



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 29, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH 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 APRIL 15, 2025 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2025-0138: A Resolution confirming the County Executive's reappointment of Anthony G. Tavrell to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/2/2025 – 1/1/2028, and declaring the necessity that this Resolution become immediately effective.
 - b) R2025-0152: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

- c) R2025-0156: A Resolution confirming the County Executive's reappointment of E. Harry Walker, M.D. to serve on The MetroHealth System Board of Trustees for the term 3/5/2025 – 3/4/2031, and declaring the necessity that this Resolution become immediately effective.
- d) R2025-0157: A Resolution confirming the County Executive's reappointment of Paul Herdeg to serve on The Cleveland-Cuyahoga County Workforce Development Board for the term 7/1/2025 – 6/30/2028, and declaring the necessity that this Resolution become immediately effective.

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, APRIL 15, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairman Sweeney called the meeting to order at 10:02 a.m.

2. ROLL CALL

Mr. Sweeney asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Sweeney and Gallagher were in attendance and a quorum was not determined.

In accordance with Rule 12F of the County Council Rules, Council President Miller appointed himself as a Member Pro Tem of the Human Resources, Appointments & Equity Committee. A quorum was established.

Committee members Conwell, Turner and Houser arrived after the roll call was taken.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE APRIL 1, 2025 MEETING

A motion was made by Mr. Gallagher, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the April 1, 2025 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0123: A Resolution confirming the County Executive's appointment of Alan K. Nevel to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2026, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2025-0123. Discussion ensued.

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

Mr. Alan K. Nevel addressed the Committee regarding his nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.

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

On a motion by Ms. Turner with a second by Mr. Houser, Resolution No. R2025-0123 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

- b) R2025-0134: A Resolution confirming the County Executive's appointment of Norman A. Bliss to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2025 – 6/30/2029, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado introduced a proposed substitute to Resolution No. R2025-0134. Discussion ensued.

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

A motion was then made by Ms. Conwell, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute.

Mr. Norman A. Bliss addressed the Committee regarding his nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.

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

On a motion by Ms. Gallagher with a second by Ms. Conwell, Resolution No. R2025-0134 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

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

- c) R2025-0135: A Resolution confirming the County Executive's appointment of Hallie R. Israel to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2025-0135. Discussion ensued.

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

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

Committee members and Councilmember asked questions of Ms. Israel pertaining to her experience, expertise and qualifications, which she answered accordingly. Discussion ensued.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0135 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

- d) R2025-0136: A Resolution confirming the County Executive's reappointment of Richard C. Perry to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/2/2023 – 1/1/2026, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2025-0136. Discussion ensued.

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

Mr. Richard C. Perry addressed the Committee regarding his nomination to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.

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

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2025-0136 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

- e) R2025-0137: A Resolution confirming the County Executive's reappointment of Brian E. Hall to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/2/2025 – 1/1/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2025-0137. Discussion ensued.

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

Mr. Brian E. Hall addressed the Committee regarding his nomination to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.

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

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0137 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

- f) R2025-0138: A Resolution confirming the County Executive's reappointment of Anthony G. Tavrell to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/2/2025 – 1/1/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Anthony G. Tavrell was not in attendance. There was no legislative action taken on Resolution No. R2025-0138.

- g) R2025-0139: A Resolution confirming the County Executive's appointment of Donna Williams - Alexander to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2022 – 1/31/2027, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2025-0139. Discussion ensued.

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

Ms. Donna Williams-Alexander addressed the Committee regarding her nomination to serve on the Cuyahoga County Debarment Review Board. Discussion ensued.

Committee members and Councilmember asked questions of Ms. Williams-Alexander pertaining to her experience, expertise and qualifications, which she answered accordingly. Discussion ensued.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0139 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairman Sweeney adjourned the meeting at 10:51 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0138

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Anthony Tavrell to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/2/2025 – 1/1/2028; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development in Cuyahoga County, and serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three-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 Anthony Tavrell to serve as a County Class Trustee on the CCCIC’s Board of Trustees for the term 1/2/2025 – 1/1/2028.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Anthony Tavrell to serve as a County Class Trustee on the CCCIC's Board of Trustees for the term 1/2/2025 – 1/1/2028.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 8, 2025

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

Journal _____

_____, 20__



C O U N T Y O F C U Y A H O G A

C O U N T Y R E V I S E D C O D E E

March 26, 2025

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

Re: *Cuyahoga County Community Improvement Corporation Board of Trustees*

Dear President Miller,

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individuals for **re-appointment** to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Richard Perry**, 3-year term: 1/2/2023-1/1/2026
- **Brian E. Hall**, 3-year term: 1/2/2025-1/1/2028
- **Anthony Tavrell**, 3-year term: 1/2/2025-1/1/2028

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve a three-year term.

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

Sincerely,

Chris Ronayne
County Executive

ANTHONY G. TAVRELL

Key Tower | 127 Public Square, 8th Floor | Cleveland, Ohio 44114
anthony_g_tavrell@keybank.com | 216.689.3667 office | [REDACTED]

SUMMARY

A seasoned Commercial Real Estate finance professional with 15 years of commercial banking experience and a proven track record in business development, relationship management and credit acumen. Builds strong relationships with clients and internal partners to effectively deliver capital solutions and complementary banking products to clients.

EDUCATION

University of Akron – Akron, Ohio

College of Business Administration
Bachelor of Science: Financial Management

Graduated December 2003

PROFESSIONAL EXPERIENCE

KeyBank Real Estate Capital – Cleveland, Ohio

Senior Vice President – Senior Banker

December 2016 – Present

Income Property Group

- KeyBank Real Estate Capital is a division of super regional bank KeyCorp (NYSE: KEY)
- Provide financing solutions to privately-held owners, developers, equity funds, REITs and family offices
- Responsible for deal sourcing, underwriting/structuring, credit presentation and document negotiation
- Property types include multifamily housing, student housing, affordable housing, retail, office, mixed-use, industrial, medical office, hospitality and self-storage properties located across the United States
- Interim financing solutions include lines of credit, acquisition/bridge, construction and mini-perm loans
- Permanent financing solutions include Fannie Mae, Freddie Mac, FHA/HUD, CMBS and Life Company
- Annual production of over \$250 million in new commitments

Fifth Third Bank – Cleveland, Ohio

Vice President – Senior Relationship Manager

July 2012 – November 2016

Commercial Real Estate

- Responsible for managing and growing a loan portfolio with emphasis on cross-sell of bank products and services
- Loan types included construction, acquisition/bridge, mini-perm and specialized line of credit facilities
- Property types included multifamily, retail, industrial, office and hospitality located across the United States
- Portfolio averaged over \$300 million with annual production of \$100 million in new commitments
- Consistently ranked in the top 5 relationship managers based on production and scorecard metrics
- 2015 President's Circle Award – highest Bancorp recognition

Vice President – Director

May 2009 – June 2012

Special Assets Group – Commercial Real Estate

- Recruited by the head of commercial banking to assist with the bank's growing distressed loan portfolio
- Responsible for developing/implementing workout strategies, negotiations, restructuring and asset dispositions
- Handled over \$500 million of criticized loans representing various property types located across the United States
- Consistently ranked in the top 5 relationship managers based on performance measures and collections

Assistant Vice President – Relationship Manager

May 2004 – April 2009

Commercial Real Estate

- Commercial Associate Program class of 2004. Twelve month rotation through Credit, Business Lending and CRE
- Promoted to relationship manager within twelve months. Averaged new loan production of \$40MM annually

AFFILIATIONS

- International Council of Shopping Centers (ICSC)
- Urban Land Institute (ULI) Cleveland
- NAIOP Northern Ohio Chapter
- Cuyahoga County Board of Developmental Disabilities
- Downtown Cleveland Alliance (DCA) – Real Estate Lending Advisory Group

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 Community Improvement Corporation Board of Trustees

- 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;

1/2/2025-1/1/2028

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

Reappointment

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

N/A

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

N/A

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

**Romona Davis
Debbie Berry
Kara Tatum- Johnson
Amier Cobb-Bradley
Demar Sheffey
Daniel Pajak
Suzanne Hamilton
Ronald Edward Stubblefield
Maximilian Upton
Brian E. Hall
Richard Perry
Michael Obi
Anthony Taverell**

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

Broadview Heights, Cuyahoga County

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

- **Real Estate Lending Advisory Group at Downtown Cleveland**
- **Board President, Community Improvement Corporation (CCCIC)**

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

No ethics opinion was requested or issued.

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

There is no compensation for this position.

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

Section 114.02: Notice of Interim Appointments

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

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0152

Sponsored by: **Councilmember Sweeney on behalf of Cuyahoga County Personnel Review Commission**

A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

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

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

WHEREAS, on April 2, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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: *Criminal Justice Information Services (CJIS)*
 Program Coordinator
 Number: 10321

Pay Grade: 6A/Non-Exempt

Exhibit B: Class Title: *Manager, CJFS Communications and Communications and Community Engagement*
Number: 13321
Pay Grade: 15A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Chaplain*
Class Number: 13231
Pay Grade: 65A/Non-Exempt (No change)
*PRC routine maintenance. Classification last revised in 2021.
Changes made to essential functions, language and formatting.
A minimum qualifications equivalency table was added. No changes to pay grade or FLSA status.

Exhibit D: Class Title: *Forensic Epidemiologist*
Class Number: 17101
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2021.
Changes made to language and formatting. A minimum qualifications equivalency table was added. No changes to pay grade or FLSA status.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 22, 2025

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

Journal _____
_____, 20____



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

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

Date: April 3, 2025

To: Cuyahoga County Council President Dale Miller
Council Members, Human Resources, Appointments & Equity
Committee

From: F. Allen Boseman, Chairman
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on April 2, 2025, 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
Criminal Justice Information Services (CJIS) Program Coordinator 10321	6A Non-Exempt	Sheriff
Manager, CJFS Communications and Community Engagement 13321	15A Exempt	HHS

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Chaplain 13231	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff



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

Forensic Epidemiologist 17101	11A Exempt	611A Exempt (No Change)	Medical Examiner
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cc: Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner
Rebecca Kopcienski, PRC Director
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
Sarah Nemastil, HR Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Criminal Justice Information Services (CJIS) Program Coordinator	Class Number:	10321
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Department	EXHIBIT A	

Classification Function

The purpose of this classification is to assist the Sheriff's Department by providing support with administrative functions and by representing the department on outside boards and committees.

Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to the County Sheriff's Department such as deploying camera trailers, evaluating data, and creating user accounts for automatic license plate reader (ALPR) systems. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

50% +/- 10%

- Oversees camera trailer deployments; transports and positions trailers securely at the designated sites; evaluates assignment location and checks for accessibility, line of sight and environmental factors to ensure optimal camera coverage; levels and stabilizes trailers; connects and tests power sources; aligns and calibrates cameras; verifies proper focus, field of view and resolutions; tests connectivity to ensure live video feeds and data uploads are functional; recovers mobile trailer cameras at the end of assignments; schedules new requests for trailer deployment; maintains calendars with upcoming deployments; keeps records of all deployments and requests by year for reporting purposes; trains new agencies on usage of camera trailer software; pulls recorded footage as requested.

20% +/- 10%

- Ensures camera trailers receive proper maintenance; transports trailer cameras for maintenance and refueling; coordinates and validates the installation of software and peripherals on initial deployment; provides end-user support; answers phone calls and end user questions; evaluates and trouble shoots connection issues; performs triage on trailer systems including cameras, software, and networks; performs basic repairs; escalates issues to the appropriate vendor or department for resolution; coordinates with the County garage to ensure the trailers receive required maintenance; ensures that appropriate documentation is completed;.

15% +/- 5%

- Performs ALPR system responsibilities; programs LPR modems based on documentation; performs basic troubleshooting for programming errors that arise; monitors daily reports; notifies vendors of site outages for diagnoses and repairs; evaluates existing operations, software, and equipment to ensure maximum use and benefits.

15% +/- 5%

- Assists the Sheriff's Department with supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various training courses and meetings; represents the department on outside boards and committees; assists with

Criminal Justice Information Services (CJIS) Program Coordinator

obtaining and managing grants; acts as a liaison between the Sheriff's Department and outside vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent and 6 months of experience in law enforcement, electronics, mechanics, or IT; **or any equivalent combination of education, training, and experience as defined below;**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated degree of any level	6 months
Any related certificate or higher degree	0 years

Related degree fields: law enforcement, mechanical engineering, electrical engineering, information technology, computer science

Related certifications: Ohio Peace Officer Basic Training (OPATA), Criminal Justice Information Services (CJIS) Certification in Security Awareness, Security Systems Technician (SST), CompTIA Security Certificate, ALPR Operations Training or Manufacturer-Specific Training Certificates,

- Valid driver's license and proof of automobile insurance.

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 such as a computer and multifunction printer.
- Ability to operate a variety of vehicles including automobiles, vans, pick-up trucks, and trailers, and ability to operate, set up, and calibrate cameras.
- Ability to crawl, crouch, bend, twist, lift, push, and pull up to 50 lbs.

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

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Criminal Justice Information Services (CJIS) Program Coordinator

- 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 user accounts, questionnaires, schedules, grant applications and requirements, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, agency policies and procedures, and the Ohio Revised Code.
- Ability to prepare receipts, logs, memos, reports, maintenance records, trailer deployment schedules, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisors, management, coworkers, directors, vendors, other County employees, and local police departments.

Environmental Adaptability

- Work is typically performed in an office environment and out in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, and humidity.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, CJFS Communications and Community Engagement	Class Number:	13321
FLSA:	Exempt	Pay Grade:	15A
Dept:	HHS	EXHIBIT B	

Classification Function

The purpose of this classification is to plan, direct and manage the operations of the Public Benefits and Community Engagement unit, monitor operations at the Cuyahoga County Welcome Center and support HHS cross-agency collaboration in outreach and community engagement.

Distinguishing Characteristics

This is a management-level classification that is responsible for overseeing the operations of the Public Benefits and Community Engagement unit as well as supervising lower-level supervisors and other assigned staff. This class works under general direction from the Director of Cuyahoga Job and Family Services, and requires in-depth knowledge of available public benefits and services to plan, direct, and manage proposed and assigned projects and communications for the agency. The employee works under direction from the Deputy Director of Communications. The employee is expected to consult and collaborate with superiors 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 ensures that proposed and assigned projects 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.

50% +/- 10%

- Plans, directs, and manages community engagement public benefit projects and outreach to special populations; consults and coordinates with various community stakeholders to develop marketing and communication plans and projects for public benefit programs and services; coordinates with staff to develop community outreach plans; provides management with cost estimates for the procurement of goods and services to support outreach plans; facilitates workgroups to support agency workforce communications; acts as a liaison with community partners to support community relations and engagement for contracted services; consults with management to develop inclusive communications and marketing plans, staff cultural competency training, and bilingual staff training and certification; coordinates research and best practices to increase utilization and decrease barriers to public benefits from special populations (i.e., eligible populations, public benefits recipients, Limited-English Proficient, ADA, immigrants, refugees); evaluates community data to assess program effectiveness, service needs, and community resources; reviews and approves reports for the Director on various services.

15% +/- 5%

- Supervises and directs the work of lower-level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, reviews, and monitors 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

Effective Date: TBD
Last Modified: TBD

Manager, CJFS Communications and Community Engagement

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

10% +/- 5%

- Plans and oversees agency communications including relevant press releases, communications to agency staff, community partners, and residents, and digital content, including social media and advertising; plans strategic communications to support outreach and engagement initiatives for workforce and special populations; coordinates with staff on community engagement and communication efforts; reviews and approves final communications (e.g., community newsletter, agency internal newsletter, intranet communications, fliers, forms, and presentations).

10% +/- 5%

- Develops agency plans to comply with the Americans with Disabilities Act (ADA) laws and standards, National Voter Registration Act (NVRA), Limited English Proficiency Executive Order (LEP), and Title VI of the Civil Rights Act of 1964; facilitates HHS cross-agency collaboration and workgroups to address communications, compliance, and operations; advises HHS leadership on policies, language services, inventory of public-facing forms, print and digital communications, and ADA accommodations; keeps records of offered services and accommodations; attends required state trainings; files plans for LEP and ADA; develops materials and conducts staff training; ensures mandated posters are current; forwards complaints to the State and Bureau of Civil Rights.

5% +/- 2%

- Coordinates public records for the agency; coordinates with the Law Department on responses to public records requests; redacts records to maintain confidentiality and privacy of public benefits recipients; coordinates with other departments and agencies to gather requested information for public records requests.

10% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends and conducts various trainings and meetings; assists agency director with annual planning of projects including ensuring that community engagement and communications projects align with Communications Department and Department of Health and Human Services priorities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, communications, or related field with six (6) years of public administration, business administration, or related experience including three (3) years in a supervisory capacity; **or any equivalent combination of education, training, and experience as defined below:**

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

Related degree fields: business administration (all majors), communications (all majors), nonprofit administration.

Effective Date: TBD
Last Modified: TBD

Manager, CJFS Communications and Community Engagement

Related work experience: non-profit administration; community engagement, community events coordinating, public benefits program auditing; regulatory compliance.

Supervisory experience: formal supervisory experience must be in the context of the related work experience. General supervisory experience in another area is not considered.

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 data entry software (Matrix), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise business management software (Infor Lawson), videoconferencing software (Microsoft Teams), and publishing software (Adobe).

Supervisory Responsibilities

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

Mathematical Ability

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

Manager, CJFS Communications and Community Engagement

- Ability to comprehend a variety of informational documents including training completion records, internal agency newsletter draft, community newsletter draft, drafts of community messaging (i.e., letters, social media, marketing), community event participation records, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, the Employee Handbook, the Americans with Disabilities Act (ADA) laws and standards, National Voter Registration Act, Limited English Proficiency Executive Order, Title VI of the Civil Rights Act of 1964, and CJFS policies and procedures.
- Ability to prepare annual project plans, records for program certification, surveys, charts, fact-finding reports, Civil Rights, ADA, LEP, and NVRA plans, performance reviews, 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, and to follow instructions.
- Ability to use and interpret public benefits terminology and language.
- Ability to communicate with directors, managers, direct supervisors, subordinates, other County employees, community partners, clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chaplain	Class Number:	13231
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sherriff's Office	EXHIBIT C	

Classification Function

The purpose of this position is to provide spiritual guidance and religious services/counseling for County jail inmates.

Distinguishing Characteristics

This is a professional classification that is responsible for providing religious service/counseling for inmates of all religious backgrounds at the County jail. This classification receives general direction from the Associate Warden and exercises independent judgement to ensure work 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.

- 60% +/- 10%
- Provides religious services for the inmate population at the county jail responds to inmate requests for religious information or materials; physically walks through the jail to be available; meets with inmates to provide religious guidance.
- 30% +/- 10%
- Conducts worship services, sacramental observations, and religious educational programs for inmates; plans and organizes group religious activities; coordinates and oversees the gathering of religious groups; records inmate attendance at events.
- 5% +/- 2%
- Informs inmates when there is a death in their immediate family;; initiates the request process for an inmate who submits a request to visit a friend/family funeral; offers grief counseling and prayer.
- 5% +/- 2%
- Attends staff meetings and training events;; documents any events that require documentation such as altercations, work activities, and other events that require documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in world religions, theology, or related field with two (2) years of experience providing religious/spiritual guidance, religious services/counseling, or pastoral care; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	6 years
Unrelated associate degree	5 years
Related associate degree	4 years

Chaplain

Unrelated bachelor's degree	3 years
Related bachelor's degree	2 years
Related/unrelated master's/doctoral degree	1 year

Related degree fields: world religions, theology, philosophy, comparative religions, divinity, biblical studies.

Related work experience: ministry experience, religious/spiritual guidance, religious services/counseling, or pastoral care

- An endorsement letter from a religious group that includes: the applicant's affiliation with the organization, the applicant's role, and applicant's length of service. Letter must be dated within 1 year prior to application date.

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 and databases including email software (Microsoft Outlook), security management software IMAC, spreadsheet software (Microsoft Excel), video conferencing software (Securus), and word processing software (Microsoft Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including religious pamphlets and inmate requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, religious texts, common code of ethics for chaplains, and Sheriff's Department/Correction Center policies and directives.

Chaplain

- Ability to prepare sermons, religious materials, event documentation, attendance sheets for service, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret religious terminology and language.
- Ability to communicate with jail management, inmates, correctional staff, correctional partners/stakeholders, clergymen, funeral directors, and the general public.

Environmental Adaptability

- Work is typically performed within the Correction Center downtown facility.
-
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Epidemiologist	Class Number:	17101
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office	EXHIBIT D	

Classification Function

The purpose of this classification is to conduct surveillance of reported deaths and to analyze and present health data for developing and implementing research and public health initiatives.

Distinguishing Characteristics

This is an entry level classification responsible for the collection, analysis, and interpretation of statistical data related to reported overdose and disease deaths. Incumbents work under general supervision of the Director of Cuyahoga County Medical Examiner Office Operations (CCMEO). Incumbents receive general guidance and direction regarding work but complete work largely independently and are expected to use their own 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.

- 60% +/- 10%
- Conducts collection, analysis, and interpretation of data related to overdose deaths and other epidemiological data; enters and codes current and retrospective overdose fatality and controlled substance prescription data into database management system; conducts data analysis of identified and/or emerging trends; conducting epidemiological surveillance and data analysis to determine changes in trends regarding overdose deaths and other epidemiological problems; designs new data collection methods and systems and recommends improvements to existing systems; assists in interpreting epidemiological data and making recommendations for program policy planning and public health intervention development; receives and addresses miscellaneous requests for data.
- 30% +/- 10%
- Creates reports and presentations regarding data and trends to present at conferences, internal review meetings, and taskforce group and committee meetings; compiles and prepares information for publications and reports; provides public health data and interpretation to community public health and public safety partners; represents the CCMEO at conferences, meetings, and on participating committees.
- 10% +/- 5%
- Provides training and guidance to interns and research associates working on research projects, grants, data coding, and data analysis.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public health, epidemiology, data analysis, or related field and three (3) years of public health, epidemiology, or related experience; **or any equivalent combination of training and experience as defined below:**

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

Related degree fields: public health, epidemiology, data analysis, forensic science, biology, chemistry, data analysis.

Related work experience: public health, epidemiology, forensics, data analysis.

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 office machines and equipment including a computer and multifunction printer.

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), survey and database management application (REDCap, VertiQ), data and information management system (VertiQ), statistical analysis software (SPSS, Power BI), and other software as needed.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistical calculations.

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 academic articles, fatality data, reports, overdose fatality reports, lab results, tax reports, medical records, and correspondence.
- Ability to comprehend, manipulate, and analyze datasets.

Forensic Epidemiologist

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, journal articles, and the Ohio Revised Code.
- Ability to prepare and give oral presentations, reports, lists, correspondence, statistical analyses, academic articles, 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, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret public health and basic medical terminology and language.
- Ability to communicate with co-workers, supervisors, management, boards, committees, taskforces, and members of public health associations.

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: 3/27/2025
Meeting: 4/2/2025

<u>Job Title</u> NEW	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Criminal Justice Information Services (CJIS) Program Coordinator	10321	N/A	6A Non-Exempt	Sheriff	This is a new classification requested by the Sheriff's Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Manager, CJFS Communications and Community Engagement	13321	N/A	15A Exempt	HHS	This is a new classification based on the CPQ of a current Senior Administrative Officer. This classification was initiated by PRC in an effort to create classifications that reflect the work employees in 'generic' classifications are performing. The new classification is specific to the work being performed by this employee.

<u>Job Title</u> REVISED	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Chaplain	13231	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No changes to pay grade or FLSA status
Forensic Epidemiologist	17101	11A Exempt	611A Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No changes to pay grade or FLSA status

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0156

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Dr. E. Harry Walker, MD to serve on The MetroHealth System Board of Trustees for the term 3/5/2025 – 3/4/2031; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of county hospital board of trustees and the means by which appointments are made; and

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six-year term; and

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; 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”;

WHEREAS, the County Executive has nominated Dr. E. Harry Walker, MD to serve on The MetroHealth System Board of Trustees for the term 3/5/2025 – 3/4/2031.

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 Dr. E. Harry Walker, MD to serve on The MetroHealth System Board of Trustees for the term 3/5/2025 – 3/4/2031.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 22, 2025

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

Journal_____

_____, 20__



April 8, 2025

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

Re: MetroHealth System Board of Trustees

Dear President Miller,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for reappointment on the MetroHealth System Board of Trustees:

- **Dr. E. Harry Walker, MD**, 6 year term, 3/5/2025 to 3/4/2031
 - Reappointment
 - Resides in Moreland Hills (Cuyahoga County)
 - Elector of Cuyahoga County

Candidates for this board shall:

1. *“Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located”*
2. *“...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired”*

Dr. Walker’s resume is attached for your review and meets the qualifications to serve on this board. The candidate has been jointly selected by the County Executive and the Judge, “of the most senior in point service” for the Common Pleas Court (the Honorable Timothy McCormick) and for the Probate Courts (the Honorable Anthony J. Russo). Correspondence from the Honorable Timothy McCormick and the Honorable Anthony Russo in support of this nomination is attached.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 4 candidates on file for this position.

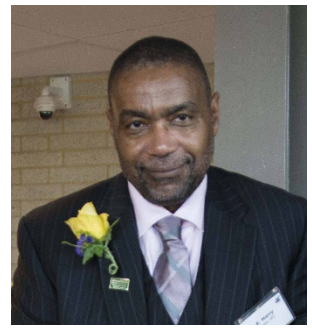
Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

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

E. HARRY WALKER, M.D.



**HIGHLY SKILLED PHYSICIAN EXECUTIVE AND COMMUNITY LEADER WITH 32 YEARS OF
PROGRESSIVE LEADERSHIP EXPERIENCE AT THE METROHEALTH SYSTEM**

EXPERIENCE

2013 – 2015

SENIOR VICE PRESIDENT – AMBULATORY OPERATIONS, METROHEALTH

2009 – 2015

EXECUTIVE DIRECTOR – PRIMARY CARE, METROHEALTH

1996 – 2009

MEDICAL DIRECTOR – METROHEALTH CENTER FOR COMMUNITY HEALTH, METROHEALTH

1991 – 1994

MEDICAL DIRECTOR – METROHEALTH DOWNTOWN, METROHEALTH

1988 – 1990

MEDICAL DIRECTOR – DIVISION OF INMATE SERVICES, METROHEALTH

1985 – 1995

MEDICAL DIRECTOR – HEALTH CENTER FOR THE HOMELESS, METROHEALTH

1982 – 2015

STAFF PHYSICIAN – INTERNAL MEDICINE, METROHEALTH

MEDICAL ACTIVITIES

2018 – 2015

COMMUNITY ADOVOCACY PROGRAM, MEDICAL LEGAL PARTNERSHIP

2004 – 2015

PROGRAM COORDINATOR, DIABETES SELF-MANAGEMENT PROGRAM

1996 – 2015

MEMBER – MEDICAL EXECUTIVE COMMITTEE, METROHEALTH MEDICAL CENTER

1996 – 2009

MEMBER – ADVANCED NURSE PRACTITIONER STEERING COMMITTEEE, METROHEALTH

1996 – 2008

MEMBER – MEDICAL OPERATIONS COMMITTEE, METROHEALTH

COMMUNITY ACTIVITIES

2019 – PRESENT

BOARD OF DIRECTORS, METROHEALTH GLENVILLE HEALTH CENTER COMMUNITY BOARD

2016 – PRESENT

BOARD OF TRUSTEES, SISTERS OF CHARITY FOUNDATION OF CLEVELAND

2006 – 2015

BOARD OF DIRECTORS, CENTER FOR COMMUNITY SOLUTIONS

AWARDS

2013 – **CARE ALLIANCE COMMUNITY PARTNERSHIP AWARD**

2008 – **NORTHEAST OHIO MOST INFLUENTIAL AWARD, CALL & POST NEWSPAPER**

1995 – **HENRY D ZIEGLER, M.D. AWARD FOR COMMUNITY HEALTH, METROHEALTH**

EDUCATION

1980- 1982

INTERNAL MEDICINE RESIDENCY, MOUNT SINANI MEDICAL CENTER, CLEVELAND

1979 - 1980

INTERNAL MEDICINE INTERNSHIP, MOUNT SINANI MEDICAL CENTER, CLEVELAND

1975 - 1979

MEDICAL DOCTOR, UNIVERSITY OF CINCINNATI MEDICAL SCHOOL

1971 - 1975

WILLIAMS COLLEGE

1971

JOHN ADAMS HIGH SCHOOL



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

March 19, 2025

Judge Timothy McCormick
Cuyahoga County Common Pleas Court
1200 Ontario Street
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge McCormick,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for reappointment to the MetroHealth System Board of Trustees:

- **Dr. E. Harry Walker, M.D.**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Dr. Walker's resume is attached for your review and meets the qualifications to serve on this board.

Sincerely,

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

Chris Ronayne
County Executive

Approved:

A handwritten signature in blue ink, appearing to read "Timothy McCormick".
Judge Timothy McCormick

4/3/25
Date

PROBATE COURT OF CUYAHOGA COUNTY

DIVISION OF THE COURT OF COMMON PLEAS

1 LAKESIDE AVE. W.
CLEVELAND, OHIO 44113

ANTHONY J. RUSSO
PRESIDING &
ADMINISTRATIVE JUDGE

JENNIFER A. ALEXANDER
COURT ADMINISTRATOR
MAGISTRATE

LAURA J. GALLAGHER
JUDGE

March 27, 2025

HEIDI M. KOENIG
CHIEF MAGISTRATE

Chris Ronayne
Cuyahoga County Executive
2079 East 9th Street
Cleveland, OH 44115

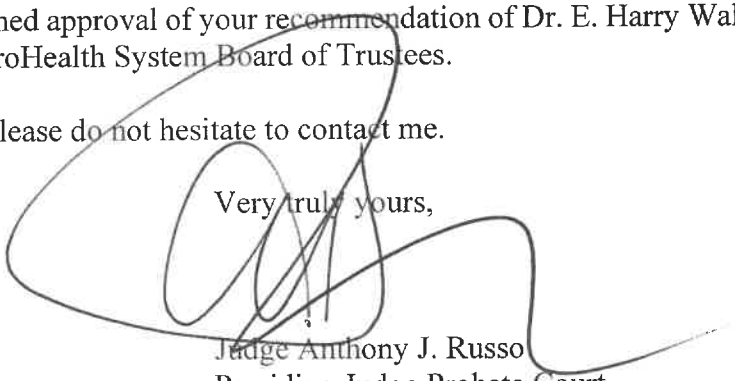
Re: The MetroHealth System
Board of Trustees

County Executive Ronayne:

Enclosed please find my signed approval of your recommendation of Dr. E. Harry Walker, M.D. for reappointment on the MetroHealth System Board of Trustees.

If you have any questions, please do not hesitate to contact me.

Very truly yours,


Judge Anthony J. Russo
Presiding Judge Probate Court

ajr/ss

Enclosure



March 19, 2025

Judge Anthony Russo, Presiding Judge
Probate Court of Cuyahoga County
1 Lakeside Avenue
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for reappointment to the MetroHealth System Board of Trustees:

- **Dr. E. Harry Walker, M.D.**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Dr. Walker's resume is attached for your review and meets the qualifications to serve on this board.

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,

Chris Ronayne
County Executive

Approved:

Judge Anthony Russo

3/27/25

Date

1. What is your full name? (PLEASE PRINT)

Walker E. Harry
Last Name First Name Middle Name

3. What is your birthdate?

Month Day Year
2 5 53

4. Are you a native born citizen? Yes If naturalized, when and in what court were you naturalized?

Date Court

5. What is your Social Security Number?

(Furnishing your Social Security number on this form is voluntary; its confidentiality cannot be guaranteed.)

6. Where were you born?

Thomas-ton Georgia USA
City State Country

7. What address did you give when you last registered to vote?

City or Post Office State County

I declare under penalty of election falsification that the statements herein contained are true to the best of my knowledge and belief; and that I am legally qualified to vote.

3/27/82

Date

Signature of Applicant

3/27/82

Date

Signature of Registrar or Deputy Registrar

THE PENALTY FOR ELECTION FALSIFICATION IS IMPRISONMENT FOR NOT MORE THAN SIX MONTHS, OR A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS, OR BOTH.

FOR BOARD USE ONLY

REMARKS

2. What is your residence?

City or Post Office

State of Ohio Zip Code

(If you reside in a hotel, apartment, or tenement house, or institution, or in an incorporated or unincorporated area not identified by the use of road names or house numbers, such additional information shall be included as will give the exact location of your place of residence.)

FOR BOARD USE ONLY

CITY OR VILLAGE

WARD

PCI.

STREET ADDRESS

DATE

CLERK

SCHOOL DISTRICT

WALKER, E. HARRY

30766

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;

MetroHealth Board of Trustees

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

Please see the attached document confirming Dr. Walker as a qualified elector of Cuyahoga County.

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

3/5/2025- 3/4/2031

- 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;

Charlene Mancuso

Dr. Yvette M. Clemons

Richard C. Perry

Dr. E. Harry Walker

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

Moreland Hills, Cuyahoga County

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

MetroHealth Board of Directors

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

No ethics opinion was requested or issued.

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

There is no compensation for this position.

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

Section 114.02: Notice of Interim Appointments

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

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0157

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Paul Herdeg to serve on The Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2025 – 6/30/2028; and declaring the necessity that this Resolution become immediately effective.
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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 Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise Code Chapter 6301; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, the County Executive has nominated Paul Herdeg to serve on The Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2025 – 6/30/2028.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Paul Herdeg to serve on The Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2025 – 6/30/2028.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 22, 2025

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

Journal _____

_____, 20__



C O U N T Y O F C U Y A H O G A

C O U N T Y O F C U Y A H O G A
C O U N T Y O F C U Y A H O G A E

April 14, 2025

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

Re: *Cleveland-Cuyahoga County Workforce Development Board*

Dear President Miller,

Pursuant to Ohio Revised Code Chapter 6301, I am pleased to nominate the following individual for appointment to serve on the Cleveland-Cuyahoga County Workforce Development (Greater Cleveland Works) Board:

- **Paul Herdeg**
 - Reappointment, 3-year term, 7/1/2025 to 6/30/2028

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 3 candidates on file for this position. The candidate's resume is attached for your review.

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,

Chris Ronayne
County Executive

Paul Herdeg
Director, Cuyahoga County Department of Development
(216) 443-7257
pherdeg@cuyahogacounty.us

Lead Cuyahoga County's community development, economic development, and workforce innovation strategy and execution. Align Cuyahoga County's development and workforce innovation activity with complementary activities and funding of its public sector, philanthropic sector, and private sector partners, to accomplish key economic development strategic goals.

PREVIOUS CUYAHOGA COUNTY EXPERIENCE

Deputy Chief Economic Development Office
Director, Strategic Planning and Business Intelligence
Administrator, Community Development and Housing
Housing Manager

Negotiated and directed the closing and implementation of agreements for development financing leveraging well over \$1 billion of new and renovated housing, commercial, and industrial construction throughout Cuyahoga County. Areas of responsibility progressively grew to include affordable housing, market rate housing, lead remediation, vacant property demolition and nuisance abatement, renovation of vacant residential and commercial properties, storefront renovation, business growth lending, brownfield cleanup, large scale business attraction.

Stood up both small business assistance and emergency rental assistance programs during the COVID-19 pandemic, engaging stakeholders and leading operational planning to deploy over \$8 million of small business grants, over \$3 million of loans, and over \$10 million of rental assistance. Lead planning and execution of ongoing countywide business and housing COVID recovery work.

Planned, resourced and led execution of strategies to advance Cuyahoga County's housing, community, and economic development. Coordinated development strategies with County-led workforce innovation programming including the SkillUp service and workforce funder alignment .

Managed staff hiring, training, evaluation, coaching, and progressive discipline for a work unit of up to 40 staff. Assigned staff to duties based on their skills, knowledge, abilities, needs of the County, and available funding. Outsourced service delivery as needed to ensure quality of work.

Prepared budgets, controlled spending, and allocated funding of \$6 to over \$20 million per year. Managed performance and financial reporting to funding sources, ensuring compliance with both program and fiscal regulations. Managed the federal and state audit process for my programs and received consistently positive monitoring and audit reports for federally funded activities.

Directed strategic and operational planning for federally funded activities including housing, community development, and affirmatively furthering fair housing. Led the development of a departmental strategic plan aligned with the County strategic plan. Led annual updating of the County's five year economic development plan. Led performance measurement and reporting for the County strategic plan and five year economic development plan. Led the development of economic measures for the five year economic development plan. Created an analytical process to better analyze the County's return on its economic development funding investments.

OTHER PROFESSIONAL EXPERIENCE

Executive Director, Union-Miles Development Corporation

Directed all activities of nonprofit agency in southeast Cleveland. Hired, trained, evaluated, promoted, and assigned staff as needed to execute strategy within resource limits. Developed both housing and economic development projects to advance placemaking and job creation goals. Maintained strong stakeholder relationships with elected officials, funders, and intermediaries.

Specialist Attorney, Law Reform Unit, Legal Aid Society of Cleveland

Led teams of attorneys in complex federal civil rights and consumer litigation. Led both internal and external teams to update and revise the standard reference manual for Ohio consumer law.

EDUCATION AND TRAINING

J.D., Cleveland-Marshall College of Law, *magna cum laude*

Admitted to the practice of law in Ohio and in the U.S. District Court, Northern District of Ohio

B.S. in Mathematics, Case Western Reserve University, *cum laude*

Strategic Leadership Training, Cleveland Neighborhood Progress

Neighborhood Development Leadership, Development Training Institute

Public Sector Leadership, Fisher College of Business, Ohio State University

Housing Development Finance Professional, National Development Council

Economic Development Finance Professional, National Development Council

ASSOCIATION LEADERSHIP

National Association for County Community and Economic Development – Housing Committee Chair, Member of the Board of Directors 2012-14

Ohio Conference of Community Development – Sessions and Training Committee Chair, Member of the Executive Board 2015-19, Vice President 2016-17, President 2017-18

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Please see attached

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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;

Cleveland/Cuyahoga County Workforce Development Board

- 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;

7/1/2025 to 6/30/2028

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

Reappointment

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

N/A

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

N/A

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

**Ethan Karp
Paul Herdeg
Marquez Brown**

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

Orange Village, Cuyahoga County

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

None

- 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.

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