higher level of financial responsibility than the class below and has broader managerial responsibilities.

## Essential Job Functions

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

- 50% +/- 10%
- Coordinates fiscal management activities for County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million and less than \$100 million; coordinates budget planning, payroll, purchasing, and inventory control; monitors receipt and disbursement of funds; projects budgets for subsequent fiscal years; assists with purchasing requirements and vendor selections; monitors cash flow management; develops and implements fiscal policy.
- 30% +/- 10%
- Supervises employees involved in department/division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 5%
- Coordinates financial report preparation and interface with various state departments, federal offices, banks, and/or other county agencies; cooperates with state and federal auditors allowing access to necessary information.
- 10% +/- 5%
- Coordinates and conducts management studies; reviews and assists in determining data processing needs.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.



## **Business Administrator 4**

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with the County Executive, Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

## **Business Administrator 4**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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Posted: 11/27/2024

Meeting: 12/4/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b>					
Applications Analyst	16531	N\A	12B Exempt	Information Technology	This is a new classification requested by the Information Technology department based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
Manager, Tax Collection <i>(Administrator, Tax Collection Division)</i>	11161	12A Exempt	13A Exempt	Treasurer	Changes requested by County Treasurer Department. Changes were made to the essential job functions, minimum qualifications, and language and formatting. A minimum qualifications equivalencies section was added. Pay grade increased from 12A to 13A.
Human Resources Business Partner	14112	11A Exempt	11A Exempt (No Change)	Human Resources and Sheriff's Department	Changes requested by the Human Resources Department. Supervisory responsibilities were added to the position. No change to pay grade or FLSA status.
Information Technology Senior Project Manager	16092	13B Exempt	15B Exempt	Information Technology	Update requested by IT. Changes were made to distinguishing characteristics, essential functions, minimum requirements, language and formatting, and an equivalency table. A Required certification was added to the minimum qualifications. Pay grade changed from 13B to 15B.
Manager, Parking Facility	15132	10A Exempt	10A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, physical requirements, language and formatting, and an equivalency table was added to the minimum qualifications. No change to pay grade or FLSA status.
Supervisor, Pathology Assistant	17002	10A Non-Exempt	11A Non-Exempt	Medical Examiner's Office	PRC routine maintenance. Classification last revised in 2020. Updates were made to language and formatting. A technology requirement and a minimum qualification equivalencies section was added. Pay grade increased from 10A to 11A.

<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Business Administrator 1 11031	6A Exempt	All Departments	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
Business Administrator 2 11032	8A Exempt	All Departments	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
Business Administrator 3 11033	10A Exempt	All Departments	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
Business Administrator 4 11034	14A Exempt	All Departments	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0021

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Sara Steimle to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2025 – 1/31/2029; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

**WHEREAS**, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members: five members appointed by the County and two members appointed by the Probate Court; and

**WHEREAS**, members appointed to the Cuyahoga County board of Developmental Disabilities shall service a term of four years; 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 Sara Steimle (replacing Steven M. Licciardi) to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2025 – 1/31/2029.

**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 Sara Steimle (replacing Steven M. Licciardi) to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2025 – 1/31/2029.

**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: January 14, 2025

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

Journal

\_\_\_\_\_, 20\_\_



December 31, 2024

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

Re: Cuyahoga County Board of Developmental Disabilities

Dear President Jones,

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominee for appointment to the Cuyahoga County Board of Developmental Disabilities:

- **Sara Steimle**, 4-year term, 2/1/25-1/31/29 (replacing Steven M. Licciardi)

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The Board helps to establish policies to assist children and adults with developmental disabilities so they can live, learn, work and play in our community. Also, the Board and the policies it enacts, play a pivotal role in providing needed resources and assistance for families who have family members receiving services from this body.

The nominee has experience in issues involving disabilities and serve in numerous volunteer roles assisting disabled individuals and involved families. Ms. Steimle's resume has been attached for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are thirteen additional 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne". The signature is stylized and cursive.

Chris Ronayne  
County Executive

## 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 County Board of Developmental Disabilities**

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

**ORC 5126.021 outlines the following qualifications:**

**(1) Appoint only individuals who are adult residents of the county the appointing authority serves, citizens of the United States, and interested and**



**knowledgeable in the field of intellectual and developmental disabilities and other allied fields;**

**(C) If the appointing authority is a board of county commissioners, the board of county commissioners shall appoint the following:**

**(1) Except as otherwise provided in this section, at least one individual with developmental disabilities;**

**(2) At least one individual who is a family member of an individual with developmental disabilities.**

**Sara Steimle is an individual eligible for Cuyahoga DD services who has served in many leadership and advocacy roles in the DD system throughout the state. They are a resident of Cuyahoga County.**

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

**2/1/25-1/31/29**

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

**Appointment**

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

**Steven M. Licciardi**

**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;

**Tracy Marie Greenberg**

**Shalida Dobbins**

**Stephanie Leigh Barbee**

**Albano Mahilaj  
Ashley Johnson  
Kara Tatum- Johnson  
Dana Corraini  
Najiih Abdul-Hakim  
Jeanne Gallagher  
Elaine Matthews  
Demar Sheffey  
Sara Steimle  
Cynthia Schulz  
Alaina McCruel**

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

**Middleburg Heights, Cuyahoga County**

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

- **Member of the Northeast Ohio Coalition of Disability Organizations (NOCDO)**
- **Member of Cuyahoga County Advisory Committee on Persons with Disabilities (mental health subcommittee and inclusive healthcare committee)**
- **Member of Cuyahoga DD Leadership Council (will vacate position when appointed to the Cuyahoga DD board)**

**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.

## Sara Steimle



Sara is currently employed as the Alumni Program Coordinator for Youth Challenge, an organization that supports children and teens with disabilities to engage in social, recreational, and athletic activities in the community. As part of her position, she serves as a member of the Northeast Ohio Coalition of Disability Organizations (NOCDO).

Sara has her B.A. from Wright State University and is on the Cuyahoga County Advisory Committee on Persons with Disabilities (mental health subcommittee and inclusive healthcare committee). She serves on the Cuyahoga DD Leadership Council but will vacate that position when appointed to the Cuyahoga DD board of directors. In her work with Cuyahoga DD, she has been a passionate advocate, meeting with elected state officials to advocate for increased Medicaid waiver rates, making sure people with DD can attract staff to support them.

Sara is also eligible for and receives Cuyahoga DD services that allow her to live independently in the community.

In her interview about the board position, Sara was prepared, having thoroughly reviewed the agency's strategic plan and asked several questions demonstrating her understanding of the agency's goals and mission. She had ideas for improvements for various goal areas and showed clear understanding of her role as a board member.

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November 19, 2024

Chris Ronayne, Executive  
Via Email

Re: Cuyahoga DD Board Members appointments

Dear Mr. Ronayne:

I am writing concerning our seven-member DD Board. As you know from our conversations, the terms of three of our Cuyahoga County appointed members will expire in January 2025. Two of these members are eligible for an additional term, and we request that they be reappointed. The Board members listed below have performed well, have expressed interest in serving again, and we would be pleased to have them continue.

- Cynthia (Cindy) Vrsansky Schulz will complete her second four-year term in January 2025 and is eligible to serve a third and final term. She has been an active member and has held the roles of President and Vice President. Ms. Schulz has a daughter with a developmental disability who receives services from Cuyahoga DD. As a retired communications executive, Cindy brings a wealth of experience to the Board
- Alaina McCruel's first four-year term expires April 30, 2025, and is eligible to serve again. Generally, Board members' terms begin and end in January on the date of our Organizational Meeting. Ms. McCruel's term started after this due to the timing of the outgoing Board members notification to step down. Ms McCruel's son receives supports from Cuyahoga DD, therefore she (along with Ms. Schulz) fulfills the requirement for appointing a member with an immediate family member eligible to receive services from our Board.

Following 12 years of dedicated service, Stephen Licciardi's term will end in January 2025 as our board members are limited to three consecutive terms. The result is our third open position. We ask that you appoint Sara Steimle, an individual eligible for Cuyahoga DD services who has served in many leadership and advocacy roles in the DD system throughout the state. She will be a strong addition to our board, providing us with the critical perspective of someone with a disability.

Please let me know if we can be of any other assistance in the process of appointing these valued members of our Board. Thank you.

Sincerely,

A handwritten signature in maroon ink that reads "Amber C. Gibbs".

Amber C. Gibbs, Ed.D.  
Superintendent and CEO



---

1275 Lakeside Avenue • Cleveland, OH 44114-1129 • (216) 241-8230 • Fax (216) 861-0253

Stephen M. Scheidt, *President* • Allison R. Frazier, *Vice President* • Mozelle T. Jackson, *Secretary*

Lisa M. Hunt • Steven M. Licciardi • Alaina McCruel • Cynthia V. Schulz

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0022

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Alaina McCruel to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2025 – 1/31/2029; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

**WHEREAS**, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members: five members are appointed by the County and two members appointed by the Probate Court; and

**WHEREAS**, members appointed to fill a vacancy in the Cuyahoga County board of Developmental Disabilities shall service a term of four years; 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**, the County Executive has nominated Alaina McCruel to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2025 – 1/31/2029.

**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 Alaina McCruel to serve on the Cuyahoga County Board of Developmental Disabilities for the term 5/1/2025 – 1/31/2029.

**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: January 14, 2025

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

Journal

\_\_\_\_\_, 20\_\_



December 31, 2024

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

Re: Cuyahoga County Board of Developmental Disabilities

Dear President Jones,

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominee for appointment to the Cuyahoga County Board of Developmental Disabilities:

- **Alaina McCruel**, 4-year term, 5/1/25-1/31/29 (Reappointment)

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The Board helps to establish policies to assist children and adults with developmental disabilities so they can live, learn, work and play in our community. Also, the Board and the policies it enacts, play a pivotal role in providing needed resources and assistance for families who have family members receiving services from this body.

The nominee has experience in the medical field as a nurse and fulfills the requirement for appointing a member with an immediate family member eligible to receive services from the Board. Ms. McCruel's resume has been attached for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are thirteen additional 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Chris Ronayne  
County Executive



## 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 County Board of Developmental Disabilities**

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

**ORC 5126.021 outlines the following qualifications:**

**(1) Appoint only individuals who are adult residents of the county the appointing authority serves, citizens of the United States, and interested and**

**knowledgeable in the field of intellectual and developmental disabilities and other allied fields;**

**(C) If the appointing authority is a board of county commissioners, the board of county commissioners shall appoint the following:**

**(1) Except as otherwise provided in this section, at least one individual with developmental disabilities;**

**(2) At least one individual who is a family member of an individual with developmental disabilities.**

**Alaina McCruel is an individual who is a family member of an individual with developmental disabilities. They are a resident of Cuyahoga County.**

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

**5/1/2025 – 1/31/2029**

**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;

**Tracy Marie Greenberg  
Shalida Dobbins**

**Stephanie Leigh Barbee  
Albano Mahilaj**

**Ashley Johnson**  
**Kara Tatum- Johnson**  
**Dana Corraini**  
**Najiah Abdul-Hakim**  
**Jeanne Gallagher**  
**Elaine Matthews**  
**Demar Sheffey**  
**Sara Steimle**  
**Cynthia Schulz**  
**Alaina McCruel**

**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;

**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.

# ALAINA MCCRUEL, BSN, RN

## SKILLS

- Pediatric Operating Room Circulator & Scrub Nurse
- Medical/Surgical Floor Nurse
- EPIC Systems

## WHO AM I?

Ambitious nurse with 7 years of home care, operating room and floor experience with newborn, pediatric, adult, and geriatric populations.

## EXPERIENCE

**RN | Legacy Health Visiting Services | November 2019 – Present**

Homecare, trach care, g-tube, assisting ADL, total care

**OR RN | Rainbow Babies & Children's Hospital | August 2015-April 2019**

Circulate & Scrub pediatric dental, general, urology, orthopedic, ENT, and neuro surgery.

**RN | HillCrest Hospital | August 2014-August 2015**

Floor nurse on Med-Surg/Oncology/Hospice unit.

## EDUCATION

**Bachelor of Science in Nursing | May 2014 | Notre Dame College**

## CERTIFICATIONS

**Basic Life Support (BLS) –American Red Cross**



November 19, 2024

Chris Ronayne, Executive  
Via Email

Re: Cuyahoga DD Board Members appointments

Dear Mr. Ronayne:

I am writing concerning our seven-member DD Board. As you know from our conversations, the terms of three of our Cuyahoga County appointed members will expire in January 2025. Two of these members are eligible for an additional term, and we request that they be reappointed. The Board members listed below have performed well, have expressed interest in serving again, and we would be pleased to have them continue.

- Cynthia (Cindy) Vrsansky Schulz will complete her second four-year term in January 2025 and is eligible to serve a third and final term. She has been an active member and has held the roles of President and Vice President. Ms. Schulz has a daughter with a developmental disability who receives services from Cuyahoga DD. As a retired communications executive, Cindy brings a wealth of experience to the Board
- Alaina McCruel's first four-year term expires April 30, 2025, and is eligible to serve again. Generally, Board members' terms begin and end in January on the date of our Organizational Meeting. Ms. McCruel's term started after this due to the timing of the outgoing Board members notification to step down. Ms McCruel's son receives supports from Cuyahoga DD, therefore she (along with Ms. Schulz) fulfills the requirement for appointing a member with an immediate family member eligible to receive services from our Board.

Following 12 years of dedicated service, Stephen Licciardi's term will end in January 2025 as our board members are limited to three consecutive terms. The result is our third open position. We ask that you appoint Sara Steimle, an individual eligible for Cuyahoga DD services who has served in many leadership and advocacy roles in the DD system throughout the state. She will be a strong addition to our board, providing us with the critical perspective of someone with a disability.

Please let me know if we can be of any other assistance in the process of appointing these valued members of our Board. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Amber C. Gibbs".

Amber C. Gibbs, Ed.D  
Superintendent and CEO



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1275 Lakeside Avenue • Cleveland, OH 44114-1129 • (216) 241-8230 • Fax (216) 861-0253

Stephen M. Scheidt, *President* • Allison R. Frazier, *Vice President* • Mozelle T. Jackson, *Secretary*

Lisa M. Hunt • Steven M. Licciardi • Sara Steimle • Cynthia V. Schulz

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0023

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

**WHEREAS**, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

**WHEREAS**, the Western Reserve Area on Aging Board of Trustees is composed of twenty-one (21) members who serve three (3) year terms; 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**, the County Executive has nominated Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2025 – 12/31/2027.

**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 reappointment of Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2025 – 12/31/2027.

**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 Sectio 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: January 14, 2025

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

Journal

, 20





December 31, 2024

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

Re: Western Reserve Area Agency on Aging (WRAAA)

Dear President Jones:

Pursuant to Article IV, Section 2 of the Code of Regulations of the Western Reserve Area Agency on Aging, I submit the following nominee for reappointment to the *Western Reserve Area Agency on Aging (WRAAA)* Board:

- **Janice Dzigiel**, 3-year term, 1/1/25 to 12/31/27-- Reappointment
- Resides in Seven Hills (Cuyahoga County)

The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.

The Board consists of 23 members – four appointed by the Cuyahoga County Executive; one each appointed by the counties of Geauga, Lake, Lorain and Medina; two ex-officio members; and thirteen at-large members appointed by the trustees. Article IV, Section 4 of the WRAAA Regulations – “Selection” – requires that board candidates be nominated by a county’s Advisory Council. In Cuyahoga County, the Division of Senior and Adult Services Advisory Board serves as the local Advisory Council. Ms. Dzigiel was nominated and submitted for consideration for reappointment through this process.

Article IV, Section (2)(b) of the Agency’s Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers’ independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and
- Trustees must reside within PSA 10A; and
- Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA

No advisory opinion was requested. A copy of Janice Dzigiel's resume is attached for your review. There are 13 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 Christopher Alvarado my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a large initial "C" and "R".

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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;

**Western Reserve Area Agency on Aging (WRAAA)**

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

**Article IV, Section (2)(b) of the Agency's Code of Regulations states the following qualifications for trustees appointed by the County Executive:**

- **Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers' independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and**

- **Trustees must reside within PSA 10A; and**
- **Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA**

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

**1/1/2025 to 12/31/2027**

**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;

**N/A**

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

**Sue Biagianti  
Mary McNamara  
Sam Thomas III  
Stephanie Leigh Barbee  
Demar Sheffey  
Brenda Stoller  
Elaine Matthews  
Ismael Flores  
Yvette Bozman  
Daniel B Pajak  
Tammy Kennedy  
Albano Mahilaj  
Janice Dzigiel**

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

**Seven Hills, 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.

# Janice M. Dzigiel



## CURRENT COMMITMENTS

**Volunteer** - Home Delivered Meals  
City of Maple Heights

**Volunteer**  
Neighborhood Pets Resource Center

**Dog Handler/Goose Chaser**  
Ohio Geese Control  
Part time employment

**Member, Board of Trustees**  
Western Reserve Area Agency on Aging (WRAAA)  
Member, Public Policy Committee  
Appointee of Cuyahoga County Council 2023

## PROFESSIONAL EXPERIENCE

**Executive Director**  
Senior Transportation Connection (STC) 2006-2021 (retired)

**District Director, Center for Aging Initiatives (formerly Center for Applied Gerontology)**  
Cuyahoga Community College

**Site Coordinator**  
City of Lakewood, Division of Aging

**Senior Planning Specialist/Planning Specialist**  
Western Reserve Area Agency on Aging

## EDUCATION

**Kent State University**  
Bachelor of Arts in Gerontology

**Cleveland State University**  
Master of Public Administration  
Pi Alpha Alpha Honor Society

## **PREVIOUS COMMUNITY AND PROFESSIONAL INVOLVEMENT**

### **Adult Guardianship Services - Lutheran Metropolitan Ministries**

Member and Chair, Board of Directors

### **Center for Community Solutions -Council on Older Persons (COOP)**

Member and Chair

### **Cuyahoga County Advisory Council**

#### **Department of Senior and Adult Services**

Appointed Member

### **Cleveland Bridge Builders Leadership Development Program**

Member, Charter Class

### **Greater Cleveland Volunteers**

Member, Board of Trustees

### **Senior Success Vision Council, United Way Services**

Member

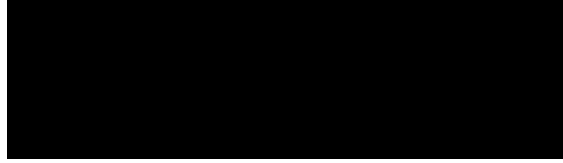
### **West Side Catholic Center**

Member, Board of Trustees

### **Western Reserve Geriatric Education Center, Case Western Reserve University**

Member, Executive Committee

Janice M. Dzigiel



November 13, 2024

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

Dear Executive Ronayne:

I currently serve as an appointed member of the Western Reserve Area Agency on Aging (WRAAA.) I was appointed in 2022 to fill a vacancy, and the term will be expiring in the near future.

This letter is to express my interest in seeking re-appointment to the WRAAA Board for another term. I am committed to serving older adults of our community personally and professionally.

I look forward to continuing to serve on behalf of the older residents of Cuyahoga County. Please contact me should you require any additional information.

Sincerely,

A handwritten signature in black ink that reads "Janice M. Dzigiel".

Janice M. Dzigiel



# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0024

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Ben Goodwin to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the unexpired term ending 12/31/2026; and declaring the necessity that this Resolution become immediately effective.
---	---

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Ben Goodwin to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the unexpired term ending 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Ben Goodwin (replacing Christina Bohuslawsky-

Brown) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the unexpired term ending 12/31/2026.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. 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: January 14, 2025

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

Journal

, 20



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individual for the Cuyahoga County Advisory Board on Senior and Adult Services, for an unexpired term ending 12/31/2026:

- **Ben Goodwin**
  - Appointment (filling term of Christina Bohuslawsky-Brown)
    - Term: 1/1/24 to 12/31/26
  - Resides in: Macedonia (Summit County)
  - Currently serves on the following boards/commissions: N/A

The mission for the Board is to empower seniors and adults with disabilities to age successfully, by providing resources and support that preserve their independence.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/24 to 12/31/26**

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

**Appointment**

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

**Filling term of Christina Bohuslawsky-Brown**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

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

**Macedonia, Summit 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.

Cuyahoga County Executive – Chris Ronayne  
Cuyahoga County Administrative Headquarters  
2079 E. 9th Street  
Cleveland, Ohio 44115

Good afternoon,

My name is Ben Goodwin and I am interested in serving on the Advisory Board for the Cuyahoga County Division of Senior and Adult Services (DSAS). I currently work as the Adult Behavioral Health Criminal Justice Specialist at the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County. Over the last 12 years I have been an employee for Cuyahoga County. I have been a Probation Officer with both Cuyahoga County Juvenile Court as well as Cuyahoga County Common Pleas Court. I also hold the current position of Adult Behavioral Health Criminal Justice Specialist with the Cuyahoga County ADAMHS Board. I have enjoyed and learned a lot from my experiences in the behavioral health and criminal justice fields. I believe with my experience along with my education I can contribute in a positive way as a member of the DSAS Advisory Board.

During my time as both a Probation Officer and Adult Behavioral Health Criminal Justice Specialist I have gained a knowledge of the services, agencies, and systems that are provided to help the people of Cuyahoga County with any challenges they face. My experiences working with juveniles on probation as well as working on the Drug Court dockets at Common Pleas Court had showed me the need for inclusivity and innovation. As a member of the Advisory Board for DSAS I would continue to bring inclusivity and innovation to each meeting.

I believe as a member of the Advisory Board for DSAS strong communication skills and advocacy are needed. Not only that but the Board member understands and advises on policies and procedures. With my current and prior experiences, I believe I can fulfill the expectations that come with being a member of the Advisory Board for DSAS.

I would like to thank you for your time and consideration for this position. If chosen I am eager to start in such an important role. If you have any questions, please do not hesitate to contact me.

Sincerely

Benjamin Goodwin

A handwritten signature in black ink, appearing to read 'Ben Goodwin', with a long horizontal flourish extending to the right.

## Benjamin R. Goodwin



**Objective:** To continue building my career, using the knowledge acquired through my experience and education. Interests include: investigative work, victim and offender contact, involvement in legal system/process.

**Education:** **College of Arts & Sciences**  
Ohio University  
Athens, Ohio 45701-2979

**Major: Sociology/Criminology**  
**Minor: African American Studies**  
Bachelor of Arts, March 2012

**Cuyahoga Heights High School**  
4820 East 71<sup>st</sup> Street  
Cuyahoga Heights, Ohio 44125  
216-429-5707

**College Prep**  
Graduated June 2008

## Experience

**ADAMHS Board of Cuyahoga County**  
2012 W 25th Street Cleveland, OH 44113  
216-241-3400

**Adult Behavioral Health Specialist Criminal Justice**  
October 2022 - Present  
Planning Unit  
[goodwin@adamhscc.org](mailto:goodwin@adamhscc.org)

### Responsibilities:

- Assist in planning, development and monitoring forensic programs.
- Chairs adult program committees/subcommittees as assigned; prepares meeting summaries
- Provides information and technical assistance to clients, families, non contracted behavioral health providers criminal justice and medical professionals on ADAMHS Board Adult Behavioral Health services and programs. ● Monitors Board contracted forensic programs. Provides reports and data.
- Interacts with Board supported agencies to ensure implementation of high quality behavioral health services to clients.
- Promotes continuity of care between correctional institution, behavioral health care providers and community stakeholders
- ADAMHS Board liaison to the state hospital system on forensic clients.
- Actively participates in treatment team meetings and discussions involving forensic clients and the state hospital.
- Conducts agency program reviews and develops a comprehensive report of program review results.
- Provides technical assistance on OhioMHAS certification standards and reports. ● Attends ADAMHS Board of Directors meetings as scheduled.

**Cuyahoga County Common Pleas Court**  
1200 Ontario Street  
Cleveland, OH 44113  
216-443-7805

**Drug Court Probation Officer**  
October 2019 - Present  
Drug Court Unit/ Judge Kelly Anne Gallagher  
[brgoodwin@cuyahogacounty.us](mailto:brgoodwin@cuyahogacounty.us)  
**Probation Officer**  
January 2015 - September 2019



**Responsibilities: Drug Court Probation**

- Help reduce recidivism among drug dependent clients by providing enhanced treatment services
- Meet with the Drug Court team on a weekly basis to discuss the clients. The Drug Court team includes; Judge, Coordinator, POs, Public Defender, Prosecutor, TASC assessors and case managers, and treatment provider
- Assess clients Drug Court Eligibility prior to being accepted into Drug Court
- Make recommendations to the Judge regarding client's eligibility for Drug Court
- Maintain contact with the client in the office, courtroom, treatment facility, or home
- Case plan the clients progress while in the Drug Court Program

**Responsibilities: Extreme High Risk**

- Ensure public safety by providing intensive supervision services for extreme high risk defendants/offenders
- Focus of supervision is monitoring behavior, weekly check ins, along with some programming and case planning
- Conducting investigations of criminal history and victim complaints
- Appear in court for violation and compliance hearings; prepare reports and make recommendations
- Conduct weekly field visits and additional weekly collateral contacts with defendants accompanied by the Cuyahoga County Sheriff's Department
- While in the field, conduct address checks, verifying of residence, monitoring probation compliance, conducting drug screens and picking up defendants on warrants
- Make referrals to sex offender management courses, drug treatment, IOP
- Work closely with the Cuyahoga County Sheriff's electronic monitoring and sex offender units
- Certified to conduct oral drug screens
- Trained on electronic monitoring equipment and system
- Trained to fingerprint defendants electronically; currently registering a backlog of probationers into the system for the department
- Department Training Officer for:
  - Defensive Tactics
  - Field Safety
  - Pepper Spray

**Cuyahoga County Juvenile Court**

11811 Shaker Boulevard  
Cleveland, OH 44120  
216-698-7463

**Probation Officer 2**

December 2013 – January 2015  
East Cleveland Unit  
[bgoodwin@cuyahogacounty.us](mailto:bgoodwin@cuyahogacounty.us)

**Responsibilities:**

- To ensure public safety, keeping probationers in community through the use of graduated sanctions
- Made appropriate referrals for mental health, chemical dependency, ODYS, and ACP services as needed
- Maintained required contact standards with probationers and parents. Conducted home and school visits
- Conducted EPIC sessions with moderate to high offenders
- Maintained timely records and case planning through the use of the Icase and OYAS systems ● Prepared court reports for the jurist.
- Maintained a caseload of 40-50 probationers

**New Directions**

30800 Chagrin Blvd.

Benjamin R. Goodwin – Resume – page 2

**Treatment Specialist – Full-time**

Nov. 2012 – December 2013

Pepper Pike, OH 44122  
216-591-0324

Male Residential Unit

**Responsibilities:**

- Led a dual-diagnosis group with male residents weekly – addressed daily sobriety and treatment goals
- Conducted a minimum of two hours of individual counseling sessions weekly
- Documented counseling sessions using Xact/CareLogic programs for charting
- Dispensed medication; conducted urine screens and searches; escorted residents to off-site AA/NA meetings
- Engaged in recreational activities with residents: basketball, weight-lifting, swimming; field trips • Staff  
Courage Award - June 2013

**Park Patrol - Ranger**

**October 2012 – July 2014**

**City of Valley View**

**Part-time evenings**

6828 Hathaway Road; Valley View, Ohio 44125

216-524-9365

Supervisor: Todd VonVille, Director

**Responsibilities:**

Patrolled three city parks; maintained order; distributed paychecks to sporting officials; locked-up at night; helped with pavilion rentals/parties; maintained rules of usage.

**Internships:**

**Probation Department**

**Probation Dept. Intern**

**Rocky River Municipal Court**

**June - August 2010**

21012 Hilliard Blvd.

24 hours per week/10 weeks

Rocky River, OH 44116

**Volunteer/Intern**

440-331-9285

**June - August 2009**

**Rocky River Municipal Court**

Supervisor: Judy Nash, Sr. Probation Officer

24 hours per week/8 weeks

[jnash@rrcourt.net](mailto:jnash@rrcourt.net)

**Responsibilities:**

Followed up with probationers; wrote up probation violations and presented before judges/magistrates in court; assisted bailiff; acquired breathalyzer certificate and assisted with drug testing; participated in counseling sessions with probationers; attended court sessions and sentencing hearings.

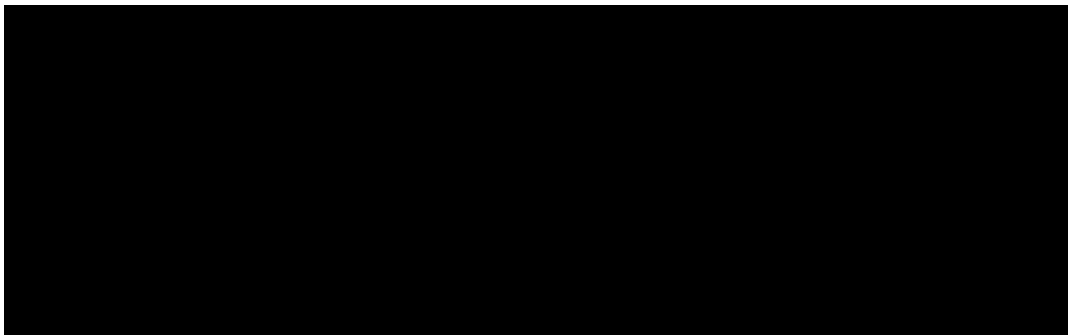
**References:** Available upon request.



**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: 10/11/2024

NAME: Benjamin Goodwin



PREFERRED METHOD OF CONTACT: Email

Email     Fax     Business mail     Home Mail

**The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional, and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.**

Age (check box):    50+                       under 50

Race/Ethnicity: White              Gender: Male  
Area of Residence: (Check box that applies)

City of Cleveland – East                       Suburb – East  
 City of Cleveland – South                       Suburb – South  
 City of Cleveland – West                       Suburb – West

**Page 2 – Nominee Profile**

Name: Benjamin Goodwin

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

- E Long-Term Care I Housing
- [Click or tap here to enter text.](#) In-Home Services [Click or tap here to enter text.](#) Respite Care
- [Click or tap here to enter text.](#) Adult Protective Services E Mental Health
- I Senior/Nutrition Center
- I Adult Day Services
- [Click or tap here to enter text.](#) Senior Employment
- [Click or tap here to enter text.](#) Advocacy/Community Outreach
- [Click or tap here to enter text.](#) Developmental/Intellectual Disabilities
- [Click or tap here to enter text.](#) Other Research on Senior Adult Issue

Please provide a brief description of your professional or volunteer experience in the areas checked above:

Throughout my career I have worked with mental health issues along with substance abuse issues with defendants and clients. I helped my grandparents transition from their own home of 60 years to a nursing home in Westlake. Seeing what my grandparents had gone through with dementia and Alzheimer’s really made me want to help the aging population. As I have become older so have my parents. I am in a position now where I help them as I take care of my family as well.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

N/A

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer  
Cuyahoga County Division of Senior and Adult Services**



**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: Benjamin Goodwin

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 NO     YES
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 NO     YES
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 NO     YES
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 NO     YES
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 NO     YES
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 NO     YES

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

Signature: Benjamin Goodwin

Date: 10/11/2024



BRG

**CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND  
CONFLICT OF INTEREST POLICIES**


I will avoid conflicts of interest by abstaining from voting and deliberations and otherwise not participating in the procurement process, and/or the evaluation of project proposals involving organizations:

- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists, any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Advisory Board because of my own expertise in the subject matter of this committee.

I have indicated those affiliations and/or project proposals, if any, for which I am in real or apparent (perceivable) conflict of interest, and I have signed and dated this certification where indicated. My signature is confirmation that the Certification Statement contained herein is accurate and true and is consistent with provision of the above and the provisions of the Conflict of Interest Statement attached.

I fully understand the Conflict of Interest Policy and agree to: fully recuse myself from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: Benjamin R Goodwin 

Name: Ben Goodwin

Title: Adult Behavioral Health Criminal Justice Specialist

Organization: Cuyahoga County ADAMHS Board

Date: 10/11/2024 BRG

**CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND CONFLICT OF INTEREST POLICIES**

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- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Advisory Board because of my own expertise in the subject matter of this committee.

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I fully understand the Conflict of Interest Policy and agree to: fully recuse my self from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: 

Name: Benjamin Goodwin

Title: Adult Behavioral Health Criminal Justice Specialist

Organization: OC Adams Board

Date: 10/11/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0025

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Alyssa Peters to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Alyssa Peters (replacing Ashley Morrissey) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 appointment of Alyssa Peters (replacing Ashley Morrissey) to serve



on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal \_\_\_\_\_

, 20



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**

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

**Appointment**

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

**Ashley Morrissey**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

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

**Mentor, Lake County**

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

**Cuyahoga County APS I-Team Collaborative**

**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.

# Alyssa Peters MSW, LISW-S, CCM

## Professional Licensures

<b>Licensed Independent Social Worker with Supervision Designation (LISW-S)</b> <i>State of Ohio Counselor, Social Worker, and Marriage &amp; Family Therapist Board</i>	<i>October 2020 (LISW-S)</i> <i>October 2019 (LISW)</i> <i>July 2012 (LSW)</i>
<b>Certified Case Manager (CCM)</b> <i>Commission for Case Manager Certification</i>	<i>September 2020</i>

## Education

<b>Master of Social Work</b> Specialization: Health and Aging <i>University of Cincinnati, Cincinnati, OH</i>	<i>June 2012</i>
<b>Bachelor of Arts in Psychology</b> Minor: Family and Couple Relationships <i>Miami University, Oxford, OH</i>	<i>May 2010</i>

## Work Experience

<b>United States Department of Veterans Affairs (VA)</b> VA Northeast Ohio Healthcare System Dementia Care Coordination Full time (40hrs/week) <b>Program Coordinator/Clinical Social Worker</b> <ul style="list-style-type: none"><li>● <b>Job Description:</b> Coordinates administrative aspects of the Dementia Care Coordination program in addition to providing clinical social work services to Veterans and their caregivers.</li><li>● <b>Responsibilities:</b> Triage and manages program consults. Manages day-to-day program administration tasks. Conducts initial and ongoing psychosocial assessments. Provides caregiver support, dementia education, and crisis intervention services. Manages program data and participates in program related research projects. Actively collaborates with the clinic's interdisciplinary care team and Veterans' primary care providers. Connects Veterans and caregivers to VA and community resources. Provides dementia and caregiver education across the healthcare system. Assists Veterans and caregivers navigate complex healthcare systems.</li></ul>	<i>April 2021- present</i>
<b>Cleveland Clinic Main Campus</b> Case Management Department Inpatient Neurology Full time (40hrs/week) <b>Social Work Case Manager</b> <ul style="list-style-type: none"><li>● <b>Job Description:</b> Managed all aspects of case management and discharge planning for admitted Neurology patients in order to ensure a timely and medically appropriate discharge. Addressed the needs of patients through ongoing psychosocial assessment and connection to available community resources.</li><li>● <b>Responsibilities:</b> Conducted initial and ongoing psychosocial assessments. Provided supportive counseling and crisis intervention. Linked patients with appropriate and available community resources. Worked with families including those exhibiting complex family dynamics. Assisted patients and their families navigate complex healthcare systems. Worked directly with the interdisciplinary team to ensure all patient care needs are met. Educated patients, families, and the interdisciplinary team regarding post-acute care options. Implemented interventions to engage patients and families in treatment plan adherence by reducing or</li></ul>	<i>August 2018- April 2021</i>

eliminating the social, psychological, financial, behavioral, and regulatory barriers to successful medical outcomes. Served as a supportive resource for patients, families, and the interdisciplinary team regarding treatment decisions, advanced directives, and end-of-life situations. Advocated for patients and families by providing intervention in cases involving abuse, neglect, domestic violence, substance abuse, mental health, and other acute psychosocial needs. Served as a preceptor, mentor, and resource to less experienced and newly hired staff.

**Cleveland Clinic Main Campus**

*January 2017-August 2018*

Ombudsman Office

Full time (40hrs/week)

***Ombudsman***

- **Job Description:** Identified, evaluated, and resolved patient care concerns through detail oriented investigations. Served as a liaison and advocate for patients, Cleveland Clinic staff, and the healthcare organization as a whole.
- **Responsibilities:** Conducted detail oriented investigations of patient care concerns in an effort to improve care delivery and outcomes. Offered conflict resolution, crisis intervention, mediation, and behavioral management services. Communicated patient concerns to Physicians, Nurse Managers, Department/Institute Chairpersons, Administrators, and Law/Clinical Risk professionals with the goal of informing continuous improvement. Adhered to all CMS guidelines and deadlines.

**Saber Healthcare**

*October 2015- January 2017*

Highland Pointe Health and Rehabilitation Center

Full time (40hrs/week)

***Director of Social Services***

- **Job Description:** Established, built, and directed the Department of Social Services at a start-up Skilled Nursing Facility that offered long term care and skilled rehabilitation services.
- **Responsibilities:** Developed processes and procedures for the newly established Social Services Department. Directed the daily operations of the Social Services Department. Supervised Social Work Designee and other support staff. Ensured facility compliance with PASRR/LOC, CMS, and MDS requirements. Conducted initial and ongoing psychosocial assessments for all residents. Coordinated resident discharges to the community. Made referrals to supportive and community services for residents and families. Collaborated with APS, Long Term Care Ombudsman, and other community agencies in order to meet residents' care needs. Coordinated all ancillary services. Coordinated and facilitated interdisciplinary care plan meetings. Supported internal marketing measures and census development.

**Progressive Quality Care**

*December 2014- October 2015*

Parma Care Center

Full time (40hrs/week)

***Director of Social Services and Admissions***

- **Job Description:** Directed the Department of Social Services and Admissions at a Skilled Nursing Facility that offered a secured dementia unit, long term care services, and skilled rehabilitation services.
- **Responsibilities:** Directed the daily operations of the Social Services and Admissions Departments. Provided continuous coverage for admissions referrals including resident tours, paperwork, authorizations, and transfer coordination. Supported internal marketing measures and census development. Ensured facility compliance with PASRR/LOC, CMS, and MDS requirements. Conducted initial and ongoing psychosocial assessments for all residents. Coordinated resident discharges to the community. Made referrals to supportive and community services for residents and families. Collaborated with APS, Long Term Care Ombudsman, and other community agencies in order to meet residents' care needs. Coordinated all ancillary services. Coordinated and facilitated interdisciplinary care plan meetings.



**Durham County Government- Department of Social Services**  
Child Protective Services- Family and Investigative Assessments  
Full time (40hrs/week)

*September 2013- December 2014*

***Social Worker III***

- **Job Description:** Investigated allegations of child abuse and/or neglect and implemented safety interventions as appropriate.
- **Responsibilities:** Completed family and investigative assessments in order to protect children from abuse and/or neglect. Worked to preserve the family unit while advocating for the well-being needs of children. Provided alternative placements in the child's best interest. Provided psychosocial intervention in crisis situations. Provided families and children with community resources and services as needed. Collaborated with the Durham County's Police Departments. Testified in court for protective custody proceedings.

**University of Cincinnati**

*February 2012- June 2013*

UC Degrees Independent Alliance and Higher Education Mentoring Initiative programs

***Program Specialist*** (September 2012- June 2013)

Full time (40hrs/week)

***Graduate Assistant*** (February 2012- September 2012)

Part Time (approx 20hrs/week)

- **Job Description:** Coordinated two higher education programs that served to increase college access and success for foster youth aging-out of the Hamilton County child welfare system.
- **Responsibilities:** Provided overall program management and administration activities including budget management. Developed program operations based on research-based best practices. Conducted one-on-one student assessments and ongoing case management services that included advising, counseling, support, and connections to community resources. Recruited and trained program students and volunteer mentors. Developed and maintained connections to numerous community and campus resources. Served as a board member of Ohio Reach. Implemented program events and activities including a large annual fundraising event. Assisted with the supervision of several student workers and Graduate Assistants.



October 10, 2024

Chris Ronayne  
Cuyahoga County Executive  
Cuyahoga County Administrative Headquarters  
2079 East 9<sup>th</sup> Street  
Cleveland, OH 44115

This letter formally expresses my interest in serving on the Advisory Board for the Cuyahoga County Division of Senior and Adult Services (DSAS). I currently work at the Veterans Health Administration Northeast Ohio Healthcare System (VANEOHS) as a Clinical Social Worker and Program Coordinator for the outpatient Memory Care Clinic. In this role, I serve Veterans who are living with dementia, as well as, their caregivers. This role has afforded me unique skills and knowledge about how to best support aging Veterans. The Veterans Administration is a large and often confusing system, so I feel that I can offer this unique knowledge and perspective to the DSAS Advisory Board.

I have been a licensed and practicing social worker for twelve years with the bulk of my career serving older adults. My Masters Degree in Social Work (MSW) included a specialization in health and aging. I first professionally served older adults while working as the Director of Social Services at several community nursing facilities. This gave me extensive hands on experience and knowledge regarding the everyday needs and challenges of older adults. From there, I spent several years working as an inpatient Social Work Case Manager in Neurology at the Cleveland Clinic Foundation. My patients were largely older adults with recent stroke or neurosurgical intervention. Again, this gave me extensive experience in private healthcare, Medicare, and rehabilitation that would be of value to the DSAS Advisory Board. In my current role, I get to work with aging Veterans who are living with dementia, as well as, their caregivers. I feel that this role has rounded out my professional experience serving older adults across a myriad of settings and circumstances.

Using my clinical experience to inform higher level advocacy and change with the DSAS Advisory Board is an amazing opportunity. I believe deeply in DSAS' mission of empowering senior and adults with disabilities to age successfully, by providing resources and support that preserves their independence. Supporting older adults to safely age in place not only benefits individuals but local government and the community at large. I would be deeply proud to serve on the DSAS Advisory Board and help make meaningful change for the lives of seniors in Cuyahoga County.

Sincerely,

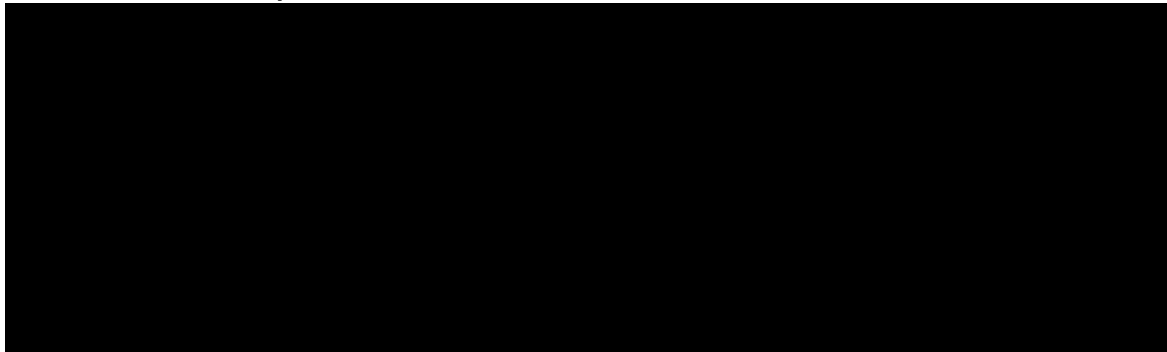
Alyssa Peters MSW, LISW-S  
Clinical Social Worker/Program Coordinator  
Memory Care Clinic  
VA Northeast Ohio Healthcare System  
10701 East Blvd | Cleveland, OH 44106



**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: 10/8/2024

NAME: Alyssa Peters MSW, LISW-S



PREFERRED METHOD OF CONTACT: [Click or tap here to enter text.](#)

Email     Fax     Business mail     Home Mail

**The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional, and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.**

Age (check box):    50+                       under 50

Race/Ethnicity: Caucasian/Non-Latino    Gender: Female  
Area of Residence: (Check box that applies)

- |  |   |
|--|---|
| <input type="checkbox"/> City of Cleveland – East  | <input checked="" type="checkbox"/> Suburb – East |
| <input type="checkbox"/> City of Cleveland – South | <input type="checkbox"/> Suburb – South           |
| <input type="checkbox"/> City of Cleveland – West  | <input type="checkbox"/> Suburb – West            |

Name: Alyssa Peters MSW, LISW-S

**Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)**

- E Long-Term Care
- P In-Home Services
- P Adult Protective Services
- I Senior/Nutrition Center
- P Adult Day Services
- I Senior Employment
- I Advocacy/Community Outreach
- I Developmental/Intellectual Disabilities
- I Other Research on Senior Adult Issue
- I Housing
- P Respite Care
- I Mental Health

Please provide a brief description of your professional or volunteer experience in the areas checked above:

As Director of Social Services at multiple community nursing facilities, I have developed vast knowledge regarding long term care, payor sources, and discharge planning (including in-home services). As inpatient Neurology Social Work Case Manager at the Cleveland Clinic, I also have extensive experience setting up in-home services including PT/OT services, skilled nursing care, and home infusion therapies. In my current role as Program Coordinator/Clinical Social Worker for the outpatient Memory Care Clinic at the Veterans Affairs Northeast Ohio Healthcare System, I continue to coordinate and educate on available services including in-home supports, adult day services, and respite care. Across my career, as a Licensed Independent Social Worker, I am a mandated reporter and have worked extensively coordinating care with county Adult Protective Service agencies.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

Not applicable

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)

**CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND  
CONFLICT OF INTEREST POLICIES**

I will avoid conflicts of interest by abstaining from voting and deliberations and otherwise not participating in the procurement process, and/or the evaluation of project proposals involving organizations:

- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists, any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Advisory Board because of my own expertise in the subject matter of this committee.

I have indicated those affiliations and/or project proposals, if any, for which I am in real or apparent (perceivable) conflict of interest, and I have signed and dated this certification where indicated. My signature is confirmation that the Certification Statement contained herein is accurate and true and is consistent with provision of the above and the provisions of the Conflict of Interest Statement attached.

I fully understand the Conflict of Interest Policy and agree to: fully recuse myself from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: Alyssa Peters MSW, LISW-S

Name: Alyssa Peters

Title: Program Coordinator/Clinical Social Worker

Organization: Veterans Affairs Northeast Ohio Healthcare System (VANEOHS)

Date: 10/8/2024

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: Alyssa Peters

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 NO     YES
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 NO     YES
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 NO     YES
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 NO     YES
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 NO     YES
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 NO     YES

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

**Signature:** Alyssa Peters MSW, LISW-S

**Date:** 10/8/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0026

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Victoria Bowden to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Victoria Bowden (replacing Carolyn Lookabill) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 appointment of Victoria Bowden (replacing Carolyn Lookabill) to

serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal

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December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**

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

**Appointment**

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

**Carolyn Lookabill**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

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

**Brooklyn 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.

**CRENDENTIALS/CERTIFICATIONS**

Registered Nurse (RN), Licensure State of Ohio; License : [REDACTED] Expires 10/31/25  
 Certificate of Authority: COA.08445-NS Expires 10/31/25  
 Adult Clinical Nurse Specialist-Board Certified (ACNS-BC): Expires 7/2025  
 Certified Hospice & Palliative Care Nurse  
 Certified Bariatric Nurse  
 Basic Cardiac Life Support (BLS)  
 CREC Certified

**EDUCATION**

**Doctorate of Nursing Practice**, May, 2016  
 Walsh University, Canton, Ohio  
**MetroHealth Women Leadership Development**, December 2023  
 The MetroHealth System  
**Fuld EBP Immersion Program**, November, 2021  
 The Ohio State University, Columbus, Ohio  
**Indiana University's Post Master's Certificate in Nursing Education**, May 2006  
*Certification: Adult Medical Surgical Clinical Nurse Specialist*, Board Certified  
**Master of Science of Nursing**, August, 2004  
 Ursuline College, Pepper Pike, Ohio  
**Concentration areas; Palliative Care**, Adult Clinical Nurse Specialist & Nurse Practitioner Programs  
**Bachelor of Science in Nursing**, May, 1995,  
 Ursuline College, Pepper Pike, Ohio

**HONORS/PROFESSIONAL AFFILIATIONS**

NACNS Conference Abstract Reviewer, 2024 National Conference  
 Organization of Ohio Nurse Leaders, EBP Committee  
 2022 NACNS Mentor Award Nominee  
 2022, APP Lifetime Achievement Award Nominee, The MetroHealth System  
 2019 Preceptor-Mentor Award Nominee, The MetroHealth System  
 2018 Awarded APRN Holiday Grant: Grant used to purchase Let's Be Calm Agitation Boxes for patients experiencing traumatic brain injuries, delirium and dementia as part of unit-based project.  
 2017 Team Nursing Nominee, The MetroHealth System  
 2015, 2016, & 2017 APN Excellence Nominee, The MetroHealth System  
 2012 APN Excellence Award, The MetroHealth System  
 Second Place: Patient Safety Week Project Poster, Falls Forum, Our Journey: A Root Cause Analysis Decreasing Inpatient Falls by 43% in 15 months  
 First Place: Performance Improvement Project Poster, Nurses Week 2011 "Listening Skills for Nurses"  
 Nominated Mentor for new hires by Director of Mentor Program  
 National Association for Clinical Nurse Specialist, member – Abstract Reviewer, 2023  
 Northeast Ohio Clinical Nurse Specialist, member  
 Ohio Organization for Nursing Leadership, EBP Committee member  
 Greater Cleveland Organization for Nursing Leadership, member  
 Hospice and Palliative Care Nurses Association, member  
 Academy of Medical Surgical Nurses, member  
 Academy of Medical Surgical Nurses, past Prism Award Committee member  
 Iota Psi Chapter of Sigma Theta Tau, Member  
 Ursuline Academic Scholarship  
 Dean's Roundtable in conjunction with the Cleveland Clinic, past member  
 Ohio League of Nursing, Nominating Committee Member

**OTHER PROFESSIONAL SERVICES:**

Hospital fall with injury legal cases -mixed between the plaintiff and defendant-all cases, based on expert review, settled prior to deposition except one which was settled immediately after deposition.

## PRESENTATIONS:

**2024** Sislak, K., Zaremsky, S., Royer, A., Palm, L., Gawor, G., Moran, C., Mahoney, A., Bowden, V., Bradas, C., & Kline, M. Nurse Interns' Journey of Becoming Involved in Nursing Research to Evolving into Research Champions. Ohio League of Nursing Spring Conference.

**2023** Legarth, K., Bowden, V. Managing Nurse Manager Satisfaction Through The Implementation of a Four Day Work Week. Ohio Organization for Nursing Leadership Fall Conference.

**2023** Jackson, R., Legarth, K., Bradas, C., Bowden, V. & 9B Staff. Maintaining Patient Safety by Decreasing Falls on 9B. MetroHealth Patient Safety week.

**2022** Legarth, K., Bowden, V., Bradas, C., Dagiasis, D., Dicenzo, M., Thomas, R., Hummer, J., Gawor, G., & Largent, A. "Picture This": Utilizing pictures to accurately identify skin issues upon admission. Ohio Organization for Nursing Leadership Fall Conference.

**2022** Marvin, A., Fatica, P., Hronek, C., Bowden, V. Tying Up Everything in a Bright Shiny Bow: Providing Comprehensive Discharge Instructions. National Association of Orthopaedic Nurses 42<sup>nd</sup> Annual Congress.

**2021** Saylor, A., Largent, A., Legarth, K., Bradas, C. & Bowden, V., Integration of a "Let's be Calm" Box for the Treatment of Agitation. Poster presentation Academy of Medical Surgical Nurses Annual Conference.

**2020** Bradas, C. & Bowden, V., Community-based Fall Prevention Education and Medication Management to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers-grant funded through Anthem based on the National Council of Aging curriculum.

**2020** Bradas, C. & Bowden, V., Clean Eating and Aging Well Despite Aging Myths to residents of Carnegie Towers, National Church Residences affordable housing for seniors.

**2019** Bradas, C. & Bowden, V., Community-based Fall Prevention Education and Medication Management to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers-grant funded through Anthem based on the National Council of Aging curriculum.

**2019** Bradas, C. & Bowden, V., Multiple presentations throughout the year: Community-based Fall Prevention Education, End-of-Life Issues, Stroke Overview, Stress Management, and How to Prepare for an Appointment with Your Provider to residents of Carnegie Towers, National Church Residences affordable housing for seniors.

**2019** Bradas, C. & Bowden, V., Diabetes 101: Survival Skills and Preparing for Allergy Season, to participants at John Carroll University Wellness Program for Employees.

**2019** Bradas, C. & Bowden, V., Community-based Fall Prevention Education Brecksville Falls Prevention Coalition and MetroHealth Annual Community Safety Fair.

**2019** Bradas, C. & Bowden, V. Basic Pharmacology and Medication Safety to participants at Cleveland State University Nursing Refresher Course 2018 Bradas, C. & Bowden, V. *Check-in and Take Charge of your Health* to participants at HKM Media's Wellness Program for employees.

**2018** Bradas, C. & Bowden, V. *Basic Pharmacology and Medication Safety* to participants of Cleveland State University's Nursing Refresher Course.

**2018** Bradas, C. & Bowden, V. *Knowing Your Numbers & Aging by the Decades* to participants at John Carroll University Wellness Program for employees.

**2018** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to Aging Mastery Program participants at Inner City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

**2018** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to participants at the MetroHealth System's Stroke Support Group.

**2018** Bradas, C. & Bowden, V. *Updates in Stroke Care* to staff participants at the Trinity Health System, Steubenville, Ohio.

**2017** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to staff of Cuyahoga County Board of Developmental Disabilities

**2017** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to Aging Mastery Program participants at Inner City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

**September 2016** Poster Presentation for MH Research Day, Cleveland, Ohio "Impact of Level of Nurse Experience on Falls in Medical Surgical Units"

**September 2016** Poster Presentation for the Second Annual CNS/CNO Breakfast & Fall Program: Innovate, Inspire, Influence: CNS's Impact on Healthcare, Brecksville, OH "CPS Score as an Indicator for Falls on Medical Surgical Units"

**September 2016** Poster Presentation for the Second Annual CNS/CNO Breakfast & Fall Program: Innovate, Inspire, Influence: CNS's Impact on Healthcare, Brecksville, OH "Impact of Level of Nurse Experience on Falls in Medical Surgical Units"

**April 2016** Poster Presentation for 26<sup>th</sup> Annual Medical Surgical Conference, San Francisco, CA "Impact of Level of Nurse Experience on Falls in Medical Surgical Units"

**2011 through Present** Multiple Presentations for Local Senior Groups/Community Senior Centers regarding Falls Prevention in the Community

**2016** Aging Mastery Program: Falls Prevention for the Older Adult through the grant funded National Council on Aging

**November 2015** "Slips, Trips & falls: A Community Based Education Program" & "Preparing for a Doctor's Appointment" for international Retirees group

**November, 2012** Invited presenters for Boeing Aerospace International Vocation Rehab Specialist Annual Conference on special needs of the aging workforce

**September, 2011 through Present.** Annual Geriatric Consultant & Presenter, member of curriculum development and presenter for all topics related to older adults: "Slips, Trips & falls: A Community Based Education Program", "Confidentiality Caregiver Boundaries and Personal Safety", "Living Challenges for the Aging", and "Listening Skills/Communication".

**October 2010.** Medas, J., Ailor, D., Amato, S., Bowden, V., Bradas, C., Dumpe, M., Fox, L., Grimm, D. Hazel, C., Halliday, B., Kerber, K., Lynch, A., McClendon, S., Radziewicz, R., Rhodes, C., Sokolowski, M., Tighe, K., & Warner, R. Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses. Poster Presentation at Celebrating CNS Practice: Connecting,



Collaborating, Creating..., Cleveland, Ohio.

**February, 2012** Bradas, C. & Bowden, V. National Clinical Nurse Specialist Conference in Chicago, Illinois: Compassionate Care at End-of-Life. No One Dies Alone (NODA) Volunteer Program: The First 6 Months. Poster Presentation.

**November, 2011.** "Obstructive Sleep Apnea: Standardizing Care for the Surgical Patient" Poster Presentation at Ohio Organization of Nurse Executives, Fall Conference, Newark, Ohio

**November, 2011.** "Improving Listening Skills of Nurses" Poster Presentation at Ohio Organization of Nurse Executives, Fall Conference, Newark, Ohio

**May, 2011** "No One Dies Alone", MetroHealth WINGS Program

**October 2010.** Medas, J., Ailor, D., Amato, S., Bowden, V., Bradas, C., Dumpe, M., Fox, L., Grimm, D. Hazel, C., Halliday, B., Kerber, K., Lynch, A., McClendon, S., Radziewicz, R., Rhodes, C., Sokolowski, M., Tighe, K., & Warner, R. Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses. Poster Presentation at Celebrating CNS Practice: Connecting, Collaborating, Creating..., Cleveland, Ohio.

**March 2010.** Ailor, D., Amato, S., Bowden, V., Bradas, C., Edwards, K., Fox, L., Grimm, D., Hazel, C., Halliday, B., Kerber, K., Klekota, C., Lynch, A., Medas, J., Rader, E., Radziewicz, R., Rhodes, C. Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses. Poster Presentation at Ohio League for Nursing Education Summit – Pathways to Excellence: Enhancing Effectiveness in Nursing Education, Columbus, Ohio.

**November, 2011 & November 2010.** "Slips, Trips and Falls: A Community Based Education Program", Home Instead Senior Care, Oakwood Village, OH

**Spring, 2010 & Fall 2010.** Guest Lecturer, Ursuline College

**March 2010.** "Nurse Residency" Poster Presentation, Ohio League for Nursing Annual Education Summit,

**Summer, 2007-** "Back to the Pharm' Pharmacology Review, Cleveland Clinical Ambulatory Centers

**Fall, 2007-** "The Need to Breathe", Asthma Updates, Cleveland Clinical Ambulatory Centers

**Spring 2008-** "Updates in Women's Health", Cleveland Clinical Ambulatory Centers

**Fall, 2008-** "The Law & Documentation- Do's & Don'ts", Cleveland Clinical Ambulatory Centers

## PUBLICATIONS:

**December, 2018-** Impact of level of nurse experience on falls in medical surgical units. Bowden, V., Bradas, C., & McNett, M. Journal of Nursing Management.

**December, 2017-** Fall Risk Factors of Hospitalized Acute Post-Ischemic Stroke Patients in an Urban Public Healthcare System. Cox, R., Buckholz, B., Bradas, C., Bowden, V., Kerber, K., & McNett, M. Journal of Neuroscience Nursing.

**November, 2014-** Implementing the 'No One Dies Alone' program: Process and lessons learned. Bradas, C. RN, MSN, GCNS-BC, CHPN, CNRN, Bowden, V. RN, MSN, ACNS-BC, CHPN, Moldaver,

B. MPA, CAVS, CDVS & Mion, LC. PhD, RN, FAAN. Geriatric Nursing.

**October, 2013-** Registered nurse perceptions after implementation of a nurse residency program. Rhodes, C. MSN, RN, WHNP-BC, RNC-OB, SANE-A; Radziewicz, R. MSN, RN, PMHCNS-BC, RMT, RYT-200; Amato, S. MSN, RN, CRRN, CNRN; Bowden, V. MSN, RN, ACNS-BC, CHPN; Hazel, C. MSN, RN; McClendon, S. MSN, RN, CNS-BC; Medas, J. MSN, RN, CNS; McNett, M. PhD, RN, CNRN. The Journal of Nursing Administration.

## RESEARCH:

Principle Investigator: Study # IRB19-00061 “Art Therapy Intervention for Terminally Ill Oncology Patients” Data Collection in progress

Co-investigator: Study # IRB19-00705 “The effect of a comprehensive education program on diabetic patients” Data Collection in progress

Co-investigator: Study # IRB19-00083 “NICU Selection Criteria for Vascular Access Devices” Data Collection in progress

Principle Investigator: Study # IRB13-00886 “Risk Factors for Falls in a Medical-Surgical Unit” - Journal of Nursing Management

Co-investigator: Study # IRB15-0043 “Aromatherapy for Post Operative Nausea and Vomiting” Data Collection in progress

Co- investigator: Study # IRB16-00245 “Fall Risk Factors of Hospitalized Acute Post-Ischemic Stroke Patients in an Urban Public Healthcare System”

Co-investigator: Study # IRB11-00848 “Assessing Satisfaction with New Nurse Readiness Before and After Implementation of a Nurse Residency Program”

## PROFESSIONAL EXPERIENCE:

August 2022 to present

MetroHealth Medical Center

### ***Manager Evidenced Based Practice & Quality***

- ◆ Manages the quality of nursing practice and compliance as well as the implementation of the evidence-based and evidence-informed models utilized within the organization.
- ◆ Leads the Clinical Quality and Evidence-Based Practice Specialists (CQES) to be a cohesive group of professionals that contribute to the advancement of nursing quality and evidence-based practice.
- ◆ Manages the coordination, implementation, and evaluation of the clinical quality and evidence-based practice (EBP) for system-wide nursing.
- ◆ Provides administrative direction and coordination for departmental and system-level clinical policies, procedures, and programs.
- ◆ Acts as a mentor and role model that guides nurses through quality improvement (QI) and EBP.
- ◆ Demonstrates a progressive vision for nursing and patient care services, performance improvement, and quality initiatives, and engages others in that vision.
- ◆ Leads the assessment, development, implementation, evaluation, and maintenance of a model for a professional practice that fosters the delivery of high-quality, cost-effective patient care, as well as exceptional clinical practice and the professional development of staff.
- ◆ Oversees the use of organizational assessment and evaluation strategies to analyze organizational performance and capability and develops strategies to enhance the effectiveness of teams and work groups.
- ◆ Manages operational and program development support to advance EBP implementation within initiatives and across the network.
- ◆ Encourages collaboration across departments throughout the system with QI and EBP initiatives.

August 2023- present

Walsh University

**Adjunct Hybrid Faculty**

- ◆ Student-focused education with responsibility for undergraduate research course
- ◆ Provided hybrid instruction to achieve learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
- ◆ Creation of the syllabus and course schedule in collaboration with course coordinator.
- ◆ In collaboration with the course coordinator, create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
- ◆ As directed by the course coordinator, created course rubrics in order to assess each student's performance related to the course's learning objective and to identify areas for student improvement.
- ◆ Assisted students to master course material by being available through "office hours" and at other times to answer questions and assist students to better understand the material.
- ◆ Assigned grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.

Sept. 2024-present

CWRU

**Clinical Assistant Professor**

- ◆ Bridge the gap between academia and practice by creating clinical partnerships as the System Nurse Scientist for The MetroHealth System,
- ◆ Partner with FPB School of Nursing students and staff to provide hands-on training and research opportunities that promote improved patient outcomes through collaboration, resource sharing, and translational research findings.

October 2009 to August 2022

MetroHealth Medical Center

**Adult Clinical Nurse Specialist**

- ◆ Contributes to patient care by participating in system improvement initiatives on four surgical care floors
- ◆ Mentor nursing regarding the use and evaluation of research findings
- ◆ Develop proactive interventions to manage clinical outcomes for complex patient situations and patient populations
- ◆ Assist staff in the adoption of evidenced based policies and protocols
- ◆ Design and evaluate innovations in clinical practice affecting patients, populations or systems
- ◆ Create, evaluate, deliver and coordinate formal and informal education to improve patient outcomes/quality of care
- ◆ Provide career guidance/professional advancement for staff nurses
- ◆ Initiate and facilitate involvement with external agencies
- ◆ Contribute to and advance the knowledge base of the healthcare through presentations, publications and involvement in professional organizations
- ◆ Participate in nursing research to improve patient outcomes.
- ◆ Collaborative development of the No One Dies Alone (NODA) volunteer program providing compassionate companionship at the end-of-life.

June 2006 to September 2009

Bryant &amp; Stratton College

**Director of Nursing**

- ◆ Responsible for the all responsibilities regarding National League for Nursing Accreditation
- ◆ Responsible for organization, administration, continuous review, planning, development, and general effectiveness of the Nursing Program per Ohio Board of Nursing Rules and College Requirements
- ◆ Provides input and maintains multi-million dollar budget for two campus Nursing Program
- ◆ Provide and maintain a program of recruitment, selection and promotion of students
- ◆ Plans for and participates in the education programs for further staff development by coordinating various continuing education offerings and identifying needs of the staff
- ◆ Maintains communication between the Ohio Board of Nursing, the Academic administration of each campus

and the Campus Directors

- ◆ Provide mentoring to faculty members, including orientation and retention strategies for faculty
- ◆ Participation in Management activities related to affiliations and relationships with Clinical Agencies
- ◆ Participates in the academic scheduling of all nursing courses/clinical
- ◆ Collaboration with faculty in planning, implementation and evaluation of courses
- ◆ Evaluates nursing faculty for appointment, retention and termination (greater than 30 faculty)
- ◆ Facilitates faculty development, makes teaching assignments to ensure effective learning and safe delivery of nursing care by faculty and students
- ◆ Serves as a faculty advisor to assigned students and others
- ◆ Certifies to the Ohio Board of Nursing that each graduate from the nursing program who applies for licensure in Ohio has completed all nursing program and College requirements

July 2000 to June 2006

Marymount School of Practical Nursing

**PN School Administrator** (*Faculty member 2000-2003*)

- ◆ Curricular Revision in collaboration with faculty and staff, including philosophy, courses, school and course objectives, course sequence and content, while maintaining standards of excellence in education
- ◆ Coordination all activities relating to the program in accordance with law as set forth by Ohio Board of Nursing
- ◆ Provide and maintain a program of recruitment, selection and promotion of students
- ◆ Supervision and evaluation of Faculty in classroom and clinical practice
- ◆ Provide mentoring to faculty members, including orientation and retention strategies for faculty
- ◆ Maintenance of yearly budget process
- ◆ Participation in Management activities related to affiliations with Clinical Agencies
- ◆ Management of Academic Schedule
- ◆ Collaboration with faculty in planning, implementation and evaluation of courses
- ◆ Promotion of student learning through effective classroom instructional activities: plans, implements and evaluates teaching strategies to promote student achievements
- ◆ Plans for and participates in the education programs for further staff development by coordinating various continuing education offerings and identifying needs of the staff
- ◆ Serves as a faculty advisor to assigned students and others

May 1996 to July, 2006

**Registered Nurse**

Marymount Hospital

Specialties include:

- ◆ Counseling Family regarding issues related to extubation of terminal care patients
- ◆ Precepting new employees
- ◆ Patient and family education;
- ◆ Ventilator management and care
- ◆ Tracheostomy education and care
- ◆ Post-operative management and care of Thoracic, Abdominal, and Urological patients including Uvulopalatopharyngoplasty (UPPP), Femoropopliteal Bypass Graft, Carotid Endarterectomy, Venous and Arterial Thrombectomy
- ◆ Recovery of observation Cardiac Catheterization, Angioplasty, and DSA
- ◆ All other nursing care responsibilities.

May 2000 to August, 2000

Bryant and Stratton College

**Faculty**

- ◆ Development of curricular materials for Basic Human Anatomy/Medical Terminology Class
- ◆ Development of exams and evaluation of student learning in didactic classroom situation
- ◆ Promotion of student learning through effective instructional activities

August 1999 to May, 2000

Meredia Huron School of Nursing

**Clinical Instructor**

- ◆ Supervision of students in the medical-surgical and critical care clinical setting
- ◆ Conduction of pre- and post- conferences that assist students to apply didactic content to clinical practice

August 1998 to May 1999

**Clinical Instructor/Lab Preceptor**

Cuyahoga Community College

- ◆ Clinical instruction and supervision of students on a vascular surgery unit at Cleveland Clinic Foundation.
- ◆ Design, teaching & demonstration of critical care skills in the laboratory setting

October 1995 to April, 1996

Rainbow Babies &amp; Children's Hospital

**Registered Nurse** – (Contracted Status for RSV Season)

- ◆ All pediatric nursing care functions.

**COMMITTEE PARTICIPATION:**

Academy of Medical Surgical Nursing Prism Award Committee

Advanced Practice Provider (APP) Council

APP Council, Marketing Sub-Committee

Accreditation COC

Co-chair, Med/Surg Patient Class Committee

Co-chair, Fall Prevention Committee

Medical Surgical Psychiatric Patient Care Committee

ONA Planner

Review of all Med Surg Standards and Lippincott Procedures

Review of Med Surg Order Sets

Hospital Medication Safety Committee

Nurse Residency Stakeholders Group

Bioethics

Glycemic Task Force

VAP/CLABSI/CAUTI Committee

Schwartz Rounds Planning Committee

Stroke Quality Committee

Surgery Boot Camp

Stroke Support Group- Co-Facilitators

Trauma PI

Trauma Multi-Disciplinary Rounds-weekly

Peds Safety- Trauma Outreach

PQRSC Chairmen's Committee/Work Group

Annual Cuyahoga County Conference on Aging in conjunction with Cuyahoga County Division of Senior and

Adult Services planning committee

Lincoln West High School Advisory Committee

- Various education topics

- Member of Senior Internship Experience Steering Committee

- Participated in Internship Orientation

-Coordinated a visit for Alison Bunce, the Compassionate Inverclyde Programme Lead in Glasgow, Scotland, on the development of the NODA program for Inverclyde Royal Hospital to include area Hospice offerings

**VOLUNTEER/COMMUNITY SERVICE:**

Cuyahoga Heights School Board, Vice-President – past member

Brooklyn Heights Women Service Group

**REFERENCES AVAILABLE UPON REQUEST**

October 21, 2024  
Cuyahoga County Executive – Chris Ronayne  
Cuyahoga County Administrative Headquarters  
2079 E. 9th Street  
Cleveland, Ohio 44115

Dear County Executive Ronayne,

Please accept this letter of interest for a Board Position on the Cuyahoga County Advisory Board for the Department of Senior and Adult Services (DSAS). My name is Victoria Bowden and I currently serve as the Director of Evidenced Based Practice (EBP) and Quality for the Nursing Department for the MetroHealth System. I have been honored to work in various positions throughout the system over the last 15 years, including the Manager of EBP and Quality and as an Adult Clinical Nurse Specialist. As part of my commitment to our community and as a representative of the MetroHealth System, I have also served on the DSAS ERD committee for the annual summit committee for the last 10 years.

The mission of DSAS to empower seniors and adults with disabilities to age successfully, keeping seniors safe, and supporting them so they can live their best lives is closely aligned with the mission of MetroHealth and my personal mission. I feel that I would be a beneficial addition to a team that works toward such a mission.

I have been blessed to have served in roles that allow me to connect with our aging community through presentations, education, and through direct volunteer opportunities. My colleague, Cheryl Bradas and I, have presented locally, regionally and even nationally regarding concerns of healthy aging. I have served in a variety of leadership positions throughout my 30 plus years in nursing and am confident my experience will contribute to the board's mission.

I appreciate your time and consideration and anticipate the possibility of serving in such a role. If you should have any questions, please do not hesitate to contact me. Thank you for considering my Letter of Intent for Board Position. I look forward to the opportunity to contribute to your organization's continued success.

Sincerely,

*Victoria Bowden, DNP, APRN-BC*

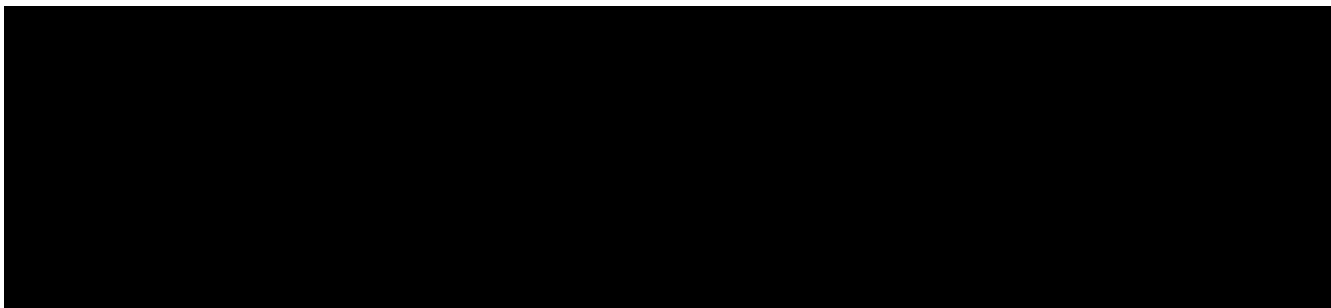
Victoria Bowden, DNP, APRN-BC



**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: 10/21/2024

NAME: Victoria Bowden, DNP, APRN-BC



PREFERRED METHOD OF CONTACT: [Click or tap here to enter text.](#)

Email     Fax     Business mail     Home Mail

**The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional, and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.**

Age (check box):    50+                       under 50

Race/Ethnicity: Caucasian Gender: Female  
Area of Residence: (Check box that applies)

City of Cleveland – East                       Suburb – East  
 City of Cleveland – South                       Suburb – South  
 City of Cleveland – West                       Suburb – West

Name: Victoria Bowden, DNP, APRN-BC

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

- I Long-Term Care
- I In-Home Services
- I Adult Protective Services
- I Senior/Nutrition Center
- I Adult Day Services
- I Senior Employment
- P Advocacy/Community Outreach
- I Developmental/Intellectual Disabilities
- P Other Research on Senior Adult Issue
- I Housing
- I Respite Care
- I Mental Health

Please provide a brief description of your professional or volunteer experience in the areas checked above:

I have has been a nurse for more than 30 years and joined the MetroHealth System in 2009 as a Clinical Nurse Specialist for the Surgical Areas. I was most recently promoted to the Director of Evidenced Based Practice and Quality at the MetroHealth System. During her tenure, she has been instrumental in the development of system wide change for topics including care of the older adult, delirium management, falls prevention, care of the dying patient, and is a resource to the nursing staff. I have also had the pleasure of serving on the ERD conference planning committee since 2010. I am an active member of the Academy of Medical Surgical Nurse and holds certifications in Adult Health, Bariatric Nursing and Hospice and Palliative Care Nursing. My colleague, Cheryl Brada and I have presented locally, regionally and nationally on topics of Aging. Before joining The MetroHealth System, Vickie has worked in several settings including higher education, with a long clinical background focused on medical surgical nursing. She earned her DNP from Walsh University; MSN and BSN from Ursuline College.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

Click or tap here to enter text.

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
**Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)**



**CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND  
CONFLICT OF INTEREST POLICIES**

I will avoid conflicts of interest by abstaining from voting and deliberations and otherwise not participating in the procurement process, and/or the evaluation of project proposals involving organizations:

- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists, any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Advisory Board because of my own expertise in the subject matter of this committee.

I have indicated those affiliations and/or project proposals, if any, for which I am in real or apparent (perceivable) conflict of interest, and I have signed and dated this certification where indicated. My signature is confirmation that the Certification Statement contained herein is accurate and true and is consistent with provision of the above and the provisions of the Conflict of Interest Statement attached.

I fully understand the Conflict of Interest Policy and agree to: fully recuse myself from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: *Victoria Bowden, DNP, APRN-BC*

Name: Victoria Bowden, DNP, APRN-BC

Title: Director of Nursing

Organization: The MetroHealth System

Date: 10/21/2024

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: Victoria Bowden, DNP, APRN-BC

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 NO     YES
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 NO     YES
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 NO     YES
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 NO     YES
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 NO     YES
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 NO     YES

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

Signature: *Victoria Bowden, DNP, APRN-BC*

Date: 10/21/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0027

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Robyn Kaltenbach to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Robyn Kaltenbach (replacing Douglas Tayek) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 appointment of Robyn Kaltenbach (replacing Douglas Tayek) to serve

on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal

, 20



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**

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

**Appointment**

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

**Douglas Tayek**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**



**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

**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;

**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.

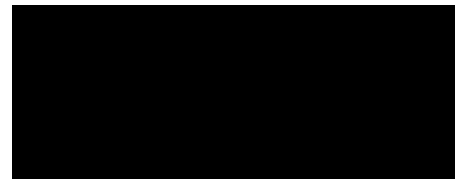
**There is no compensation for this position.**

**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.

# ROBYN KALTENBACH



## SUMMARY

- Highly driven and professional nonprofit leader with over 15 years of experience leading diverse teams.
- Skilled communicator with the proven ability to cultivate meaningful collaboratives.
- More than 15 years of experience presenting on live television, in front of large audiences, and with high profile stakeholders.
- Accomplished innovator with more than 17 years of experience managing dynamic programming.
- Determined to empower others through a passion for social equity so everyone has access to the resources they need to live healthy, fulfilling lives.

## EDUCATION

**MA, Organizational Communication**  
Ohio University, 2021

**BS, Natural Resources**  
The Ohio State University, 2000

## ADDITIONAL TRAINING

- YWCA Racial Justice Challenge, 2023
- Inclusive Leadership, Corporate College, 2022
- Racial Equity & The Law, U of A, 2020-2021
- *Lead*DIVERSITY, The Diversity Center of NEO, 2019-2020
- Inclusion Training, The Diversity Center of NEO, 2015
- YWCA Women's Leadership Boot Camp, 2011-2012

## SKILLS

- Project management
- Communication
- Critical thinking
- Analytics
- Volunteer management
- Critical conversations
- Innovation and design
- Strategic thinking
- Collaboration

## VOLUNTEER WORK

- Big Brothers Big Sisters of Greater Cleveland (BBBS), BIG
- American Cancer Society Cancer Action Network (ACS CAN), Legislative Ambassador
- Ohio Museum Association (OMA), Board member

## PROFESSIONAL SUMMARY

### Grassroots Advocacy and Volunteer Engagement

16+ years actively participating in advocacy and managing volunteers to achieve mission priorities

- Collected dozens of stories for state policy priorities
- Participated in a public policy debate for a local issue and recruited and coached volunteers to testify for state issues
- Recruited, trained, and organized volunteers for various tactics including state and federal lobby days
- Used Direct Action Organizing (DAO) strategies to develop short and long-term campaign tactics
- Coordinated state-wide action alerts for social media, phone, and email campaigns for targeted lawmakers and key policies

### Community Partnerships

15+ years cultivating and stewarding meaningful, strategic relationships built on trust and mutual gain

- Proven ability to develop trust and collaboration with internal and external stakeholders
- Collaborated with subject-matter experts on several tactics
- Actively participated in multiple community coalitions and launched a work-group for equity and inclusion capacity building
- Exceptional cultural communication competency, active listening, and empathy allow me to seamlessly engage with diverse communities

### Community Engagement

12+ years researching and engaging with diverse communities and offering learning opportunities based on their unique needs

- Developed and delivered hands-on learning opportunities for Cleveland youth
- Coach and train diverse staff and volunteers on pedagogical best practices for delivering informal education to diverse audiences
- Process-oriented with an eye for detail leading to greater relevancy for targeted audience
- Tabling and supporting partner-led events

# ROBYN KALTENBACH

## WORK EXPERIENCE

### AARP

February 2024-Current

### Cleveland Museum of Natural History

November 2022-February 2024

### American Cancer Society Cancer Action Network, ACS CAN

June 2021 - November 2022

### Great Lakes Science Center

October 2019 - October 2020

June 2018 - October 2019

June 2016 - June 2018

February 2014 - June 2016

April 2010 - February 2014

### Associate State Director, Advocacy & Community Engagement

- Recruit and collaborate with diverse volunteers to deliver meaningful engagements throughout Northeast Ohio
- Lead local advocacy and support state and federal policy priorities
- Direct state efforts on Veteran and Military Family Audience engagement
- Collaborate with diverse stakeholders throughout the region to support programs that improve the lives of older adults
- Use data to develop and deliver programs that support and enhance quality of life for all older Americans

### Director of Programming and Community Partnership

- Work across departments to develop, evaluate and oversee a robust calendar of public-facing free and revenue-generating programs
- Recommend and approve all marketing and communication plans
- Research and evaluate industry, demographic, and cultural trends
- Design and manage creation and execution of Standard Operating Procedures (SOP's)
- Oversee museum-wide community partnerships and collaboratives to connect with Museum efforts and support partner-led initiatives

### Grassroots Manager, Ohio

- Develop and execute grassroots advocacy initiatives across Ohio to reduce disparities, improve access to care, and fight social determinates of health
- Recruit and train diverse volunteers
- Lead fundraising initiatives
- Design, write, and distribute state-wide action alerts
- Content creation for social media and web site
- Support Enterprise-wide initiatives and campaigns
- Develop and maintain relationships with coalition partners, community leaders, community members, researchers, and health systems

### STEM Learning Director

### Program Development Manager

### Public Programs Manager

### Visitor & School Engagement Manager

### Visitor Experience Supervisor

- Promoted multiple times with increased visibility and impact
- Managed all aspects of multi-functional teams including volunteer engagement, operations, curriculum development, pedagogy, grant reporting, earned and owned media
- Served as lead content creator and media representative
- Coach and inspire paid and unpaid staff to reach personal and professional goals
- Led development of an award-nominated transformative emergent technology program to narrow the digital divide for Cleveland Metropolitan School District 8th graders
- Project management including museum-wide collaboration
- Community partnership and outreach

Robyn Kaltenbach  
AARP, Associate State Director, Advocacy & Community Engagement  
4734 W. 58<sup>th</sup> St.  
Cleveland, OH 44144

October 11, 2024

Chris Ronayne  
Cuyahoga County Executive  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street  
Cleveland, OH 44115

Dear Executive Ronayne,

I am writing to express my sincere interest in joining the Advisory Board of the Division of Adult and Senior Services (DSAS). I currently serve as the Associate State Director of Advocacy and Community Engagement for AARP in Northeast Ohio. I have dedicated my career to advocating for the aging population while simultaneously working hard to foster a community rooted in resiliency and informed decision-making.

My passion for serving the aging and disabled population throughout Northeast Ohio stems from both professional and personal experiences. Professionally, I have worked in the non-profit sector for more than two decades. I am driven by social mission and have led numerous programs and activities aimed at empowering underserved and underaccessed communities. I work to ensure every voice is heard and that the unique needs of older adults are addressed. Some of these initiatives include leading a diverse group of volunteers to deliver educational programs that connect older adults with resources to protect them from scams, activities to keep their minds and bodies healthy, and advocating for better healthcare, affordable housing, and accessible transportation, all components of a livable community.

Personally, I experienced the pain and sadness that engulfed my family when my grandmother could no longer live independently in her home of nearly sixty years. Now, nearly two decades later, I wish we had known then that there were home modifications and other resources available to her. Like 80% of adults, my grandmother wanted nothing more than to age in her home. Moving into a senior apartment community with a step-up care facility, was received by my independent, Polish grandmother, as defeat. As the cycle continues and I assume an even more active role in caring for my aging mother, my mind turns to all the families in our community that are looking to our leaders to create communities where everyone can thrive with dignity and respect.

Becoming an active member of the DSAS Advisory Board would provide me with an invaluable opportunity to further this mission. Knowing that county leadership understands and prioritizes efforts to enhance quality of life and promote healthy aging through Livable Cuyahoga, aligns with AARP's efforts to create age-friendly communities. Furthermore, I feel I am uniquely positioned to bring my expertise in advocacy and community engagement to support the diverse and dedicated voices on the Advisory Board, thus enhancing our impact for all Cuyahoga County residents.

I am confident that my background, skills, and passion make me a strong candidate for this role. I am eager to contribute to the Advisory Board's efforts to help shape policies and programs that will benefit our aging population. Thank you for considering my application. I look forward to the possibility of working together to make a positive impact in the lives of older adults.

Sincerely,

Robyn Kaltenbach

*Robyn Kaltenbach*

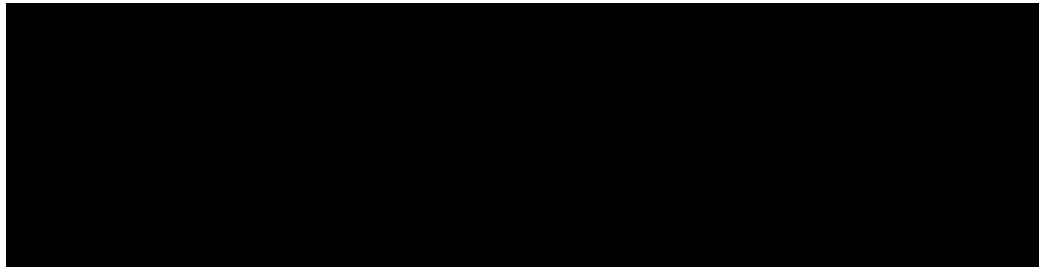




**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: 10/11/24

NAME: Robyn Kaltenbach



PREFERRED METHOD OF CONTACT: Email

Email     Fax     Business mail     Home Mail

**The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional, and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.**

Age (check box):    50+                       under 50

Race/Ethnicity: White/Non-Hispanic    Gender: F  
Area of Residence: (Check box that applies)

City of Cleveland – East                       Suburb – East  
 City of Cleveland – South                       Suburb – South  
 City of Cleveland – West                       Suburb – West

Name: Robyn Kaltenbach

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

- I Long-Term Care
- [Click or tap here to enter text.](#) In-Home Services
- [Click or tap here to enter text.](#) Adult Protective Services
- [Click or tap here to enter text.](#) Senior/Nutrition Center
- [Click or tap here to enter text.](#) Adult Day Services
- I Senior Employment
- E Advocacy/Community Outreach
- [Click or tap here to enter text.](#) Developmental/Intellectual Disabilities
- I Other Research on Senior Adult Issue
- P Housing
- P Respite Care
- I Mental Health

Please provide a brief description of your professional or volunteer experience in the areas checked above:

I have decades of experience in community outreach/engagement throughout Northeast Ohio including work designed to educate our constituency about issues and resources that can improve their lives. Additionally, I've worked in community organizing and advocacy at all three levels of government for policies that affect cancer patients, survivors and caretakers as well as issues affecting older adults including housing, financial wellbeing, and transportation. I currently serve as the state lead for our social mission issue of caregiving and am particularly interested in outreach and policies that will support the more than 1.46 million family caregivers in Ohio with a keen interest in serving those in Cuyahoga County. AARP Foundation, an affiliate of AARP has a workforce program (SCSEP) that can also serve as an area in which I can make connections.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

N/A

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**

**Cuyahoga County Division of Senior and Adult Services**  
13815 Kinsman Road  
Cleveland, Ohio 44120  
Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)



## CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND CONFLICT OF INTEREST POLICIES

I will avoid conflicts of interest by abstaining from voting and deliberations and otherwise not participating in the procurement process, and/or the evaluation of project proposals involving organizations:

- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists, any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Advisory Board because of my own expertise in the subject matter of this committee.

I have indicated those affiliations and/or project proposals, if any, for which I am in real or apparent (perceivable) conflict of interest, and I have signed and dated this certification where indicated. My signature is confirmation that the Certification Statement contained herein is accurate and true and is consistent with provision of the above and the provisions of the Conflict of Interest Statement attached.

I fully understand the Conflict of Interest Policy and agree to: fully recuse myself from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: *Robyn Kaltenbach*

Name: Robyn Kaltenbach

Title: Associate State Director, Advocacy & Community Engagement

Organization: AARP

Date: 10/11/2024

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: **Robyn Kaltenbach**

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 **NO**     **YES**
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 **NO**     **YES**
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 **NO**     **YES**
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 **NO**     **YES**
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 **NO**     **YES**
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 **NO**     **YES**

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

Signature: *Robyn Kaltenbach*

Date: 10/11/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0028

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Jared Sherman to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Jared Sherman (replacing Eugene Ward, Jr.) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 appointment of Jared Sherman (replacing Eugene Ward, Jr.) to serve

on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal

, 20



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**

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

**Appointment**

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

**Eugene Ward, Jr.**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**



**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

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

**Beachwood, 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.

# Jared D. Sherman

## Work Experience

---

### The Office of Congresswoman Shontel Brown

#### Caseworker/Field Representative

Cleveland, Ohio (Aug. 2024 - Present)

- Managed a portfolio including the IRS, Social Security Administration, Medicare, Aging/Senior issues, and Science and Technology, providing expert assistance to constituents and resolving complex issues with federal agencies.
- Provide representation of Congresswoman Brown out in the community to raise awareness of the office and the constituent services that the congresswoman offers.

#### Staff Assistant/Congressional Aide

Cleveland, Ohio (Nov. 2023-Aug. 2024)

- Coordinated federal grant activities for the OH-11 Congressional District, such as writing letters of support for organizations applying for federal funding and collaborating with federal agencies to organize grant webinars, providing stakeholders with access to relevant information.
- Ensured stakeholders were aware of federal funding opportunities by writing a federal grants newsletter & email outreach.
- Drafted resolutions to honor constituents for their contributions and achievements.
- Managed our district office interns, including training and day-to-day oversight.

### The Office of Congresswoman Marcy Kaptur

#### Staff Assistant

Toledo, Ohio (Oct. 2021-Apr. 2022, Nov. 2022 -Nov. 2023)

- Delivered exceptional constituent services by promptly addressing inquiries, concerns, and requests from constituents professionally and courteously.
- Worked with constituents to resolve issues with federal agencies such as the IRS, the State Department, the Department of Housing and Urban Development, and the United States Post Office, amongst others.
- Collaborated with our federal grant coordinator to create events and educational opportunities to help constituents learn about grants and funding opportunities.
- Conducted various research and administrative tasks assigned by the Congresswoman.

### DCCC - Democratic Congressional Campaign Committee

#### Organizing Director - Ohio 9th Congressional District

Toledo, Ohio (Apr. 2022-Nov. 2022)

- Managed the DCCC organizing program in the Ohio 9th Congressional district, contributing to the re-election of Congresswoman Marcy Kaptur by a margin of 13% over her opponent.
- Wrote and implemented an organizing plan utilizing direct voter contact activities, such as canvasses, phone banks, and text banks, along with non-direct activities like organizational meetings.
- Recruited, trained, and managed a team of 3 full-time organizers, 2 part-time organizers, 1 Progressive Turnout Pact Fellow, and 2 other DCCC Fellows.
- Implemented a successful volunteer recruitment strategy that increased the number of volunteers from 8 to over 500.
- Executed a robust voter persuasion and turnout program that resulted in over 30,000 door-knocking attempts, 60,000 phone call attempts, and 130,000 text message attempts.

### Michigan Organizing Together 2020

#### Regional Organizing Director

Akron, Ohio (Apr. 2020 - Jun. 2020)

- Hired, trained, and managed a team of 4 organizers in the Marquette, Baraga, Houghton, and Alger counties in Michigan's Upper Peninsula.
- Trained organizers to identify, train, and mobilize over 100 volunteers to make direct voter contact calls, hold virtual events, and encourage voters to request absentee ballot applications.
- Developed a strategy for running virtual organizing events using Zoom, ensuring continued engagement during COVID-19.

## Pete For America

### Organizer

Iowa (Oct. 2019 - Feb. 2020), Oklahoma (Feb. 2020 - Mar. 2020)

- Executed the organizing plan for Pete for America in Howard, Mitchell, and Worth counties in Iowa.
- Recruited and trained precinct captains for 28 precincts over three counties, building effective Get Out The Caucus teams.
- Led over 70 active volunteers to do weekly direct and non-direct voter contact events.
- Created and implemented Pete for America's earned media program in Oklahoma during the primary.

## Campaign for Ohio - Ohio Democratic Party

### Regional Field Director

Akron, Ohio (Mar. 2018 - Nov. 2018)

- Successfully executed the 2018 Ohio Democratic Party's Coordinated Campaign organizing plan for Summit, Stark, and Wayne counties.
- Hired, trained, and managed a team of 8 organizers who recruited and managed volunteers to make direct voter contact calls, canvass, register voters, and enter data.
- Managed a regional organizing program that recruited over 1,000 GOTV shifts.
- Coordinated with congressional and local campaigns to maximize Get Out The Vote efforts.

## Hillary for Ohio - Ohio Democratic Party

### Organizer

Canton, Ohio (Mar. 2016 - Nov. 2016)

- Identified, trained, and mobilized volunteers for the Hillary Clinton campaign through the Ohio Democratic Party.
- Recruited over 100 volunteers throughout the campaign by holding daily phone banks and weekly canvasses.
- Utilized a variety of outreach strategies, including high-traffic canvassing and targeted door-to-door, to register over 500 voters and increase civic engagement.

## Education

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### The University of Toledo, Economics

Toledo, Ohio

*Bachelor of Arts in Economics*

#### Expected graduation: December 2024

- Current UT GPA: 3.685
- Full-time student completing degree remotely
- Transferred from the University of Akron and the University of Tennessee

## Community Development

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### The Final Farewell Project

#### Co-Founder and President

Akron, Ohio (Jun. 2017-July 2021, Feb 2023- Dec. 2023)

- Co-founded The Final Farewell Project, a not-for-profit organization that provides financial assistance to people who have lost a loved one and cannot afford final expenses.
- Served over 60 individual families through The Final Farewell Project.
- Secured a pair of \$5,000 grants from the Akron Community Foundation to support the mission of The Final Farewell Project.

## Additional Skills

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**Technical Skills:** Google Suite, Microsoft Systems including Excel, VAN, Mobilize, Google Suite, Hustle, Canva, Shadow, Mobilize IO, Thrutext, Thrutalk, Impactive, Google BigQuery. IQ, and Zoom.

**Training:** Arena Academy Campaign Data Training (2022)

October 10, 2024

Chris Ronayne  
Cuyahoga County Executive  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street  
Cleveland, OH 44115

Dear Mr. Ronayne:

My name is Jared Sherman, and I currently serve as a Caseworker / Field Representative for Congresswoman Shontel Brown here in the district. My role in the office is to assist constituents with Aging/Senior issues in addition to Social Security, Medicare, and other issues. I am writing today to express my interest in serving on the Cuyahoga County Advisory Board for the Department of Senior and Adult Services (DSAS). I have always been driven by a desire to serve others in my community. I am particularly interested in serving in this role which I can help contribute to enhancing the lives of seniors and adults with disabilities in our county.

My role as a Caseworker for Congresswoman Shontel Brown allows me to have a deep understanding of the needs of vulnerable populations including seniors and adults with disabilities. Often constituents will reach out to our office in desperate need of help with navigating federal agencies such as the Social Security Administration. I make it my mission as a caseworker to work with these federal agencies to find the best possible outcome for the constituents in need. The most rewarding and fulfilling part of my job is when we can successfully help a constituent and know that I helped them. There is a certain bond that you develop with your community when you spend all day advocating for its citizens and it's an honor and privilege to do this kind of work.

This mission and desire to help constituents in need is in direct alignment with the priorities of DSAS. I believe that my skills working for Congresswoman Shontel Brown can be of use to DSAS and the mission to empower seniors and adults with disabilities to age successfully, by providing resources that preserve their independence. Through my work, I am equipped to work compassionately with citizens and to advocate for them. Some strengths that I can bring to the DSAS Advisory Board are my knowledge of some of the federal agencies that seniors and adults with disabilities use the most, my ability to present the latest federal public policy actions relating to DSAS, and my experience in constituent services. Serving on the DSAS Advisory Board would be another vehicle of my commitment to public service, equity, and improving the lives of seniors and adults with disabilities.

Thank you so much for your attention to my interest in serving on the Cuyahoga County Advisory Board for the Department of Senior and Adult Services. I am enthusiastic about the opportunity to work collaboratively with a group that is so dedicated and passionate about improving lives here in our community. Thank you for considering my application.

Sincerely,



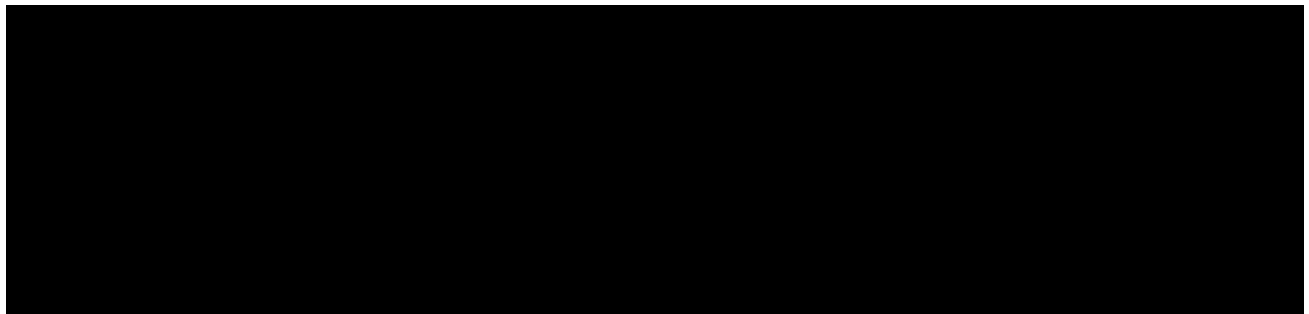
Jared Sherman



**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: October 10, 2024

NAME: Jared Sherman



**PREFERRED METHOD OF CONTACT:**

Email     Fax     Business mail     Home Mail

**The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional, and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.**

Age (check box):    50+                       under 50

Race/Ethnicity: White    Gender: Male  
Area of Residence: (Check box that applies)

- |  |   |
|--|---|
| <input type="checkbox"/> City of Cleveland – East            | <input type="checkbox"/> Suburb – East  |
| <input type="checkbox"/> City of Cleveland – South           | <input type="checkbox"/> Suburb – South |
| <input checked="" type="checkbox"/> City of Cleveland – West | <input type="checkbox"/> Suburb – West  |

Name: Jared Sherman

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

- I Long-Term Care
- I In-Home Services
- Adult Protective Services
- Senior/Nutrition Center
- Adult Day Services
- I Senior Employment
- p Advocacy/Community Outreach
- I Developmental/Intellectual Disabilities
- P Other Research on Senior Adult Issue
- I Housing
- I Respite Care
- p Mental Health

Please provide a brief description of your professional or volunteer experience in the areas checked above:

In my current role with Congresswoman Shontel Brown, I am frequently involved in advocacy and community outreach events. I have led informational webinars and a seminar about federal grants. I held the webinars so that people could hear from representatives of different federal agencies about the funding opportunities that they offered. I created the webinar program and did the promotion for them as well. I also was on the team that helped put together the Congresswoman Shontel Browns Small Business Expo in May and our most recent Housing Expo this past month.

Also, my day-to-day work for Congresswoman Shontel Brown is to help constituents with Social Security and Medicare. While I am still new to the field, I believe that I can be an asset to the Board with my experience in this work.

In addition to my professional experience in the previously mentioned topics, I have volunteer experience in Mental Health. In my youth, I was the founder and President of Generation Y which was a Youth Awareness and Suicide Prevention Group through the Ohio Chapter of the Depression and Bipolar Support Alliance. In 2008, I was awarded the Mental Health America's "mPower Award", which celebrates the life and work of a teen or young adult who speaks out about mental health issues to educate his or her peers and fight stigma. Mental health issues are still near and dear to my heart.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

None

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
**Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)**

**CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND  
CONFLICT OF INTEREST POLICIES**

I will avoid conflicts of interest by abstaining from voting and deliberations and otherwise not participating in the procurement process, and/or the evaluation of project proposals involving organizations:

- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists, any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Advisory Board because of my own expertise in the subject matter of this committee.

I have indicated those affiliations and/or project proposals, if any, for which I am in real or apparent (perceivable) conflict of interest, and I have signed and dated this certification where indicated. My signature is confirmation that the Certification Statement contained herein is accurate and true and is consistent with provision of the above and the provisions of the Conflict of Interest Statement attached.

I fully understand the Conflict of Interest Policy and agree to: fully recuse myself from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: 

Name: Jared Sherman

Title: Caseworker / Field Representative

Organization: The Office of Congresswoman Shontel Brown

Date: 10/10/2024



**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: Jared Sherman

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 NO     YES
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 NO     YES
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 NO     YES
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 NO     YES
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 NO     YES
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 NO     YES

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

Signature: 

Date: 10/15/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0029

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Christopher Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Christopher Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 reappointment of Christopher Hall to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

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

**Willoughby, Lake County**

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

**Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee  
City of Willoughby Baseball League Board**

**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.



## CHRISTOPHER T. HALL, CPA

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Experienced COO with a proven record of establishing cross-functional partnerships in delivering stellar results. Strategic leader driving operations/income areas within analytics, payroll structure, human resources, information technology and cyber security, marketing and social media, and business operation development. Accountable for multi-million-dollar budgets and resource allocations to exceed profit and business sales goals. Adept at streamlining, reorganizing and managing large staff productivity in meeting compliance standards and metric goals.

- Strategic Financial Planning & Data Analysis
- P&L Ownership & Management
- Budgeting, Forecasting, & Ad hoc Analysis
- Organizational Structuring/Re-engineering
- Information Technology & Cyber Security Administration
- Social Media/Marketing Management
- New Business Line Development
- Fiscal & Productivity Tool Design & Execution
- Internal Control System Compliance: GAAP, SEC, Sarbanes-Oxley Act (2002)
- Human Resource Talent Development, Training & Retention
- Legal Affairs Oversight
- Provider Operations, Medical Records & Clerical Support Management

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### EDUCATION

**Certified Public Accountant**, State of Ohio  
**Bachelor of Science in Accounting, Cum Laude**, Cleveland State University

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### EXPERIENCE

#### **Western Reserve Area Agency on Aging ("WRAAA"). 2004 - Present**

**Chief Operating Officer**, 2024

**Chief Financial and Operating Officer**, 2015

**Director of Financial Operations**, 2012

**Controller**, 2008

**Financial Manager**, 2006

**Senior Accountant**, 2005

**Staff Accountant**, 2004

Decades plus senior level experience of reproachless financial statements and internal control systems in complete compliance with: GAAP, SEC regulations and Sarbanes-Oxley Act 2002. Accounting specialist in allocation capital and debt management. Manages functional and operational areas of finance, accounting, internal controls, special analysis and reports, IT & cyber security programs and protections, Human Resource department responsibility, legal matters, customer/client service needs, banking

relationships, external accountants and attorneys. Strategic planner and systems analyst; demonstrated consistent proficiencies in problem solving, goal setting, cash flow maximization, revenue increase and optimized measurable, achievable, relevant, traceable resources. Instates confident relationships with banking and investment establishments ordaining new opportunities in 'unchartered territory', [e.g., 401(k) company plans] and positions the corporation to capitalize its competitive edge. Possesses and exercises knowledge and technical skill of the high tech industry and its market driver dynamics of software programs and cyber security 'threat' protections. Employs financial integrity in risk calculation for company growth and financial position improvement; philosophic operative is, "*Change before you have to!*"

**Nature Center at Shaker Lakes, Cleveland, OH**

**Director of Finance, Investment Advisor, 2010 - Present**

Shoulders complete responsibility for Center's 1.2M annual budget operation. Works extensively with CEO and Board of Trustees to ensure Center's continued financial viability and sustained growth through employed grant funding and fee-for-service programs. Institutes financial and programmatic procedures to assure all programs are sufficiently funded while contributed to Center's mission and financial bottom line. Supplies financial leadership that led organization from \$300k/year deficit status to surplus net income every year in personal tenure position.

**CMH Accounting Services, Willoughby, OH**

**Principal of Partnership, 1990 - Present**

Provides professional financial, accounting and consultation services to extensive for-profit and non-profit clients. Co-owned and of substantive growth, CMH is an independent, payroll processing, accounting and bookkeeping enterprise that delivers an exceptional fairly-priced product to organizations and retained client base of 20+ years.

**Ball and Associates, Solon, OH**

**Staff Accountant, 1994 - 1996**

Conducted general ledger functions for clients, including tax analysis and reconciliations, journal entries, and AR/AP. Prepared individual and corporate tax returns for clients. Developed, implemented and performed external audits. Consistently met deadlines through use of strong analytical, problem-solving skills and achieved firm's objectives.

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**COMMUNITY SERVICE**

- Department of Senior and Adult Services (Cuyahoga County) January 2022-Present, Co-Chair Transportation subcommittee
- Nature Center at Shaker Lakes (*Non-Profit Organization*), 2600 S. Park Boulevard, CLE 44120; Board Consultant to the Center's Staff Finance & Executive Committee.
- City of Willoughby Baseball League Board; President of Hard Ball, Coach and Teams Management serving 1900+ youth per year, including Fund Raising Events' Organization/Participation, 15 years.

November 15, 2024

The Honorable Chris Ronayne  
Cuyahoga County Executive  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street  
Cleveland, OH 44115

Dear Mr. Ronayne,

Please accept my letter of interest in serving a second term on the Cuyahoga County Advisory Board for the Division of Senior and Adult Services (DSAS).

From a professional standpoint, I have worked with the Western Reserve Area Agency on Aging (WRAAA) in the finance department for more than 20 years, currently as the Chief Operating Officer. The mission of WRAAA aligns seamlessly with that of DSAS; by assisting seniors and adults with disabilities stay in the place they want to call home. This aid comes in many forms including information and assessment for services, care management, food security, Alzheimer's respite, and much more. As Cuyahoga County is the largest in our service area in both geographic size and number of consumers, we work daily to improve the lives of local residents.

During my last term on the Board, I was active in helping create the plan for Livable Cuyahoga and I currently serve as Co-Chair for the Transportation subcommittee on that project.

My career path has always involved working with those in need. Prior to joining WRAAA, I worked for a decade in nursing homes helping residents realize their fullest potential. In addition, I operated an optical business for more than six years in Cuyahoga County catering to low-income adults.

It is my belief that my experience in the aging arena will continue to be an asset to the DSAS board and my contributions will help move its mission forward. I look forward to serving the residents in Cuyahoga County as together we produce new, innovative ways to ease the burdens of these challenging times.

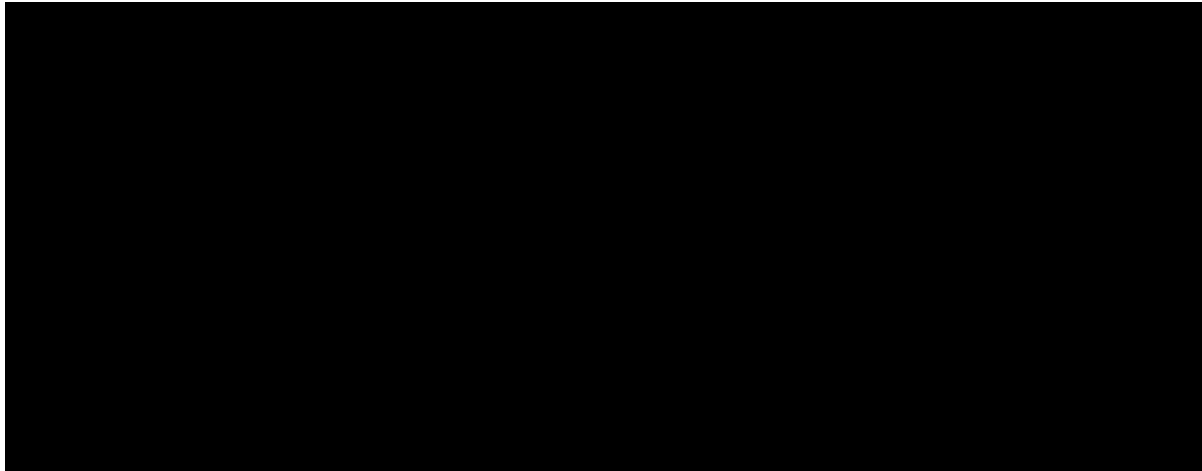
Thank you for considering my application.

Christopher T. Hall, CPA



**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE:



The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.

Age: 50+    x    under 50           

Race/Ethnicity: Caucasian Gender: Male

Area of Residence:

<u>          </u> City of Cleveland – East	<u>   </u> x <u>   </u> Suburb – East
<u>          </u> City of Cleveland – South	<u>          </u> Suburb – South
<u>          </u> City of Cleveland – West	<u>          </u> Suburb – West

Name: Christopher T. Hall

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

<input type="checkbox"/> E	Long-Term Care	<input type="checkbox"/> I	Housing
<input type="checkbox"/> E	In-Home Services	<input type="checkbox"/>	Senior Employment
<input type="checkbox"/> I	Adult Protective Services	<input type="checkbox"/> I	Advocacy/Community Outreach
<input type="checkbox"/> E	Senior/Nutrition Center	<input type="checkbox"/> I	Respite Care
<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Developmental/Intellectual Disabilities
<input type="checkbox"/>	Adult Day Services	<input type="checkbox"/>	Other Research on Senior Adult Issue

Please provide a brief description of your professional or volunteer experience in the areas checked above:

I have worked for the Western Reserve Area Agency on Aging for over 20 years, currently as its Chief Operating Officer. Previously, I was the Chief Financial Officer for the last 11 years.

WRAAA works extensively with the provider network in our five county area to provide the services checked above

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

N/A \_\_\_\_\_

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
**Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)**

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: **Christopher T. Hall**

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 **NO**     **YES**
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 **NO**     **YES**
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 **NO**     **YES**
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 **NO**     **YES**
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 **NO**     **YES**
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 **NO**     **YES**

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

**Signature: Christopher T. Hall**

**Date: 10/31/2024**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0030

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Jennifer Kons to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
---	---

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Jennifer Kons to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 reappointment of Jennifer Kons to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_





December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**

- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

**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;

**Healthcare Payment Learning & Action Network Health Equity Action Team**

**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.

# Jennifer Kons, MPA

HEALTH & SOCIAL SERVICES ALIGNMENT  
MEDICAID POLICY & IMPLEMENTATION



Mission-driven, relational, results-oriented professional with demonstrated success to lead and grow projects in the Medicaid space. Experienced program administrator and advocate. Passion for working in diverse communities to foster equity.

## SKILLS & EXPERTISE

### Public Policy

State & federal public benefits  
Policy analysis  
Budget advocacy

### Project Administration

Program development  
Evaluation design  
Data-driven assessment  
Budget management

### Fiscal Alignment

Investing for value  
Collaborative investments  
Evaluating financial return

### Fund Development

Proposal writing  
Report writing  
Foundation relations  
Federal grants & compliance

### Healthcare

Social drivers of health  
FQHC operations  
Workflow design  
Clinical quality metrics  
HIPAA compliance

## PROFESSIONAL EXPERIENCE

### United Way of Greater Cleveland

2017 - Present

Regional non-profit that mobilizes and empowers Greater Clevelanders to help break cycles of poverty

#### Director, Strategic Initiatives

(2022 - present)

Develop partnerships and programming to enhance 211 strategic initiatives; align community needs, investment strategy, and metrics

#### Community Investment Director, Health

(2021 - 2022)

#### Manager, Accountable Health Communities

(2017 - 2021)

- Led collaborative financing model with health care providers, payers, & philanthropy, creating \$700k new investment in health-related social needs; evaluated financial return
- Managed 5-year, \$5M federally-funded (Centers for Medicare and Medicaid) project to link health care and social services
- Partnered with population health leadership and clinical teams to serve 5,000 patients at 16 practices across 3 health systems.
- Leveraged 30+ member advisory board of hospital systems, insurers, & social services to address social drivers of health
- Directed organizational investments for health-related priorities
- Engaged in equitable grantmaking via Greater Clev COVID-19 Fund behavioral health and vaccine access committees

### Care Alliance Health Center

2012 - 2017

Cleveland, Ohio

Community health center dedicated to serving individuals experiencing homelessness and living in public housing,

#### Director, External Affairs

(2016 - 2017)

#### Manager of Programs and Development

(2012 - 2016)

- Spearheaded MetroHealth Care Plus and Medicaid enrollment initiatives, growing patient insured rate from 12% to 65% and generating over \$4M annually

# Jennifer Kons, MPA

## SERVICE & LEADERSHIP

### Cuyahoga Division of Senior & Adults Services Advisory Board

Community Based Services Committee Co-Chair  
2022 - present

### Healthcare Payment Learning & Action Network

Health Equity Action Team  
2022 - present

### Cleveland Bridge Builders

Class of 2016

### Cleveland Colectivo

2012 - 2017

## EDUCATION

### Master of Public Administration (MPA)

Cleveland State University,  
Levin College of Urban Affairs  
Cleveland, Ohio

Recognized with Sylvester Murray Award for excellence

### Bachelor of Arts (BA)

Mercyhurst College  
English Education & Religious Studies  
Erie, Pennsylvania

Recognized with Sister Carolyn Hermann mission award

### Care Alliance Health Center con't

- Led cross-agency workgroup to expand services including long acting reversible contraception, Centering Pregnancy, and 10 school-based health clinic sites
- Grew patient navigation team from 3 to 12 staff; implemented community engagement to add 1500+ new patients in 3 years
- Executed \$5.5M capital campaign; grew federal funding from \$2.5 to \$4.5M for integrated behavioral health care, Medication Assisted Treatment, pediatric care, dental care, & HIV prevention
- Promoted the impact of agency activities to public officials, funders, and stakeholders through timely grant reporting, events, social media, and newsletters

### IL Coalition for Immigrant and Refugee Rights 2006 - 2012

Chicago, Illinois

Statewide coalition promoting the rights of immigrants & refugees to full and equal participation in civic, cultural, social, & political life

**Director, Immigrant Family Resource Program** (2010 - 2012)

**Associate, Outreach & Interpretation Program** (2006 - 2010)

- Created new policy expertise dedicated to healthcare reform implementation; Initiated advocacy team to maintain state Medicaid coverage for low-income undocumented children
- Liaison with state and local health and human service administrators to improve services for individuals with limited English proficiency
- Designed and delivered training and technical support on policy changes and best practices to promote equitable access to health, income, and nutrition supports
- Coordinated with key legislators to maintain \$7 million in state funding for immigrant integration; mobilized advocates through in-district meetings, rallies, and 1300+ member lobby days
- Administered annual \$3M in public and private funds to promote access to public benefits through a network of 39 ethnic community organizations serving over 24,000 Illinois families
- Spearheaded a strategic planning and rebranding effort for the 12-year-old program; acquired over \$435k in federal funding and \$283k in foundation grants to expand department efforts

November 13, 2024

Chris Ronayne  
Cuyahoga County Executive  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street  
Cleveland, OH 441 15

Dear Executive Ronayne:

Please accept this letter of interest in continued service on the Cuyahoga County Advisory Board for the Division of Senior and Adult Services (DSAS). It has been a pleasure to serve these past few years and take on a leadership role as co-chair of the Community Based Services Committee.

I believe strongly that individuals deserve to live in their communities with dignity and that government plays a critical role such efforts. I have been fortunate to work in dynamic health and social service environments for the past 15+ years supporting and leading projects that help seniors and individuals with disabilities, amongst others, live dignified, connected lives. I hope to continue to leverage these experiences to support the Division of Senior and Adult Services (DSAS) and residents of Cuyahoga County.

In Chicago I worked with ethnic community-based organizations across the city and state of Illinois, many of whom served seniors through congregate meal programs and adult day programs, English language classes, digital connectivity, and citizenship preparation. I was able to see firsthand the unique strengths and needs amongst older adults, particularly those within at times isolated immigrant communities. In Cleveland, my experience at a community health center focused on individuals experiencing homelessness and living in public housing brought me into closer relationship with the local challenges and opportunities to support individuals with disabilities, including those aging rapidly due to chronic homelessness. Working with seniors living in public housing demonstrated the importance of creating opportunities for seniors to age in their communities and access high quality, trusted health care in their neighborhoods.

Most recently at United Way of Greater Cleveland, my work has centered on our 211 program, which is frequently contacted by older adults seeking resources. At United Way 211, we collaborate with DSAS to ensure residents have update to date information and resources to address their needs.

On a personal note, physical and mental health disabilities have touched numerous family members here in Cuyahoga County. Critical supports made possible by public and private entities allow them to continue to live in non-institutional settings and participate in their communities.

Across these experiences, I have been committed to work that upholds the dignity of community members, regardless of income, race, ethnicity, immigration status, or housing status. I hope to leverage these learnings and commitment to support DSAS and the communities it serves through the Advisory Board. Thank you for your consideration of my application.

Sincerely,



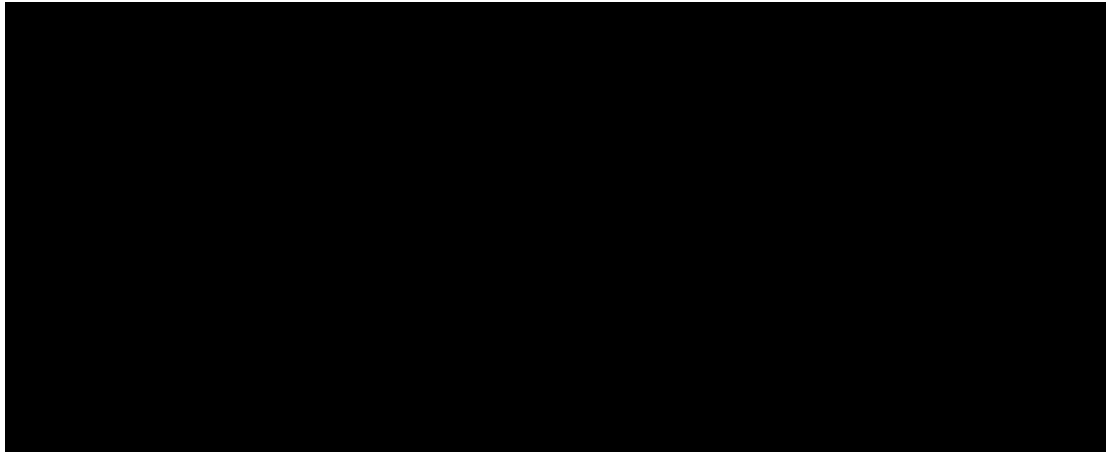
Jennifer M Kons, MPA





**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: 11/23/2024



The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.

Age: 50+ \_\_\_\_\_ under 50\_x \_\_\_\_\_

Race/Ethnicity: White

Gender: Female

Area of Residence:

\_\_\_\_\_ City of Cleveland – East

\_\_\_\_\_ Suburb – East

\_\_\_\_\_ City of Cleveland – South

\_\_\_\_\_ Suburb – South

\_\_\_\_\_ x \_\_\_\_\_ City of Cleveland – West

\_\_\_\_\_ Suburb – West

Name: Jennifer M Kons

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

<input type="checkbox"/> Long-Term Care	<input checked="" type="checkbox"/> Housing
<input checked="" type="checkbox"/> In-Home Services	<input type="checkbox"/> Senior Employment
<input checked="" type="checkbox"/> Adult Protective Services	<input checked="" type="checkbox"/> Advocacy/Community Outreach
<input type="checkbox"/> Senior/Nutrition Center	<input type="checkbox"/> Respite Care
<input checked="" type="checkbox"/> Mental Health	<input type="checkbox"/> Developmental/Intellectual Disabilities
<input checked="" type="checkbox"/> Adult Day Services	<input type="checkbox"/> Other Research on Senior Adult Issue

Please provide a brief description of your professional or volunteer experience in the areas checked above:

United Way works on efforts to ensure safe, stable housing, particularly for lower income residents. We collect and share data on housing needs, including those of older adults and administer initiatives to support safe, stable housing.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

United Way holds contracts with Cuyahoga including for 211 services and administration of the Emergency Food Contract. Both contracts are within Health and Human Services, but not specific to DSAS.

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**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
**Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)**

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: Jennifer M Kons

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 NO     YES
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 NO     YES
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 NO     YES
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 NO     YES
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 NO     YES
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 NO     YES

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

Signature: *Jennifer M Kons*

Date: 11/13/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0031

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
---	---

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 reappointment of Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

## 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;

**Please see attached**

- 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**



- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

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

**Medina, Medina County**

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

**The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services**

**Brittingham Memorial Library (BML) Board of Directors, Member**

**Ethics & Compliance Committee, Member**

**Hospice/Palliative Care Transitional Group, Member**

**Institutional Review Board, Member**

**Knowledge & Innovation Committee, Advisor**

**NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee, Chair**

**Nurse Residency Stakeholders Group, Member**

**System-Wide Fall Prevention Committee, Advisor**

**Livable Cuyahoga County Council, Member 2023-present**

**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.

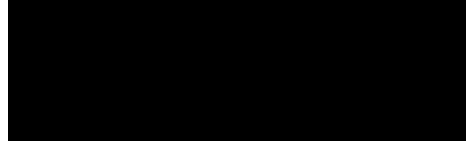
**There is no compensation for this position.**

**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.

**CHERYL MARIA BRADAS PhD, APRN, GCNS-BC, CNRN, CHPN**



**PROFESSIONAL SUMMARY:**

System Nurse Scientist with a proven track record in leading nursing research initiatives across clinical and academic settings. Expert committed to advancing the science, discipline, and practice of nursing. Skilled in guiding staff and students in research, evidence-based practice, and dissemination. Proven ability to work in a fast-paced environment, meet tight deadlines, and collaborate effectively with team members. Research interests include social determinants of health, relational social capital, virtual nursing, palliative care, geriatrics, and fall prevention.

**CRENDITIALS/CERTIFICATIONS:**

Registered Nurse (RN), Licensure State of Ohio; License # RN-235084  
Certificate of Authority: COA.11198-NS  
Geriatric Clinical Nurse Specialist-Board Certified (GCNS-BC)  
Certified Neuroscience Nurse (CNRN)  
Certified Hospice and Palliative Nurse (CHPN)  
CREC Certificate: Group 1: Biomedical Research Faculty, Staff, & Students

**EDUCATION:**

Kent State University: Ph.D. Nursing, 12.17.22  
Kent State University: MSN, 2009, 5.16.2009  
Kaplan College: Certificate in Legal Nurse Consulting 2000  
Kent State University: BSN, 1991, 5.11.1991

**PROFESSIONAL ORGANIZATIONS**

American Geriatric Society: AGS  
Hospice and Palliative Nurses Association: HPNA  
American Association of Neuroscience Nurses: ABNN  
Transcultural Nursing Society: TNS

**AWARDS:**

- 2021 KSU Zeller Nursing Research Fund for PhD study, *Effects of COMFORT<sup>TM SM</sup> Communication Training on the Willingness to Initiate Communication and Strengthen Relational Social Capital among Community-based Homecare Certified Nursing Assistants.*
- 2018 Outstanding Leadership as Chair of Advisory Board to the County Executive, Cuyahoga County's Health and Human Services Division of Senior and Adult Services
- 2018 MetroHealth System (MHS) APRN Holiday Grant. Used to purchase Let's Be

Well Diabetes Boxes for newly diagnosed persons with diabetes or for patients with A1C >9% as part of unit-based research study.

2016 Grant recipient for COMFORT Palliative Care Communication Training, Anaheim, California

2015 MHS APRN Holiday Grant. Used to purchase cane holders and night lights for community-dwelling older adults at-risk for falls

2014 MHS Nursing Excellence Award: APRN Excellence

2009 MHS Nursing Excellence Award: Model of Community and Healthcare Organization Excellence

2005-16 Awarded Holiday ACTION Grant 12 years in a row by Pastoral Care. Monies used to improve the health status of older adults.

Golden Key International Honour Society, Lifetime Member

### **PROFESSIONAL EXPERIENCE:**

***THE METROHEALTH SYSTEM, Cleveland, OH***

***July 1989-present***

**System Scientist-Nursing Research**

**Feb. 2023-present**

- Conduct systematic investigations with nurses to inform nursing practice, improve patient outcomes, and promote health equity
- Funding obtained from MHS Foundation (\$5k), Brittingham Memorial Library (\$15k), and NAON (\$5k) for foundational, pilot studies.
- Chair, Nursing Research Council mentoring frontline nurses on the research process as well as how to interpret evidence from the literature
- Co-Chair, system-wide Nursing Doctoral Committee
- Chair/member of individual student doctoral committees; provide guidance and direction to various doctoral students (DNP, EdD, and PhD)
- Mentor nurses in preparing abstracts/posters conference submissions and publications to peer-reviewed journals.
- Proficient in the use of various online learning management system platforms, Teams/WebX/Zoom, SPSS, Qualtrics, DocuSign, Excel, Microsoft Office, and REDCap

**Clinical Assistant Professor, CWRU**

**Sept. 2024-present**

- Bridge the gap between academia and practice by creating clinical partnerships as the System Nurse Scientist for The MetroHealth System,
- Partner with FPB School of Nursing students and staff to provide hands-on training and research opportunities that promote improved patient outcomes through collaboration, resource sharing, and translational research findings.

**Clinical Instructor, Cleveland State University**

**Aug. 2024-present**

- Student-focused education with responsibility for undergraduate course
  - Evidence-Based Practice, NURS 361

**Graduate Adjunct Faculty, Walsh University**

**Jan 2023-present**

- Student-focused education with responsibility for graduate courses
  - Research Methods/Evidence-Based Practice, NURS 601
  - Philosophies and Theories for Advanced Practice Nursing, NURS 701
  - Advanced Nursing Research, NURS 702
  - Doctoral Project, NURS 731
  - Independent Study for Doctoral Project, NURS 791
- Develop course syllabus with Program Student Learning Outcomes (PSLOS), Course Student Learning Outcomes (CSLOS), and Learning Objectives for Course Evaluation to evaluate student performance
- Provide online instruction ensuring student understanding of course expectations to achieve learning outcomes
- Assist students in understanding course material by being available through various formats, including ‘office hours’, to provide additional support as needed
- Assign grades and maintain course/student records in accordance with FERPA regulations to meet established deadlines.
- Chair for multiple individual DNP student projects with successful final presentations/conferment of DNP degree

**Geriatric Clinical Nurse Specialist**

**Oct. 2009-present**

- Advisor, system-wide Fall Prevention Committee
- Review specific cases of complex geriatric patients providing direct clinical consultation, education, and clinical guidance to nursing team members.
- Co-developed and taught Med/Surg certification review courses, geriatric certification review courses, university-based nursing refresher courses, and ongoing educational sessions for hospital staff.
- Team Lead during regulatory and accreditation surveys
- Extensive COVID-19 training of nurses in collaboration with medical teams
- Rapidly transitioned annual nursing education to online learning during COVID
- Collaborative development of the No One Dies Alone (NODA) volunteer program, Stroke Peer Supporter Program, Patient Safety Rounding Volunteer Program, and Hospitality Volunteer Program.

**NICHE Coordinator**

**Jan. 2007-2023**

- Coordinate Nurses Improving Care of HealthSystem Elders (NICHE) efforts.
- Provide ongoing education for Geriatric Resource Nurses (GRNs) as well as Geriatric Patient Care Associates (GPCAs).
- Developed Geriatric Nursing Blackboard, an interactive site for GRNs including links to resources, discussion board, and independent CEs for journal club.
- Implemented New Falls Risk Assessment Tool; co-chair system-wide Fall Prevention Committee, mentor Fall Prevention Champions.

**Hospital Elder Life Program Coordinator:**

**Jan 2005-2007**

- Program and role development of the Hospital Elder Life Program.
- Worked in collaboration with the staff on seven different units to identify older adults at-risk for developing delirium and functional decline.
- Provided extensive training for volunteers to complete protocols at patients’

bedside that included: Daily Visitor; Mobilization/Active Range of Motion Exercises; Feeding; and a Non-Pharmacological Approach to Sleep.

- Responsible for the recruitment, retention and recognition of the volunteers.
- Outcomes tracked and data analysis performed.

**Admission/Discharge Nurse: Jan 2003-2005**

- Completed history and physicals on patients admitted throughout the Medical/Surgical/Hematology and Oncology floors.
- Piloted the role of Discharge Nurse to facilitate timely and thorough discharge of patients completing education and arrangements for follow-up care.

**PRN Pool for Med/Surg/Heme/Onc: Jan 2000-2003**

- Easily adapted to various situations on multiple floors caring for patients with an expansive variety of diagnoses.

**Clinical Nurse Hem/Onc: June 1991-2000**

- Certified in chemotherapeutic administration.
- Proficient in the care of the patient with multisystem involvement secondary to underlying pathophysiology.
- Expert in accessing and care of multiple venous access devices.
- Skilled in the administration of various types of blood products.
- Experienced in the special needs of the neutropenic patient.

**Clinical Assistant Spinal Cord Injury: July 1989-1991**

- Assisted spinal cord injury patients with IADLs and ADLs.
- Assisted nurses in performing patient care.

**ALWAYS HOME NURSING May 2002-2018**

**Private Home Care Nurse:**

- Provided holistic care to a young girl with osteogenesis imperfecta including physical, emotional, social, and spiritual care. Knowledgeable in the handling of a child with this condition and the emergencies that arise. Provided support in school, home, hospitals, and primary care settings.

**OTHER PROFESSIONAL SERVICES: June 2014-present**

- Consultant/Expert Witness: hospital fall with injury legal cases -mixed between the plaintiff and defendant-all cases, based on expert review, settled prior to deposition or immediately after deposition.
- The Ohio State University 2024 Clinical Well-being Summit Abstract Reviewer

**DOCTORAL COMMITTEE PARTICIPATION**

- Chair (DNP), The Effects of a Self-Measured Blood Pressure Training Program on Registered Nurses Providing Case Management Support to Community-Based Older Adults with Essential Hypertension Across Wisconsin. Completed April 2024

- Chair (DNP), Depression Screening Implementation in the Adult Home-Care Heart Failure Population in NY and CT. Completed April 2024.
- Committee Member (EdD), Delivering Culturally Competent Patient Care: A Case Study of Registered Nurses. Completed March 2024.
- Chair (DNP), Integration of the Measure Accurately, Act Rapidly, and Partner with Patients (MAP BP) Training Among Healthcare Team Members to Improve Knowledge and Management of Uncontrolled Blood Pressure in a Rural Primary Care Setting; in Data Analysis. Anticipated completion March 2025.
- Chair (DNP), Impact of AIMS Model of Care Coordination on Knowledge, Engagement, and 30-day ED Bounce Back Visits among Patients with Diabetes in an Urban, Public Healthcare System; preparing for Proposal Defense.

### **MHS RESEARCH:**

Effects of Virtual Nurse Visits on Discharge Satisfaction and 30-Day ED Visit Rates Among Acute Care Orthopaedic Total Joint Replacement Patients in an Urban Public Healthcare System. Grant-funded through NAON. Completed; Manuscript being finalized for submission to journal of Orthopaedic Nursing.

Impact of Dedicated Resource Nurse Navigation Specialists on Anxiety Severity, Perceptions of Global Health, and Retention Among Nursing Assistants in a Public Metropolitan Healthcare System. Grant-funded through Brittingham Medical Library, The MetroHealth System. Data collection.

Effects of Formal Mentorship on Nurse Residents' Self-Confidence, Intent to Stay, and Professional Development Over Their First Year. Data collection.

Impact of CAPS Poverty Simulation on Knowledge, Attitudes, and Beliefs of System-wide Healthcare Workers as well as 'Family' Experiences. Grant-funded through Brittingham Medical Library, The MetroHealth System. Also submitting for CTSC voucher then Cleveland Foundation Grant.

Psychometric properties, performance, and feasibility of the Violence/Aggression Assessment Checklist (VAAC) in the Emergency Departments and non-behavioral health units at an urban, public healthcare system. Grant-funded through MHS Foundation. Data collection.

Factors Influencing Nurses' Moral Distress and Likelihood to Request Palliative Care Consult in Critical Care Patients. IRB protocol being finalized.

Art Therapy Intervention for Terminally Ill Oncology Patients. Ongoing

Impact of Level of Nurse Experience on Falls in Medical Surgical Units. Completed; published.

Fall Risk Factors of Hospitalized Acute Post-Ischemic Stroke Patients in an Urban Public Healthcare System. Completed; published.

Study of Short Stay Unit at MetroHealth Phase I and Phase II. Completed; published.



A Pilot Study of Nature Sights and Sounds (NSS) Distraction on Levels of Distress Among Hospitalized Adults Who Require Medical Isolation. Completed. Data used to develop business proposal for the Board of Trustees to purchase the C.A.R.E. (Continuous Ambient Relaxation Environment) Channel for all patient TVs and TVs in waiting rooms.

Online Intervention to Improve Stroke Care from Spouse. Completed.

Evaluation of the simulation and live standardized patient learning in the new graduate nurse resident program at MetroHealth System. Completed; published.

Nurses' Likelihood to Request Physical Restraints in the Care of Adult Patients: Influence of Nurse Characteristics, Clinical and Situational Variables. Completed; presented NICHE conference.

The Effect of Interdisciplinary Teams on Stroke Patient Outcomes. Completed.

### **PRESENTATIONS:**

**2024** Gemelli-Carroll, M. & Bradas, C. *Delivery Culturally Competent Patient Care: A Case Study of Registered Nurses*. Transcultural Nursing Society 50<sup>th</sup> Annual Conference, Oct 23rd-26th, Salt Lake City, Utah.

**2024** Bradas, C. & Bowden, V. *Senior Care Wellness Series for NEO Ohio* in collaboration with MHS Senior Health & Wellness Center, Patient Experience, and the Patient/Family Advisory Council (various locations).

**2024** Marvin, A., Hronek, C., Sislak, K., Zaremsky, S., & Royer, A., Mahoney, A., Legarth, K., Bowden, V., Bradas, C., & Kline, M. *Effects of Virtual Nurse Visits on Discharge Satisfaction and 30-Day ED Visit Rates Among Acute Care Orthopaedic Total Joint Replacement Patients in an Urban Public Healthcare System*. National Association of Orthopaedic Nurses Annual Congress, Louisville, KY

**2024** Marvin, A., Hronek, C., Sislak, K., Zaremsky, S., & Royer, A., Mahoney, A., Legarth, K., Bowden, V., Bradas, C., & Kline, M. *Effects of Virtual Nurse Visits on Discharge Satisfaction and 30-Day ED Visit Rates Among Acute Care Orthopaedic Total Joint Replacement Patients in an Urban Public Healthcare System*. The MetroHealth System Nurses' Month Knowledge & Innovation Days.

**2024** Bradas, C., Sislak, K., Zaremsky, S., Royer, A., Moran, C., Mahoney, A., Bowden, V., & Kline, M. *Nurse Interns' Journey of Becoming Involved in Nursing Research to Evolving into Research Champions*. Ohio Organization for Nursing Leadership Education Summit

**2023** Bradas, C. *Healthy Brain, Healthy Aging*, MHS Community Outreach, Carnegie Towers National Church Residences for Low-Income Older Adults

**2022** Legarth, K., Bowden, V., Bradas, C., Dagiasis, D., Dicenso, M., Thomas, R., Hummer, J., Gawor, G., & Largent, A. *"Picture This": Utilizing pictures to accurately identify skin issues upon admission*. Ohio Organization for Nursing Leadership Fall Conference.

**2021** Saylor, A., Largent, A., Legarth, K., Bradas, C. & Bowden, V., *Integration of a “Let’s be Calm” Box for the Treatment of Agitation*. Poster presentation Academy of Medical Surgical Nurses Annual Conference.

**2020** Bradas, C. & Bowden, V., *Community-based Fall Prevention Education and Medication Management* to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

**2020** Bradas, C. & Bowden, V., *Clean Eating and Aging Well despite Aging Myths* to residents of Carnegie Towers, National Church Residences affordable housing for seniors

**2019** Bradas, C. & Bowden, V., *Community-based Fall Prevention Education and Medication Management* to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

**2019** Bradas, C. & Bowden, V., Multiple presentations throughout the year: *Community-based Fall Prevention Education, End-of-Life Issues, Stroke Overview, Stress Management, and How to prepare for an Appointment with Your Provider* to residents of Carnegie Towers, National Church Residences affordable housing for seniors

**2019** Bradas, C. & Bowden, V., *Diabetes 101: Survival Skills and Preparing for Allergy Season*, to participants at John Carroll University’s Wellness Program for Employees

**2019** Bradas, C. & Bowden, V., *Community-based Fall Prevention Education* Brecksville Falls Prevention Coalition and MetroHealth Annual Community Safety Fair

**2019** Bradas, C. & Bowden, V. *Basic Pharmacology and Medication Safety* to participants at Cleveland State University Nursing Refresher Course

**2018** Bradas, C. & Bowden, V. *Check-in and Take Charge of your Health* to participants at HKM Media’s Wellness Program for employees.

**2018** Bradas, C. & Bowden, V. *Updates in Stroke Care* to participants at Trinity Health System, Stuebenville, Ohio

**2018** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to participants at The MetroHealth System Stroke Support Group

**2018** Bradas, C. & Bowden, V. *Basic Pharmacology and Medication Safety* to participants at Cleveland State University Nursing Refresher Course

**2018** Bradas, C. & Bowden, V. *Knowing your Numbers and Aging by the Decades* to participants at John Carroll University’s Wellness Program for Employees

**2018** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

**2017** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to staff of Cuyahoga County Board of Developmental Disabilities

**2017** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers-* grant funded through Anthem based on the National Council of Aging curriculum.

**2016** Bradas, C. & Bowden, V. *Community-based Fall Prevention Education to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers-* grant funded through the Cleveland Foundation based on the National Council of Aging curriculum.

**2016** Bradas, C. & Bowden, V. *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*, MH Research Day, September 22

**2016** Bradas, C. & Bowden, V. *CPS Score as an Indicator for Falls on Medical Surgical Units*, The Second Annual CNS/CNO Breakfast & Fall Program: Innovate, Inspire, Influence: CNS's Impact on Healthcare, Brecksville, OH, September 7, 2016

**2016** *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*, The Second Annual CNS/CNO Breakfast & Fall Program: Innovate, Inspire, Influence: CNS's Impact on Healthcare, Brecksville, OH, September 7, 2016

**2016** *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*, 26th Annual Medical Surgical Nursing Conference, San Francisco, CA, April 7th & 8th

**2016** Bowden, V & Bradas, C., Co-investigator. *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*. Poster presentation for 26<sup>th</sup> Annual Medical Surgical Conference. San Francisco, California.

**2013** Mion LC, Bradas C, Amato S, Sandhu S. *Association of hospital nurses' characteristics and their decisions to request physical request*. Symposium title: Physical restraint use in geriatric care: Health practitioners' attitude and decision making. Gerontological Society of America Annual Meeting, New Orleans LA.

**2012** Bradas, C. & Bowden, V. Invited presenter for Boeing Aerospace International Vocation Rehab Specialists Annual Conference in LV, Nevada on *Special Needs of Aging Workforce*

**2012** Bradas, C. & Bowden, V. National Clinical Nurse Specialist Conference in Chicago, Illinois: *Compassionate Care at End-of-Life. No One Dies Alone (NODA) Volunteer Program: The First 6 Months*. Poster Presentation.

**2012** Bradas, C. *Content expert: Restraint Knowledge*. Geriatric Institutional Assessment Profile (GIAP) version 7, 2012.

**2011** Bradas, C. *Fall Prevention to Older Adults*. Deaconess Kraft. Cleveland, OH

**2011-2017** Bradas, C. & Bowden, V. National Retirees Assistance Group Annual Conference for new retiree groups, Hollywood, Maryland. *Geriatric Consultant, member of curriculum development and presenter for all topics related to older adults*: "Slips, Trips & falls: A Community Based Education Program", "Confidentiality Caregiver Boundaries and Personal Safety", "Living Challenges for the Aging", and "Listening Skills/Communication".

**2011** Bradas, C. & Bowden, V. *Guest Lecturer for Ursuline School of Nursing*

Accelerated BSN Program

**2011** Bradas, C & Bowden, V. *No One Dies Alone*, MetroHealth WINGS Program

**2011** Bradas, C. and Bowden, V. *Slips, Trips & falls: A Community Based Education Program*, Home Instead Senior Care.

**2011** Bradas, C. and Moldaver, B. Presented *No One Dies Alone (NODA) Volunteer Program* to Lutheran Chaplaincy group with representatives from several local hospitals

**2011** Bradas, C., Mion, L. & Nigolian, C. National NICHE Conference in Las Vegas, Nevada: *Nurses' Likelihood to Request Physical Restraints in the Care of Adult Patients: Influence of Nurse Characteristics, Clinical and Situational*: Poster and Panel Presentations

**2011** Bowden, V & Bradas, C. (2010). *Community Based Fall Prevention Education*. HomeInstead CAREGivers. Oakwood Village, OH

**2011** Mion L, Nigolian C, Bradas C, Gillis G. *Interprofessional relationships: A significant factor influencing the likelihood to use physical restraint in the care of adult patients*. Podium presentation at the 2011 NICHE Conference, Las Vegas, Nevada

**2010** Ailor, D., Amato, S., Bowden, V., Bradas, C., Edwards, K., Fox, L., Grimm, D., Hazel, C., Halliday, B., Kerber, K., Klekota, C., Lynch, A., Medas, J., Rader, E., Radziewicz, R., Rhodes, C. *Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses*. Poster Presentation at Ohio League for Nursing Education Summit – Pathways to Excellence: Enhancing Effectiveness in Nursing Education, Columbus, Ohio.

**2010** Bradas, C. *Respectful Communication in the Elderly*. MetroHealth, Buckeye. Cleveland, OH

**2010** Bowden, V & Bradas, C. (2010). *Community Based Fall Prevention Education*. HomeInstead CAREGivers. Oakwood Village, OH

**2010** Medas, J., Ailor, D., Amato, S., Bowden, V., Bradas, C., Dumpe, M., Fox, L., Grimm, D. Hazel, C., Halliday, B., Kerber, K., Lynch, A., McClendon, S., Radziewicz, R., Rhodes, C., Sokolowski, M., Tighe, K., & Warner, R. *Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses*. Poster Presentation at Celebrating CNS Practice: Connecting, Collaborating, Creating..., Cleveland, Ohio.

**2009** Bradas, C. *Respectful Communication in the Elderly*. Concordia Care. Cleveland, OH

**2008** Bradas, C., Hazel, C., Mion, L., & Moldaver, B. *Volunteer Protocols to Prevent Delirium in Hospitalized Older Adults*. 32nd Annual Meeting of the Ohio Association of Gerontology and Education. Cleveland, OH.

**2008** Bradas, C. *Slips, Trips and Falls*. Fairhill Center for Aging. Cleveland, OH

**2008** Bradas, C. *Cognition and Delirium: How did I get so confused?* Southwest Medical

Center. Parma, OH.

**2008** Bradas, C. *Geriatrics Initiatives at MHMC*. MetroHealth Medical Center WINGS Program. Cleveland, OH

### **BOOK CHAPTERS**

**Bradas, C.M.**, Santinderpal, K. S., & Mion, L. C. (2020). Physical Restraints and Side Rails in Acute and Critical Care Setting. In Boltz, M., Capezutti, E., Fulmer, T., & Zwicker, D. (Eds), *Evidence-Based Geriatric Nursing Protocols for Best Practice* (6<sup>th</sup> ed). Springer Publishing Company, LLC: New York, New York

Radziewicz R.M., **Bradas C.** (2018). Special Management Problems. In: Tampi R., Tampi D., Boyle L. (eds) *Psychiatric Disorders Late in Life*. Springer, Cham. pp. 329-344.

**Bradas, C.M.**, Santinderpal, K. S., & Mion, L. C. (2016). Physical Restraints and Side Rails in Acute and Critical Care Setting. In Boltz, M., Capezutti, E., Fulmer, T., & Zwicker, D. (Eds), *Evidence-Based Geriatric Nursing Protocols for Best Practice* (5<sup>th</sup> ed). Springer Publishing Company, LLC: New York, New York

**Bradas, C.M.**, Santinderpal, K. S., & Mion, L.C. (2012). Physical Restraints and Side Rails in Acute and Critical Care Settings Variables. In Boltz, M., Capezutti, E., Fulmer, T., & Zwicker, D. (Eds), *Evidence-Based Geriatric Nursing Protocols for Best Practice* (4<sup>th</sup> ed). Springer Publishing Company, LLC: New York, New York. (AJN Book of the Year Award)

Radziewicz, R., Amato, S., **Bradas, C.**, & Mion, L. (2009). Physical restraints. Evidence Based Geriatric Nursing Protocols. New York University College of Nursing. Hartford of Geriatric Nursing, Clinical Website. <http://www.ConsultGerRN.org>

Mion LC, **Bradas CM.** (2009). Physical Restraint in Critical Care Settings. In: Foreman, M.D., Milisen, K., & Fulmer, T.ZT. (Eds.), *Evidence-based critical care nursing of older adults*. NY: Springer Publishing.

### **PUBLICATIONS:**

Marvin, A., Hronek, C., Mahoney, A., Legarth, K., Bowden, V., Kline, M., **Bradas, C.** (2024). Effects of Virtual Nurse Visits on Discharge Satisfaction and 30-Day ED Revisit Rates Among Acute Care Orthopaedic Total Joint Replacement Patients in an Urban Public Healthcare System. Submitted to *Orthopaedic Nursing Journal* Oct 2024

**Bradas, C. M.** (2022). *Effects of COMFORT<sup>TM SM</sup> Communication Training on the Willingness to Initiate Communication and Strengthen Relational Social Capital Among Community-Based Homecare Certified Nursing Assistants*. [Doctoral dissertation, Kent State University]. OhioLINK Electronic Theses and Dissertations Center.

Bowden, V., **Bradas, C.**, & McNett, M. (2019). Impact of Level of Nurse Experience on Falls in Medical Surgical Units, *Journal of Nursing Management*, 27(4), 833-839.

Cox, R., Buckholz, B., **Bradas, C.**, Bowden, V., Kerber, K., & McNett, M. (2017). Fall Risk Factors of Hospitalized Acute Post-Ischemic Stroke Patients in an Urban Public Healthcare System, *Journal of Neuroscience Nursing*, 49(6), 355-360.

Rhodes, C., Grimm, D., Kerber, K., **Bradas, C.**, Halliday, B., McClendon, S., Medas, J., Noeller, T. & McNett, M. (2016). Evaluation of Nurse-Specific and Multidisciplinary Simulation for Nurse Residency Programs. *Clinical Simulation in Nursing*, 12(7), 243-250.

**Bradas, C.**, Sarver, W., Carney, K., Creamer, J., Velotta, A., & Byrnes, S. (2016). Characteristics and Predictors of Readmission to a Medical Short-Stay Unit. *MedSurg Nursing*, 25(6), 397- 401.

**Bradas, C.**, Bowden, V., Moldaver, B., & Mion, L. (2014). Implementing the 'No One Dies Alone' program: Process and lessons learned. *Geriatric Nursing*, 35, 471-473.

**Bradas, C.M.**, and Mion, L.C. (2011). Hospitalized patients with dementia: The dilemma of managing agitation. *Geriatric Nursing* (32)6, 455-458.

SteelFisher. G. K., Martin, L.A., Dowal, S. L., Inouye, S.K. Sustaining Clinical Programs During Difficult Economic Times: A Case Series of the Hospital Elder Life Program (2010). (Bradas, C., HELP Dissemination site member/co-author). Journal of American Geriatrics Society

### **COMMITTEE PARTICIPATION:**

*The MetroHealth System:*

City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services

Brittingham Memorial Library (BML) Board of Directors, Member

Ethics & Compliance Committee, Member

Hospice/Palliative Care Transitional Group, Member

International Compassionate Communities SIG, Moderator

Institutional Review Board, Member

Knowledge & Innovation Committee, Advisor

NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee, Chair

No One Dies Alone (NODA) Volunteer Program, Co-developer/facilitator

Nursing Research Council, Chair

Nurse Residency Stakeholders Group, Member

System-Wide Fall Prevention Committee, Advisor

*Cuyahoga County Division of Senior and Adult Services*

Advisory Board to County Executive: Vice Chair 2024-present; Board Member 2020-present; Board Chair 2016-2018; Board Member, 2012-2018

Annual Cuyahoga County Division of Senior and Adult Services (DSAS), The MetroHealth System, and the Western Reserve Area Agency on Aging (WRAAA), Chair 2012-present

DSAS Board Governance Committee, Member 2012-2016; Chair 2016-2018; Member 2020-present

DSAS Board Education & Resource Development Committee, Committee Chair 2012-present

Livable Cuyahoga County Council, Member 2023-present

**VOLUNTEER/COMMUNITY SERVICE:**

Food Delivery to The MetroHealth System patients during the COVID-19 pandemic

Family Promise of Greater Cleveland

National Senior Olympics

SCR Senior Olympics Health and Wellness Day

Serving Homeless meals at La Sagrada Familia

Ronald McDonald House of Akron

November 18, 2024

Chris Ronayne  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street  
Cleveland, Ohio 44115

Dear County Executive Ronayne,

Please accept this letter of interest in serving on the Cuyahoga County Advisory Board for the Division of Senior and Adult Services (DSAS). I am beyond thrilled to once again be considered for the Board. I am very experienced with the DSAS Advisory Board beginning with my first term served in 2012, serving as Chair 2017-2018 and currently serving as Vice Chair. During my tenure with the DSAS Advisory Board, I have had the opportunity to address issues affecting older adults and adults with disabilities. I am a member of Livable Cuyahoga as well as the Healthcare Sub-Committee, and have been the Chair of the Aging & disABILITY Summit for a decade.

As a Nurse Scientist in an urban, public healthcare system serving an ethnoracially diverse patient population, I have been deeply committed to understanding and addressing the influence of social determinants of health (SDOH) on individual and community wellbeing. At the heart of DSAS and The MetroHealth System's Missions are the pursuits of equity, compassion, and innovation. Although I will be retiring from The MetroHealth System after 35 years of service, I will continue to teach and generate research at the University level as a Professor.

I have been blessed to build and sustain partnerships across healthcare and community organizations. These partnerships foster a culture of innovation, mutual respect, and continuous learning, enabling us to address the multifaceted challenges of modern healthcare for those we serve. By fostering collaboration among healthcare providers, academic institutions, and community organizations, we create a shared commitment to improving health outcomes and addressing systemic disparities actively working to dismantle barriers that perpetuate them, ultimately enhancing the quality of life for all.

I look forward to speaking with you and the County Council. Thank you for consideration of my application

Respectfully,

*Cheryl Bradas*

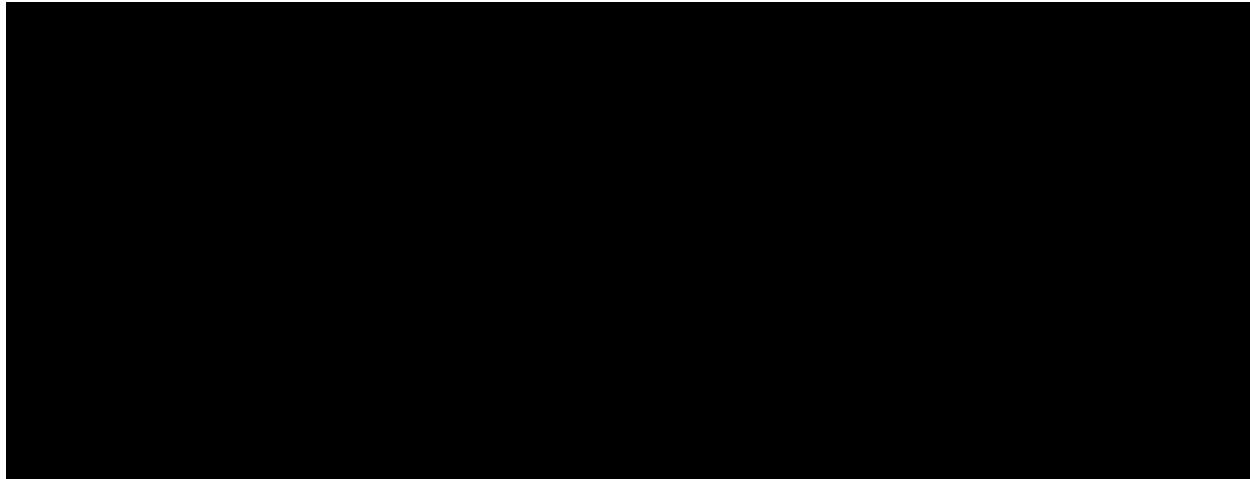
Cheryl Bradas PhD, APRN-CNS, GCNS-BC, CNRN





**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: 10.29.24



The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.

Age: 50+  under 50

Race/Ethnicity: Caucasian Gender: Female

Area of Residence:

<input type="checkbox"/> City of Cleveland – East	<input type="checkbox"/> Suburb – East
<input type="checkbox"/> City of Cleveland – South	<input checked="" type="checkbox"/> Suburb – South
<input type="checkbox"/> City of Cleveland – West	<input type="checkbox"/> Suburb – West

Name: Cheryl Bradas

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

- |                            |                           |                            |   |
|----------------------------|---------------------------|----------------------------|---|
| <input type="checkbox"/> P | Long-Term Care            | <input type="checkbox"/> I | Housing                                 |
| <input type="checkbox"/> I | In-Home Services          | <input type="checkbox"/> I | Senior Employment                       |
| <input type="checkbox"/> I | Adult Protective Services | <input type="checkbox"/> E | Advocacy/Community Outreach             |
| <input type="checkbox"/> I | Senior/Nutrition Center   | <input type="checkbox"/> E | Respite Care                            |
| <input type="checkbox"/> I | Mental Health             | <input type="checkbox"/> P | Developmental/Intellectual Disabilities |
| <input type="checkbox"/> P | Adult Day Services        | <input type="checkbox"/> E | Other Research on Senior Adult Issue    |

Please provide a brief description of your professional or volunteer experience in the areas checked above:

As a Nurse Scientist with 35 years of experience in an urban, public healthcare system serving an ethnoracially diverse patient population, I am deeply committed to understanding and addressing the influence of social determinants of health (SDOH) on individual and community wellbeing. Engaging with patients, caregivers, and community members aligns with principles of Community-Based Participatory Research (CBPR), which values collaboration, mutual learning, and shared decision-making. Involving diverse perspectives enriches our understanding of health challenges and fosters solutions that are not only evidence-based but also culturally and contextually relevant. I am actively engaged in building and sustaining partnerships across healthcare and community organizations addressing issues affecting older adults and adults with disabilities from both a professional and personal perspective. I hold Board Certifications in geriatrics, neuroscience nursing, and hospice and palliative care nursing.

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

N/A \_\_\_\_\_

**PLEASE RETURN TO:**  
**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
**Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)**

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: Cheryl Bradas

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 NO     YES
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 NO     YES
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 NO     YES
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 NO     YES
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 NO     YES
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 NO     YES

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

Signature: Cheryl Bradas

Date: 11/5/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0032

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Donisha Greene to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, the Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Donisha Greene to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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 reappointment of Donisha Greene to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2025 – 12/31/2027.

**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: January 14, 2025

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

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



December 31, 2024

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2025 and expiring December 31, 2027

- **Christopher Hall**
  - Reappointment
  - Resides in Willoughby (Lake County)
  - Currently serves on the following boards/commissions: Nature Center at Shaker Lakes Board Consultant to Staff Finance & Executive Committee, City of Willoughby Baseball League Board.
- **Jennifer Kons**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Healthcare Payment Learning & Action Network Health Equity Action Team.
- **Cheryl Bradas**
  - Reappointment
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: The MetroHealth System: City of Brecksville Fall Prevention Coalition Member in collaboration with City of Brecksville Department of Health and Human Services, Brittingham Memorial Library (BML) Board of Directors Member, Ethics & Compliance Committee Member, Hospice/Palliative Care Transitional Group Member, Institutional Review Board Member, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee Chair, Nurse Residency Stakeholders Group Member, System-Wide Fall Prevention Committee Advisor, Livable Cuyahoga County Council member
- **Donisha Greene**
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Alyssa Peters**
  - Appointment (Replacing Ashley Morrissey)
  - Resides in Mentor (Lake County)
  - Currently serves on the following boards/commissions: Cuyahoga County APS I-Team Collaborative

- **Victoria Bowden**
  - Appointment (Replacing Carolyn Lookabill)
  - Resides in Brooklyn Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Robyn Kaltenbach**
  - Appointment (Replacing Douglas Tayek)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A
- **Jared Sherman**
  - Appointment (Replacing Eugene Ward, Jr.)
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: N/A

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 27 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Ronayne  
County Executive

## 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 County Advisory Council on Senior and Adult Services**

- 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;

**1/1/25 to 12/31/27**



- 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;

**Ismael Flores  
Tammy Kennedy  
Kara Tatum-Johnson  
Jae M. Johnson  
Brenda Stoller  
Jocelyn Conwell  
Christina Bohuslawsky Brown  
Robert Eckardt  
Ayonna Blue Donald  
Mara Lyne  
Lisa Griffin  
Robin Mcgrady  
Amier Cobb-Bradley  
Demar Sheffey  
Stephanie Leigh Barbee  
Erich V. Stubbs  
Albano Mahilaj  
Victoria Bowden  
Omar Kurdi  
Robyn Kaltenbach  
Alyssa Peters  
Christopher Hall  
Jennifer Kons**

**Cheryl Bradas  
Donisha Greene  
Ben Goodwin  
Jared Sherman**

**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;

**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.

# DONISHA GREENE

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## PROFILE

Communications specialist with 20 years of expertise - including last the nine years coordinating communication efforts on behalf of the former US Congresswoman Marcia Fudge, Cuyahoga County Courts, and Cuyahoga County Executive Armond Budish and more. Recognized as a persuasive communicator with the following skills.

Executive Leadership	Strategic Planning & Research	Project Management
Communications & Public Relations	Budgeting & Resource Management	Program Management
Constituent Relations	Strategic Partnership Development	Talent Acquisition & Recruiting
Government Affairs	Vendor Relations	Event Planning
Public Policy & Lobbying	Contract Management	Staff Development & Training

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## PROFESSIONAL EXPERIENCE

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**Senior Director of Community Engagement** **2021 to Present**  
**Cleveland Rape Crisis Center** **Cleveland, OH**

Works to increase awareness of Cleveland Rape Crisis Center's (CRCC) brand and programs; migrates survivors to services. Serving as a member of the leadership team, oversees and performs activities related to marketing, communications, public relations and project management.

- Develop and implement annual strategic communications plan; target market CRCC services and programs
- Position CRCC as a trusted, expert, non-partisan source of information relating to sexual violence prevention
- Act as advisor to Chief External Affairs Officer; offer accurate knowledge and information to assist in making informed decisions

**Field Representative & Liaison** **2020 to February 2021**  
**US House of Representatives - Office of Congresswoman Marcia L. Fudge** **Cleveland, OH**

Attend designated events and meetings on behalf of Congresswoman representing Ohio's 11th Congressional District while liaising with constituents on federal, state, and local concerns regarding healthcare, ADA/disability issues, agriculture, nutrition, Social Security, judicial matters, and Cuyahoga County's Farm to School Committee. Coordinate events and track federal legislation that directly relates to casework portfolio.

- Served on Council on Older Persons advisory committee for The Center for Community Solutions that advanced health and social services agenda for senior community
- Served on Greater Cleveland Drug Advisory Board that graduated 1700 individuals - improving individual lives strengthening community bonds, and reducing need for taxpayer funds

**Director of Communications** **2019 to 2020**  
**Cleveland Municipal Court - Housing Division** **Cleveland, OH**

Conceptualized and implemented Court's first communications plan - highlighting mission and vision strategies of the Court. Oversaw marketing, media relations, collateral production, social media, and online presence to shape and disseminate messaging. Worked closely with senior leadership to coordinate communications efforts from each department. Served as Court's spokesperson and media relations representative - leveraged impactful stories and news updates by connecting with media outlets to expand timely and accurate reach of public interest items.

*continued on next page*

- Led workshops that improved brand awareness, message discipline, and ability to track community engagement.
- Coordinated with staff to create specialized court docket of Social Services cases that assists evicted clients with connecting to and making use of housing placement resources

**Communications Specialist - Office of County Executive Armond Budish  
Cuyahoga County**

**2013 to 2019  
Cleveland, OH**

Oversaw creation and distribution of public communication while coordinating external affairs for county with 59 municipalities and 1.3M citizens. Served as primary point of contact regarding health and human services program for media inquiries, information requests, questions, or complaints. Managed communication processes and workflows to streamline efforts and stay on message. Planned, coordinated, and executed complex or large-scale events in collaboration with other government agencies - serving as primary liaison for events with national sponsors and local officials. Administered strictly defined event and program budgets through expense controls and vendor negotiations.

- Crafted hundreds of speeches and talking points memos for County Executive
- Led communication awareness plan for change management process related to overhaul of Cuyahoga County's finance, procurement, HR, and payroll systems
- Designed and led internal communications strategy to connect employees with benefits, training, and resources
- Coordinated dozens of communications and marketing campaigns for various departments including Health and Human Services, Public Safety and Justice Services, Public Works, and Regional Collaboration
- Developed, executed, and refined new digital communications strategies focused on website, intranet, email newsletters, social media posts, news releases, and public advisories
- Planned and managed five "State of the County" addresses from pre-planning through execution and follow up
- Managed production of two Cuyahoga County Annual Reports - coordinating efforts and timelines of multiple departments, writing stories, and producing interactive videos
- Established rapport and built relationships with media outlets; collaborated on editorials and in-station news stories

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**PRIOR EXPERIENCE**

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External Affairs Manager City Year Inc.	2008 to 2013 Cleveland, OH
Youth Program Consultant Greater Cleveland Urban League	2007 to 2008 Cleveland, OH
Youth Unemployment Case Manager Friendly Inn Settlement House	2006 to 2008 Cleveland, OH
Membership Director & Business Manager Greater Cleveland Downtown YMCA	2001 to 2005 Cleveland, OH

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**EDUCATION & TRAINING**

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Bachelor of Arts and Sciences in Communications - Cleveland State University

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**CERTIFICATIONS**

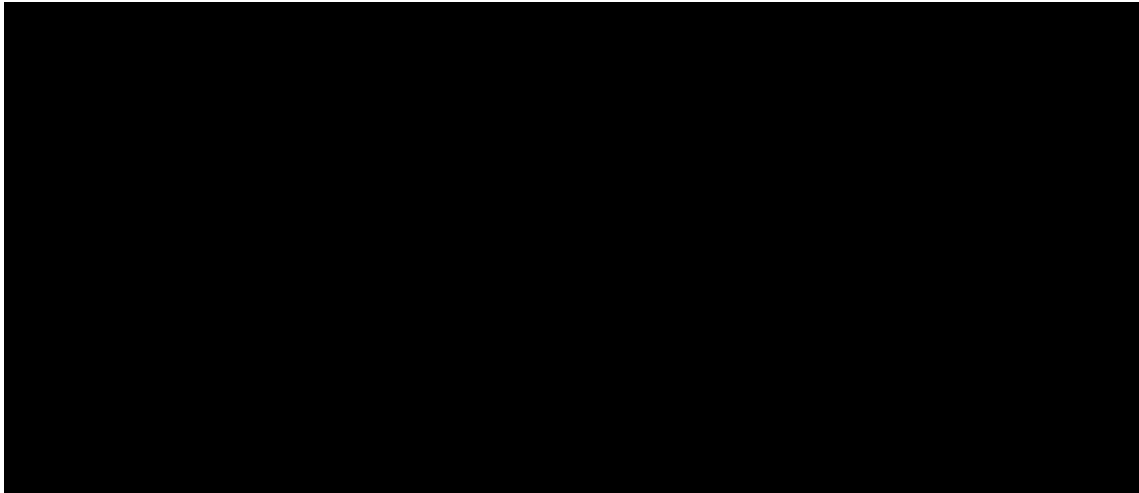
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Lean Six Sigma Yellow Belt - Cuyahoga County



**CUYAHOGA COUNTY ADVISORY BOARD ON SENIOR AND ADULT SERVICES  
NOMINEE PROFILE**

DATE: November 7, 2024



The Code of Regulations of the Advisory Board require the membership to be balanced in geography, gender, age, race and ethnicity and public, private, professional and volunteer distribution. Please provide answers to the following questions for demographic purposes only. However, all answers are optional.

Age: 50+ \_\_\_\_\_ under 50 X \_\_\_\_\_

Race/Ethnicity: African American Gender: Female

Area of Residence:

<u>X</u> _____ City of Cleveland – East	_____ Suburb – East
_____ City of Cleveland – South	_____ Suburb – South
_____ City of Cleveland – West	_____ Suburb – West

Name: Donisha Greene

Areas of Interest (I), Participation (P), or Expertise (E): (Place I, P, or E before those that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Long-Term Care            | <input checked="" type="checkbox"/> Housing                              |
| <input type="checkbox"/> In-Home Services          | <input type="checkbox"/> Senior Employment                               |
| <input type="checkbox"/> Adult Protective Services | <input checked="" type="checkbox"/> Advocacy/Community Outreach          |
| <input type="checkbox"/> Senior/Nutrition Center   | <input type="checkbox"/> Respite Care                                    |
| <input type="checkbox"/> Mental Health             | <input type="checkbox"/> Developmental/Intellectual Disabilities         |
| <input type="checkbox"/> Adult Day Services        | <input checked="" type="checkbox"/> Other Research on Senior Adult Issue |

Please provide a brief description of your professional or volunteer experience in the areas checked above:

If you, either as an individual or as your agency or employment, have any contracts with Cuyahoga County, please list those contracts and the Cuyahoga County Division administering those contracts:

N/A \_\_\_\_\_

**PLEASE RETURN TO:**

**Maridell Couture, Program Officer**  
**Cuyahoga County Division of Senior and Adult Services**  
**13815 Kinsman Road**  
**Cleveland, Ohio 44120**  
**Email: [Maridell.Couture@jfs.ohio.gov](mailto:Maridell.Couture@jfs.ohio.gov)**

**DIVISION OF SENIOR AND ADULT SERVICES ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name: [Click or tap here to enter text.](#)

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Senior and Adult Services of Cuyahoga County? If so, please list the names of those businesses.  
 **NO**     **YES**
  
2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Senior and Adult Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.  
 **NO**     **YES**
  
3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Senior and Adult Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.  
 **NO**     **YES**
  
4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Senior and Adult Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).  
 **NO**     **YES**
  
5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Senior and Adult Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.  
 **NO**     **YES**
  
6. Are you familiar with the Division of Senior and Adult Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Senior and Adult Services of Cuyahoga County?  
 **NO**     **YES**

*I have reviewed the policy on the Code of Conduct of the Division of Senior and Adult Services of Cuyahoga County and agree to abide by the terms of that policy.*

**Signature: DONISHA GREENE**

**Date: 11/7/2024**