



Cuyahoga County Council – Procedures for Public Comment at Council and Committee Meetings

- Requests to speak must be submitted in writing **prior** to the scheduled meeting start time on the Request Form provided by the Clerk immediately prior to each meeting.*
- Request Forms must be submitted in-person and may not be submitted on behalf of others (one per person).
- A maximum of thirty speakers will be selected at random during the public comment section at each meeting.
- Each speaker will receive two minutes to address the council or committee. A bell will ring to signal that speaking time has ended. Speakers may not yield their time to others.
- In lieu of verbal public comment, written testimony may be submitted to Council or the applicable committee through the Clerk of Council at CouncilPublicComment@cuyahogacounty.us prior to the adjournment of each meeting.
- The Council and committee meeting schedule can be found [on the Council website](#).

** Council chambers will open to the public 30 minutes prior to the scheduled meeting start time.*



CUYAHOGA COUNTY COUNCIL
HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING AGENDA
TUESDAY, APRIL 21, 2026—10:00 A.M.

Committee Members

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

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES FROM THE MARCH 31, 2026 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0099: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- b) R2026-0102: A Resolution confirming the County Executive's appointment of Maya Simek to serve on the Commission on Human Rights for the term 3/1/2026 – 2/28/2028, and declaring the necessity that this Resolution become immediately effective.
- c) R2026-0103: A Resolution confirming the County Executive's appointment of Kevin Clayton to serve on the Cuyahoga Community College Board of Trustees for an unexpired term ending 1/16/2030, and declaring the necessity that this Resolution become immediately effective.
- d) R2026-0104: A Resolution confirming the County Executive's appointment of Rudy Stralka to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031, and declaring the necessity that this Resolution become immediately effective.
- e) R2026-0105: A Resolution confirming the County Executive's reappointment of Helen Forbes Fields to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2025 – 1/16/2030, and declaring the necessity that this Resolution become immediately effective.
- f) R2026-0106: A Resolution confirming the County Executive's reappointment of Geralyn Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031, and declaring the necessity that this Resolution become immediately effective.
- g) R2026-0107: A Resolution confirming the County Executive's reappointment of John R. Corlett to serve on The MetroHealth System Board of Trustees for the term 4/1/2026 – 3/31/2032, and declaring the necessity that this Resolution become immediately effective.

- h) R2026-0108: A Resolution confirming the County Executive's reappointment of Michael P. Summers to serve on The MetroHealth System Board of Trustees for the term 3/2/2026 – 3/1/2032, 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. Download the Metropolis smartphone app and create an account to have parking validated at meetings. Please scan the QR code posted in Council Chambers to input your license plate information for parking to be validated by Metropolis, a non-County entity. You will be responsible for the cost of parking if you are unable to utilize this online parking service.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



CUYAHOGA COUNTY COUNCIL

HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING MINUTES

TUESDAY, MARCH 31, 2026—10:00 A.M.

Committee Members

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

1. CALL TO ORDER

Chairman Sweeney called the meeting to order at 10:06 a.m.

2. ROLL CALL

Mr. Sweeney asked Clerk Richardson to call the roll. Committee members Sweeney, Gallagher, Conwell Houser and Turner were in attendance and a quorum was determined. Councilmember Robert Schleper was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE FEBRUARY 17, 2026 MEETING

A motion was made by Ms. Turner, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the February 17, 2026 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0057: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Co-Director of the Personnel Review Commission, addressed the Committee regarding Resolution No. R2026-0057. Discussion ensued.

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

On a motion by Mr. Gallagher with a second by Ms. Turner, Resolution No. R2026-0057 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2026-0058: A Resolution approving the reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective:
 - a) For the term 4/16/2024 – 4/15/2029
 - i) The Honorable C. Ellen Connally
 - ii) Berj Shakarian
 - b) For the term 11/6/2025 – 11/5/2030
 - i) Brigadier General Peter Collins
 - c) For the term 1/1/2026 – 12/31/2030
 - i) The Honorable Donald C. Nugent
 - ii) Matt Previts
 - iii) William ("Bud") T. Doyle
 - iv) Jon Silvis

Ms. Laura Black, Council staff, addressed the Committee regarding Resolution No. R2026-0058. Discussion ensued.

Ms. Connally; Mr. Shakarian; Brigadier Collins; Judge Nugent; Mr. Previts; Mr. Doyle and Mr. Silvis submitted written correspondence regarding their nominations, experience, expertise and qualifications and expressed their interest to continue to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees.

Chair Sweeney asked questions of Ms. Black pertaining to the item, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2026-0058 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

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

- c) R2026-0082: A Resolution confirming the County Executive's reappointment of the Honorable Annette M. Blackwell to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2025 – 7/14/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2026-0082.

Mayor Annette Blackwell addressed the Committee regarding her nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.

Committee members had no questions or comments.

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2026-0082 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, and Ms. Turner requested to have their names added as co-sponsors to the legislation.

- d) R2026-0083: A Resolution confirming the County Executive's appointment of Reverend Kenneth W. Chalker to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2025 – 7/14/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2026-0083 and requested an amendment to reflect that Reverend Chalker is being reappointed to the Board.

Reverend Kenneth Chalker addressed the Committee regarding his nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.

Chair Sweeney commented that Reverend Chalker is the conscious of Cleveland and thanked him for his years of service.

Committee members had no questions.

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2026-0083 was considered and approved by unanimous vote to be referred to the full Council agenda as amended, with a recommendation for passage under second reading suspension of the rules.

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

- e) R2026-0084: A Resolution confirming the County Executive's reappointment of Habeebah Grimes to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2025 – 7/14/2028, and declaring the necessity that this Resolution become immediately effective.

Ms. Habeebah Grimes addressed the Committee regarding her nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2026-0084 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.

Committee members had no questions or comments.

- f) R2026-0085: A Resolution confirming the County Executive's reappointment of Glen Shumate to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2025 – 7/14/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2026-0085.

Mr. Glen Shumate addressed the Committee regarding his nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.

Committee member Turner commended the leadership group for the Council on Equity and commented that these are difficult times and they are literally the frontline. Ms. Turner said she enjoyed the meetings that she attended and encouraged her colleagues to drop in on a meeting; acknowledged Reverend Chalker and the amazing women who serve on the Council and thanked everyone for their service.

Nailah Byrd, Clerk of Courts, addressed the Committee and stated that Cuyahoga County is fortunate to have strong leaders, individuals and representative Conwell on the Council, and thanked them for their service.

On a motion by Mr. Sweeney with a second by Ms. Turner, Resolution No. R2026-0085 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 and Ms. Turner requested to have their names added as co-sponsors to the legislation.

- g) R2026-0086: A Resolution confirming the County Executive's appointment of Dr. Shenise J. Thomas to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2026 – 3/31/2029, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2026-0086.

Dr. Shenise Thomas addressed the Committee regarding her nomination to serve on the Cuyahoga Arts and Culture Board of Trustees. Discussion ensued.

Chair Sweeney asked questions of Dr. Thomas pertaining to her experience, expertise and qualifications, which she answered accordingly.

Committee members had no questions or comments.

On a motion by Mr. Gallagher with a second by Ms. Turner, Resolution No. R2026-0086 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 and Ms. Turner requested to have their names added as co-sponsors to the legislation.

- h) R2026-0087: A Resolution confirming the County Executive's reappointment of Daniel Blakemore to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2026 – 3/31/2029, and declaring the necessity that this Resolution become immediately effective.

Michael Gallagher, Vice Chair, presided over the meeting for this item.

Mr. Alvarado addressed the Committee regarding Resolution No. R2026-0087.

Mr. Daniel Blakemore addressed the Committee regarding his nomination to serve on the Cuyahoga Arts and Culture Board of Trustees.

Committee members had no questions or comments.

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2026-0087 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.

- i) R2026-0088: A Resolution confirming the County Executive's appointment of Gloria Blevins to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2026 – 2/28/2030, and declaring the necessity that this Resolution become immediately effective.

Ms. Gloria Blevins addressed the Committee regarding her nomination to serve on the Division of Children and Family Services (DCFS) Advisory Board. Discussion ensued.

Chair Sweeney asked questions of Ms. Blevins, which she answered accordingly.

Committee members had no questions or comments.

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2026-0088 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.

- j) R2026-0089: A Resolution confirming the County Executive's appointment of Delaney Jones to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2026 – 2/28/2030, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2026-0089.

Ms. Delaney Jones addressed the Committee regarding her nomination to serve on the Division of Children and Family Services (DCFS) Advisory Board. Discussion ensued.

Chair Sweeney asked questions of Ms. Delaney, which she answered accordingly.

Committee members had no questions or comments.

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2026-0089 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.

- k) R2026-0090: A Resolution confirming the County Executive's reappointment of Loree Potash to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2026 – 12/31/2030, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2026-0090. Discussion ensued.

Ms. Loree Potash submitted written correspondence regarding her nomination, experience, expertise and qualifications and expressed her interest to continue to serve on the Cuyahoga County Law Library Resources Board.

Mr. Sweeney asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Ms. Laura Black, Council staff, addressed the Committee and provided the location of the Law Library.

On a motion by Mr. Gallagher with a second by Mr. Houser, Resolution No. R2026-0090 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairman Sweeney adjourned the meeting at 10:47 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0099

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.
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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 April 1, 2026, 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: *Senior Classification & Compensation Specialist*
Number: 14172
Pay Grade: 14A/Exempt

Exhibit B: Class Title: *Workforce Program Specialist*
Number: 13381
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Economic & Community Development Program Specialist*
Class Number: 13071
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Emergency Management Hazmat & Analyst*
Class Number: 15171
Pay Grade: 10A/Exempt
* Classification last revised in 2021. Changes were made to distinguishing characteristics, minimum qualifications, technology requirements, and supervisory responsibilities. The pay grade has increased from PG 9A to PG 10A.

Exhibit E: Class Title: *HHS Training Specialist*
Class Number: 14052
Pay Grade: 10A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table and technology requirements section was added. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Manager, Voice-Video Communications (Manager, Unified Communications)*
Class Number: 16221
Pay Grade: 15B/Exempt
* PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 14B to 15B. No change to FLSA status.

Exhibit G: Class Title: *Supervisor, HHS Training Specialist*
Class Number: 14053

Pay Grade: 12A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2021. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table and technology requirements section was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

- Exhibit H: Class Title: *Manager, Airport*
Class Number: 15121
Pay Grade: 17A/Exempt
* The position has been determined to be unclassified by the Law Dept. and will no longer be used in the class plan.
- Exhibit I: Class Title: *Talent Advisor*
Class Number: 21051
Pay Grade: 9A/Exempt
* County funding for the work previously completed by staff in these positions ended in 2023 and the position is no longer being utilized.
- Exhibit J: Class Title: *Workforce Analyst*
Class Number: 14151
Pay Grade: 8A/Exempt
* County funding for the work previously completed by staff in these positions ended in 2023 and the position is no longer being utilized.

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 14, 2026

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 2, 2026

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 1, 2026, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS		
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Senior Classification and Compensation Specialist 14172	14A Exempt	Personnel Review Commission
Workforce Program Specialist 13381	11A Exempt	Health and Human Services



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

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Economic & Community Development Program Specialist 13071	13A Exempt	13A Exempt (No Change)	Development
Emergency Management Hazmat Analyst 15171	9A Exempt	10A Exempt	Public Safety and Justice Services
HHS Training Specialist 14052	10A Non-Exempt	10A Non-Exempt (No Change)	Health and Human Services
Manager, Voice-Video Communications 16221 (Manager, Unified Communications)	14B Exempt	15B Exempt	Information Technology
Supervisor, HHS Training Specialist 14053	12A Exempt	12A Exempt (No Change)	Health and Human Services

PROPOSED DELETED CLASSIFICATIONS

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Manager, Airport 15121	17A	Public Works
Talent Advisor 21051	9A	Development
Workforce Analyst 14151	8A	Development

cc: Thomas Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Albert Bouchahine, PRC Co-Director
 George Vaughan, PRC Co-Director

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

Posted: 3/26/2026

Meeting: 4/1/2026

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Senior Classification and Compensation Specialist	14172	N/A	14A Exempt	PRC	This is a new classification requested by the Personnel Review Commission based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Workforce Program Specialist	13381	N/A	11A Exempt	HHS	This is a new classification requested by the department of Health and Human Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Economic & Community Development Program Specialist	13071	13A Exempt	13A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2019. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status
Emergency Management Hazmat Analyst	15171	9A Exempt	10A Exempt	Public Safety and Justice Services	Classification last revised in 2021. Changes were made to distinguishing characteristics, minimum qualifications, technology requirements, and supervisory responsibilities. The pay grade has increased from PG 9A to PG 10A.
HHS Training Specialist	14052	10A Non-Exempt	10A Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table and technology requirements section was added. No change to pay grade or FLSA status
Manager, Voice-Video Communications <i>(Manager, Unified Communications)</i>	16221	14B Exempt	15B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 14B to 15B. No change to FLSA status.

Supervisor, HHS Training Specialist	14053	12A Exempt	12A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2021. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table and technology requirements section was added. No change to pay grade or FLSA status.

<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Manager, Airport 15121	17A Exempt	Public Works	The position has been determined to be unclassified by the Law Dept. and will no longer be used in the class plan.
Talent Advisor 21051	9A Exempt	Development	County funding for the work previously completed by staff in these positions ended in 2023 and the position is no longer being utilized.
Workforce Analyst 14151	8A Exempt	Development	County funding for the work previously completed by staff in these positions ended in 2023 and the position is no longer being utilized.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Classification and Compensation Specialist	Class Number:	14172
FLSA:	Exempt	Pay Grade:	14A
Departments:	Personnel Review Commission	EXHIBIT A	

Classification Function

The purpose of this classification is to serve as the team lead in the development and maintenance of Cuyahoga County's Non-Bargaining Classification and Compensation Plans.

Distinguishing Characteristics

This is a professional-level classification working under direction of a manager or Co-Director with responsibility for developing and maintaining classification specifications for all non-bargaining classified positions at the County. The incumbent is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The employee in this class serves as a lead worker over Classification and Compensation Specialist(s) and is expected to be fully aware of the operating policies and procedures of the work unit. . Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent 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.

- 50% +/- 10%
- Develops and edits classification specifications for all classified positions at the County as well as consulting projects with PRC clients; analyzes job duties based on comprehensive position questionnaires (CPQs), outside research, job descriptions, job shadowing, and job analysis meetings with subject matter experts (SMEs); leads job analysis meetings; recommends job analysis procedures; analyzes percentages of time; works with management to determine and validate accurate minimum qualifications and licensures; evaluates the minimum qualifications based on the classification series; reviews, analyzes, and compares existing specifications and class series to verify all specifications are still necessary; identifies classifications without incumbents; works with departments and HR to determine if classifications need modifications or deletion; supports division goals including four-year maintenance cycle; assists in creating and maintaining job families.
- 20% +/- 10%
- Serves as the Classification and Compensation Specialist team lead; assigns, coordinates, and reviews Classification and Compensation Specialists' work; answers their questions and provides assistance as necessary; provides quality control of Classification and Compensation Specialists' work; consults with Co-Director regarding staffing needs of classification & compensation team; makes hiring recommendations to PRC Co-Director regarding staff vacancies (Classification and Compensation Specialist and Intern).
- 15% +/- 5%
- Maintains records related to maintenance of the Class Plan; works with IT to ensure changes to the Class Plan are reflected accurately on the PRC website; creates documents to track Class Plan maintenance; serves as the point of contact for incumbents, managers, and directors for classification projects; recommends the creation of new classifications based on analysis of CPQs as needed;

Effective Date: TBD

Senior Classification and Compensation Specialist

identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); meets with department management to review reorganization plans; drafts language that complies with FLSA, ADA, and related professional and legal standards; reviews and analyzes job evaluations for specifications in County Plan; prepares for routine maintenance of specifications by gathering and preparing all relevant information necessary; develops and presents training (including in-person and virtual training) for managers and directors on class plan maintenance process; recommends specifications for next round of maintenance; researches for classification incumbents, managers, directors, and other points of contacts by accessing County HRIS; collaborates with HR and IT to collect and verify information; answers incumbents, supervisor, and management questions; provides classification information to County's contracted job evaluation consultant for pay grade determination; coordinates further discussions; evaluates job data to synthesize information from multiple positions into logical, coherent classifications; evaluates classification information to develop recommendations regarding FLSA status.

10% +/- 5%

- As needed and in the place of the PRC Co-Director, represents the Classification and Compensation Team at PRC public meetings to present recommended updates to the non-bargaining Classification Plan; assists in preparing supporting documentation for Council and the PRC; represents the PRC to County Council, County Administration, and other stakeholders to present and discuss laws, policies, procedures, operations, performance data, recommendations, and other information related to the administration of the County's non-bargaining classification and compensation plans.

5% +/- 2%

- Recommends process improvements; assists in the development of classification specification processes, documents, and templates; researches best practices; attends professional training conferences and other professional development meetings; develops practices and procedures that meet professional standards; identifies process improvements and recommends solutions; develops and administers questionnaires and surveys; analyzes data and creates charts, graphs, and presentations for management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology or a related field and two (2) years of related work experience; **or any equivalent combination of training and experience as defined below:**

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

Related degree fields: human resources.

Related work experience: job analysis and evaluation, human resources analyst/generalist, compensation analysis.

Senior Classification and Compensation Specialist

Additional Requirements

- No special professional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copiers.

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.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

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), and PDF software (Nitro PDF Pro).

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 and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including classification specifications, Comprehensive Position Questionnaire (CPQ), articles, salary schedules, revision requests, job descriptions, and compensation policies.
- Ability to comprehend a variety of reference books and manuals including PRC Policies and Procedures Manual, County HR Policies and Procedures Manual, Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, EEOC guidelines, FLSA, and ADA Standards.
- Ability to prepare classification specifications, trainings, salary schedules, correspondence, classification comparisons, tracking sheets, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Classification and Compensation Specialist

- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to use and interpret legal, human resources, and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.
- Ability to communicate with department directors, managers, supervisors, subject matter experts, all levels of HR personnel, external clients, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment, and incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Workforce Analyst	Class Number:	14151
FLSA:	Exempt	Pay Grade:	8A
Dept:	Development	EXHIBIT B	

Classification Function

The purpose of this classification is to perform research and to assist with the design and delivery of training and workforce development programs.

Distinguishing Characteristics

This is an entry-level classification that is responsible for performing research, developing on-the-job training plans, and providing support to assist with implementation of the Skillup team’s operations. 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.

45% +/- 10%

- Develops training option reports (“roadmap”) to present to companies; researches training providers and credentialing options; determines the most appropriate training or credential; specifies on-the-job training statements for each job duty; conducts short-form job analyses and writes up job descriptions; creates reports detailing information gathered from research; reviews and edits reports with deputy director before and after presentations.

40% +/- 10%

- Provides support on talent and workforce development projects; gives input on design and delivery of programs and services to employers, residents, and providers; conducts research on best practices in training, career pathways, and other workforce concepts; creates reports of training provider and credentialing options; provides support to talent advisors with research and information regarding roadmap; provides input regarding marketing efforts and SkillUp service.

10% +/- 5%

- Presents roadmaps to companies and businesses; responds to follow-up questions regarding training and roadmaps; develops training plans for companies based on selected roadmap.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; performs basic data entry duties; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s Degree in human resources, industrial/organizational psychology, or related degree and one (1) year of experience in human resources, training, industrial/organizational psychology, or related field; or any equivalent combination of education, training, and experience.

Effective Date: 05.31.2018
Last Modified: 10.14.2022

Workforce Analyst

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 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).

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 mid-level data analysis including the ability to evaluate, 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 basic job descriptions, charts, data, questionnaires, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook , Ohio Revised Code, SkillUp specifications, and Federal Employment Laws.
- Ability to prepare training plans, roadmaps, industry reports, data summaries, job analysis forms, correspondence, applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, 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 with coworkers, management, representatives from external organizations, employees, prospective employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Workforce Analyst

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:	Economic and Community Development Program Specialist	Class Number:	13071
FLSA:	Exempt	Pay Grade:	13A
Dept:	Development EXHIBIT C		

Classification Function

The purpose of this classification is to coordinate and manage economic and community development programs that support business and commercial vitality.

Distinguishing Characteristics

This is a journey level classification that is responsible for administering economic development programs and servicing a portfolio of economic development loans and grants. The incumbent is expected to work independently and ensure 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%
- Administers various economic and community development programs that support business and commercial vitality; administers and manages a portfolio of Economic Development and/or Brownfield loans; analyzes financial aspects of economic development projects; evaluates businesses and communities for loans or other programs; promotes economic development programs; coordinates state, federal, and local financial and employment resources.
- 20% +/- 10%
- Packages loans and/or grants for economic development and redevelopment projects in Cuyahoga County; underwrites loan requests to determine lending risk; prepares and presents loan packages and recommendations to County's Loan Review committee, County Board of Control, and/or County Council for approval; negotiates specific terms of the loan; closes loans by negotiating, creating, reviewing, and finalizing the loan agreements and contracts; coordinates with legal counsel to create loan contracts and exhibits; enters loan data into appropriate databases as needed to move process forward.
- 20% +/- 10%
- Monitors operational aspects of loans and/or grants and provides on-going service to loan clients; works with the Cuyahoga County Fiscal department to disburse loan capital to the borrower; accepts disbursement requests and ensures that all receipts and invoices are compliant with the loan agreement; provides information to loan borrowers regarding loan terms, performance requirements, and payments; assists borrowers with ongoing documentation and paperwork related to loan.
- 10% +/- 5%
- Maintains contact with clients and represents the Cuyahoga County Department of Development at various meetings and conferences; acts as a resource and coordinates with outside organizations, agencies, and business regarding Cuyahoga County economic development and redevelopment assistance and provides knowledge of available products and services; prepares and delivers presentations to local businesses, communities, and other private agencies; maintains contact with

Economic and Community Development Program Specialist

local, state, and corporate executives regarding needs, resources, and requirements; facilitates business relationships between clients and contractors; conducts employee interviews for prevailing wage compliance.

20% +/- 10%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; inputs data into the appropriate databases; fills out reports and appropriate documentation; files appropriate paperwork according to policies and procedures; prepares required Environmental Protection Agency (EPA) documents for certain loans; assists with internal reporting of loans and providing information for audit inquiries; conducts inspections of project sites undergoing remediation activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in business administration, economic development, or related field with four (4) years of economic development experience; **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	8 years
Unrelated associate degree	8 years
Related associate degree	6 years
Unrelated bachelor’s degree	6 years
Related bachelor’s degree	4 years
Unrelated master’s/doctoral degree	4 years
Related master’s/doctoral degree	2 years

Related degree fields: urban planning, community development, public administration, real estate, finance, economic development, business administration.

Related work experience: commercial lending, community development, real estate development.

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 & CRM software (Tableau, Portfol, OnBase, Salesforce).

Economic and Community Development Program Specialist

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform 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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests for reimbursement, invoices, credit reports, financial statement reports, environmental reports, requests for proposals (RFP's), certificates of insurance, audit request letters, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, US and Ohio Environmental Protection Agency Guidelines, Ohio Department of Commerce statutes, Enterprise Zone Program requirements, and the Ohio Revised Code.
- Ability to prepare various loan-related reports and summaries, disbursement reports, loan underwriting reports, economic loan proposal, correspondence, RFP's, requests for grant applications, billing invoices, real estate pro forma, real estate tax report, compliance reports, Comprehensive Annual Financial Report (CAFR), memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret financial and legal terminology and language.
- Ability to communicate with supervisor, consultants, applicants, clients, auditors, representatives from outside businesses and agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Hazmat Analyst	Class Number:	15171
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services EXHIBIT D		

Classification Function

The purpose of this classification is to provide support to the Local Emergency Planning Committee (LEPC), including maintenance of Tier II reporting systems, HAZMAT contingency planning, and HAZMAT response training.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and is expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower-level employees or coordinate the activities of a team.

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%
- Provides administrative and operational support to the Local Emergency Planning Committee; maintains and updates the LEPC website; compiles documentation (resolutions, agendas, minutes, etc.) and packets for LEPC meetings; completes annual LEPC reports including the fiscal report, compliance report, and risk assessment report; attends meetings and conferences as an LEPC representative.
- 05% +/- 10%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency manning the UAV; conducts damage assessment field evaluations in person or using the UAV; maintains record and inventory of hazardous materials across the County; conducts hazard analysis profiles of chemical facilities; provides information and assistance to various organizations to help them prepare for emergencies and disasters.
- 20% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; coordinates with Ohio EMA to schedule training courses and required exercises; plans and coordinates appropriate training and exercises for hazmat emergency response; collaborates with other LEPC representatives to develop and conduct an annual hazmat exercise
- 10% +/- 5%
- Assists with operations of County Emergency Operations Center (EOC) when activations occur; provides Geographic Information Systems (GIS) support by creating and updating GIS maps, etc.; provides HazMat subject matter expertise; maintains EOC in a state of readiness; performs damage assessments; enters incident management data into automated systems.

Effective Date: 06.16.2016
Last Modified: 01.12.2021

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documentation; responds to emails and phone calls; attends training, conferences, and meetings to stay abreast of best practices and technology in the field; responds to information and public records requests; completes and submits grant applications; manages and monitors grant programs.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or related field with three (3) years of hazardous materials experience; **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	10 years
Unrelated associate degree	8 years
Related associate or unrelated bachelor's degree	6 years
Related bachelor's or any graduate degree	3 years

Related degree fields: emergency management, public administration, criminology, criminal justice, homeland security, crisis and disaster management, public safety management, public health, urban/regional planning, meteorology, public policy, business administration, psychology.

Related work experience: hazardous materials, public health (including healthcare), fire service (professional and volunteer), law enforcement (professional and volunteer), military service, emergency dispatch, emergency medical services, meteorology, business continuity.

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

Additional Requirement

- Must complete the following Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

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 multi-function printer.
- Ability to stand and walk for a prolonged period of time.

Technology Requirements

- Ability to utilize a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), data entry software (Tier II Submit, CAMEO), and various emergency planning software (MARPLOT, ALOHA, Dronesense, Onsolve, DJI Pilot).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and 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 facility forms, basic planning documents, Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), State Emergency Response Commission (SERC), and LEPC guidance documents, spill reports, Tier II Chemical Inventory reports, public records requests, spill reports, facility contingency plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides, Emergency Planning and Community Right-to-Know Act (EPCRA) laws, Superfund Amendments and Reauthorization Act (SARA) Title III.
- Ability to prepare spill reports, Tier II chemical inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, LEPC Fiscal Report, LEPC Compliance Report, grant applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning and hazardous materials terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, members of partner agencies, chemical facility operators, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, hazardous material storage locations, and various other locations across the County.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness or humidity, traffic hazards, and toxic and poisonous agents.

Emergency Management Hazmat Analyst

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:	HHS Training Specialist	Class Number:	14052
FLSA:	Non-Exempt	Pay Grade:	10A
Departments:	Health and Human Services	EXHIBIT E	

Classification Function

The purpose of this classification is to plan, prepare, and deliver child welfare training programs to new and current department employees, interns, or foster parents, and to coordinate the work of interns and contract trainers.

Distinguishing Characteristics

This is a journey-level classification responsible for the administration of child welfare training programs and classes offered by the County for new-hires, potential and certified foster parents, and university students working on their social work degree. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the duties associated with this level. This class generally works under direction of a Supervisor, HHS Training Specialist, Supervisor, Social Services, or Social Program Administrator 2. This position requires evening and weekend hours.

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%
- Administers child welfare training programs and classes; coordinates with DCFS individual program area departments to discuss recommendations for agency-based trainings, verify state training compliance, and advertise training offerings; educates staff on the Individual Training Needs Assessment (ITNA) and Individual Development Plan (IDP) process and provides consultation through the process; maintains Child & Adult Protective Services learning management system (CAPS LMS) database and user profiles; tracks staff completion of required trainings; tracks and logs hours of trainers and trainees into state-run databases; creates onboarding calendar for new hires and annual calendar for existing employees and adjusts according to management recommendations; prepares reports utilizing data from learning management system; designs and distributes marketing materials to promote training programs and workshops; assists new hires with obtaining access to necessary agency systems; assists staff and foster parents with LMS issues.
- 20% +/- 10%
- Develops the training curriculum offered for County employees, foster parents, social workers, or interns based on identified needs of DCFS; conducts needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; coordinates contract trainers to cover specialized child welfare topics; designs and develops lesson plans to meet established training goals; updates and develops user guides; conducts surveys and focus groups to collect data utilized in training curriculum development; analyzes training evaluation results and compiles reports; updates curriculum based on evaluation data and DCFS leadership; assesses training needs for staff and caregivers; participates in departmental meetings to discuss trainees and changing regulations.
- 20% +/- 10%
- Administers trainings for agency staff, new-hires, foster parents, or interns; ensures room and equipment are set-up correctly for training sessions and troubleshoots issues; schedules classes in

HHS Training Specialist

learning management system; coordinates training registration process; conducts training by presenting the developed curriculum; facilitates training classes for state/contract trainers; monitors attendance and participation during trainings; conducts on-site evaluations of trainers and prepares reports.

10% +/- 5%

- Supervises the work of University Practicum Program Interns during their field placements at DCFS; evaluates and approves intern field experience activities; helps intern solve barriers to work and completion of their learning contract; evaluates intern performance.

10% +/- 5%

- Represents North Central Ohio Regional Training Center on Ohio Department of Children and Youth (DCY) and state training vendor committees and meetings.

10% +/- 5%

- Performs supporting administrative duties; attends agency and department meetings; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; inventories training supplies and equipment; tracks monthly trainer payment report to ensure that trainers are paid in accordance with applicable guidelines; attends career fairs for recruitment purposes; completes continuing education and professional development.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education, social work, human resources, or related field, with two (2) years of training or social work experience; 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	6 years
Unrelated bachelor's/Related associate degree	4 years
Related bachelor's degree	2 years
unrelated master's/doctorate degree	2 years
Related master's/doctorate degree	1 year

Related degree fields: psychology, sociology.

Related work experience: human services; adult learning/training.

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, multifunction printer, and projector/presentation equipment.

Technology Requirements

- Ability to operate a variety of software and databases including spreadsheet email software (Microsoft Outlook), PDF software (Nitro, Adobe), database software (CAPS, SACWIS), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint, Canva), and word processing software (Microsoft Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of interns and to maintain standards.
- Ability to provide instruction and training to interns.

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 monthly ITNA and IDP tracking report, Core 1 status report, TCP monthly report, Trainer-Producer Reconciliation Report, Interest Tracking Report, scheduling reports, instructor approval report, personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, and Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, intern evaluations, learning contracts, survey summary reports, graphs, OCWTP annual reports, individual training records, RTC Monthly Report, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, child welfare, and marketing terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, management, DCY staff, co-workers, state certified trainers and personnel, other County and State personnel, University personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

HHS Training Specialist

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, Unified Communications	Class Number:	16221
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology	EXHIBIT F	

Classification Function

The purpose of the classification is to plan, direct, supervise, and coordinate the operations and activities of telecommunications services. This classification is responsible for overseeing management of Voice over Internet Protocol (VoIP), video phone systems, and Communications Customer Service.

Distinguishing Characteristics

This is a first-level management classification, responsible for managing the day-to-day operations of a unified communications services unit. This class works under direction from a division Administrator, Infrastructure and Operations. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational problems, service delivery problems, and supervising assigned staff. The primary focus of this class is overseeing and participating in the performance of professional work, troubleshooting voice communications systems, leading project initiatives associated with communication services, and supervising employees in performance of the work of a section within 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.

60% +/- 10%

- Assumes management responsibility for development and maintenance of networks and telecommunications systems, including the County's VoIP telephone system, eFax services, and POTS emulators via a cellular service; oversees the work of staff, troubleshoots issues, identifies solutions to complex problems to meet deadlines; consults with clients with respect to plans, designs, and implementation; supports the voice infrastructure; develops technical architecture and physical designs, and analyzes existing voice and data networks and recommends solutions; manages new projects including performing cost analysis, developing architecture, overseeing staff to complete those projects, and performing and overseeing network configuration and installation; tracks and plans for license renewals and hardware lifespans; works with users to create communication/phone platforms that meet their requirements; instructs users on how to utilize the County's communication technology within their environment.

15% +/- 5%

- Supervises and directs the work of Communication Analyst 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.

10% +/- 5%

- Provides assistance to management on vendor contracts; researches new telecommunications

Manager, Unified Communications

applications; coordinates meetings with contractors that have not previously provided services to the County; coordinates and sets up training requirements for new clients; reviews requests for proposals and requests for qualifications for purchases; orders new phones and peripheral equipment.

10% +/- 5%

- Performs analysis and reports on call detail and on voice utilization traffic to find areas of improvement or address problems.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and technological innovations that relate to the services provided.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor degree in computer science or a related field with five (5) years of experience involving voice communications or wide area networks; **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	9 years
Unrelated associate degree	9 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	4 years

Related degree fields: information technology.

Related work experience: voice communications project management.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of hand and power tools (e.g. power drills, wire cutters, pliers) for the installation and maintenance of telecommunication devices (e.g. telephones, ethernet switches, VoIP servers).

Technology Requirements

- Ability to operate a variety of software and databases including telecommunication software (Cisco Unified Communication, Cisco CMS, Microsoft Teams Voice), diagramming software (Microsoft Visio), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word, Adobe Acrobat).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of documents including employee timesheets, invoices, architectural drawings, call detail record reports, circuit utilization, system error logs, raw data sets /reporting, and project requirements.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policy manual, architectural drawings, call center scripts, phone system user guides, computer software, communications software, hardware, network, and operation manuals.
- Ability to prepare cost analysis, network diagrams and documents, status, progress, and activity reports, reports on hardware/software issues and resolution of issues, timesheets, employee performance reviews, requests for bid, service requests, inventory reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer networking, electrical, and IT engineering terminology and language.
- Ability to communicate with staff, users, vendors, contractors, class instructors, other departmental employees, and department administration.

Environmental Adaptability

Manager, Unified Communications

- 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:	Supervisor, HHS Training Specialist	Class Number:	14053
FLSA:	Exempt	Pay Grade:	12A
Departments:	Health and Human Services	EXHIBIT G	

Classification Function

The purpose of this classification is to supervise training officers and new-hire staff during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related 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%
- Supervises and directs the work of HHS Training Specialists and/or new-hires during their first 90-day training period; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 45% +/- 10%
- Administers training program activities for department employees, university students, and/or foster parents; plans and oversees training calendar; conducts training needs assessments, determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the County.
- 5% +/- 2%
- Performs public relations duties; represents training department at various meetings and conferences; coordinates with other agencies on training services or curriculum; provides technical assistance and consultation to agencies regarding training needs; delivers speeches and prepares correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education or human resources with five (5) years of training or social work experience; or **any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High School Diploma/GED	9 years
Unrelated associate degree	9 years
Related associate degree	7 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	5 years
Unrelated master's/doctorate degree	5 years
Related master's/doctorate degree	3 years

Related degree fields: psychology, sociology, counseling, public administration, human services.

Related work experience: human services; adult learning/training, social work.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer and multifunction printer.
- Ability to operate audio-visual equipment required for presenting trainings.

Technology Requirements

- Ability to operate a variety of software and databases including spreadsheet email software (Microsoft Outlook), PDF software (Nitro, Adobe), database software (Infor, SACWIS, MyOhio), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint, Canva), 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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.

Supervisor, HHS Training Specialist

- Ability to recommend the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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 memos, training literature, training plans, curriculum descriptions, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, applicable sections of the Ohio Revised Code and Ohio Administrative Code, Federal and State regulations, Counselor, Social Worker, and Marriage and Family Therapist (CSWMFT) Board standards, Codes of Conduct for Social Work and Counseling.
- Ability to prepare memos, correspondence, training materials, curriculum descriptions, training calendars, training needs analysis, monthly reports, performance evaluations, tracking spreadsheets, 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 education, legal, counseling, and medical terminology and language related to child protection services.
- Ability to communicate effectively with department supervisors, training personnel, partner State agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Airport	Class Number:	15121
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	EXHIBIT H	

Classification Function

The purpose of this classification is to manage the operations of the County Airport in accordance with state and federal aviation regulations and to supervise subordinate employees.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for managing the operations of the County Airport. The employee in this classification carries out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise 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%

- Manages the operations of a County Airport, certified under and in accordance with state and federal aviation regulations; programs current and future maintenance and operational needs; develops operating standards and safety procedures in accordance with Federal Aviation Administration standards and regulations as required; prepares and administers Federal and State grant programs for eligible Capital Improvement programs; negotiates and/or directs the preparation of all contracts, leases, concession, and rental agreements and establishes related rates, fees, etc.; manages the use of airport facilities by concessionaires, tenants, and transients; directs the preparation of the operating budget, various reports, and statistical records.

40% +/- 10%

- Supervises employees classified as field supervisor, assistant airport manager, and lower level airport staff; prepares schedules; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; operates firefighting and building maintenance equipment to demonstrate proper operation.

10% +/- 5%

- Serves as a member of various commissions and boards representing airport interests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with six (6) years of airport operations experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

Additional Requirements

- No additional license or certification is required.

Manager, Airport

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.

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 and 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 financial reports, certification notices, contracts, leases, blueprints, FAA technical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Aviation Regulations, Title 14, airport certification manual, emergency plan manual, FAA advisory circulars, and FAA/DOT aircraft rescue firefighting manuals.
- Ability to prepare correspondence, budgets, forecasts, contracts, leases, grant applications, memos, 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 accounting and aviation terminology and language.
- Ability to communicate effectively with leasehold tenants, government personnel, FAA personnel, consultants, division managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, Airport

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:	Talent Advisor	Class Number:	21051
FLSA:	Exempt	Pay Grade:	9A
Dept:	Development	EXHIBIT I	

Classification Function

The purpose of this classification is to identify and facilitate employers and Cuyahoga County residents through the County’s workforce programs, including training plans and career steps for various occupations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for identifying prospective employers, assessing employers’ operations, explaining County programs, and assessing employers’ talent needs. 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.

45% +/- 10%

- Initiates contact and develops relationships with employers; consults with employers regarding talent needs and talent supply both remotely and on-site; assess employer’s operations and determines if County programs are viable for employer; presents County program(s) to prospective clients and other talent audiences.

35% +/- 10%

- Creates individualized training plans to enhance skills and competencies related to a job or occupation; coaches approved employees through the training process in order to encourage persistence including connecting employees to various post-placement services; provides additional career coaching beyond training completion; assesses employees to identify skill development opportunities; tracks and reports employee and employer progress through appropriate training programs, including possible interaction with training providers; identifies testing sources to ensure accomplished skills.

20% +/- 10%

- Performs related administrative responsibilities; 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

- Bachelor’s Degree in human resources, business administration, psychology, or related degree and five (5) years of experience in human resources, general business, or related field; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Talent Advisor

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), word processing software (Microsoft Word), and training software (SkillUp).

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 mid-level data analysis including the ability to evaluate, 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 basic job descriptions, charts, basic assessment score reports, curriculum summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare training outlines, training schedules, correspondence, applications, intake forms, incentive quotes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and business operations terminology and language.
- Ability to communicate with coworkers, management, employers, employees, prospective employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Talent Advisor

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:	Workforce Program Specialist	Class Number:	13381
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services	EXHIBIT J	

Classification Function

The purpose of this classification is to monitor compliance for Comprehensive Case Management and Employment Program (CCMEP) providers.

Distinguishing Characteristics

This is a journey level position that is responsible for performing administrative duties to provide support for the CCMEP. This position reviews case notes and eligibility documentation to ensure providers are meeting the parameters outlined in the provider contracts. Employees in this classification work under general supervision of a manager but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, and regulations.

Essential Job Functions

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

45% +/- 10%

- Monitors the compliance of CCMEP providers; receives list of participants from the state case management system; searches for the participant in the system using their name or case number; verifies the participant was previously enrolled or is currently enrolled in services; ensures eligibility documentation was uploaded to the system; verifies that the participant meets relevant requirements; confirms the participant receives public benefits (e.g. TANF, SNAP) or is 225% below the lower living standard income level; determines if the outcome of the services provided meets the goals in the provider's policy; determines if the provider is following the policy and procedure by providing the documentation outlined in local and state policies; creates an action plan for providers to fix any errors or provide any missing documentation; sends the report and action plan to the provider via email; saves all monitoring documentation and any action plans created for state review upon request; receives monitoring reports from the state on an annual basis; follows up with the provider about the state report received; provides the provider with a timeline to fix any issues the state found in their report; verifies the provider has fixed the requested issues.

35% +/- 10%

- Analyzes monthly and quarterly reports received by the providers to review performance metrics; receives monthly and quarterly reports from contracted providers via email outlining the programs' success (e.g., enrollments, customer satisfaction, placements, certifications obtained, etc.); compares the data in the report to the annual goal of the provider; determines if the provider is on track to reach their quarterly and annuals' goals listed in their contract based on the data in the monthly report; meets with providers monthly to discuss the information in the monthly or quarterly report; creates an action plan with the provider to ensure they meet their annual and quarterly goals.

10% +/- 5%

- Assists CJFS, Ohio Mean Jobs, and state leadership with creating and interpreting local policy; ensures local policy encompasses state and federal policy; determines if there are gaps in state and

federal policy that need to be addressed; writes policy to be used by local providers; answers questions providers have about the policy; helps providers understand local policies and procedures to remain in compliance.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; receives request for access to state portals; emails the state portal representative to get a new user set up with the portal; reaches out to county IT contact when there are issues with access and compliance in the state portals; helps the department determine what metrics should be asked for in a Request for Proposal (RFP); assists the department with grading RFPs that were received.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree or related field with 3 years of research and analysis experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities; **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	5 years
Unrelated bachelor’s degree	4 years
Related bachelor’s degree	3 years
Unrelated master’s/doctoral degree	2 years
Related master’s/doctoral degree	2 years

Related degree fields: education, public administration, sociology/psychology, business administration

Related work experience: Project Management, Youth Development, Workforce Development, Policy Writing

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

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 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 WIOA reports, CATS service authorization reports, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook; agency policies and procedures; Ohio Administrative Code, and federal, state, and County guidelines.
- Ability to prepare enrollment reports, service reports, case notes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisor, management, coworkers, clients, other County and State employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0102

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Maya Simek to serve on the Commission on Human Rights for the term 3/1/2026 – 2/28/2028 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Commission on Human Rights was established under Section 206.13 of the County Code to promote principles of diversity, inclusion, and harmony in the County of Cuyahoga through education, community events, the provision of advice to the Cuyahoga County Council and Cuyahoga County Executive, and through receiving and resolving complaints filed under this title; and

WHEREAS, the functions and responsibilities of the Commission on Human Rights includes receiving and investigating complaints under Title 15 of the County Code, which is intended to ensure equal opportunity and treatment of all citizens of Cuyahoga County; and

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

WHEREAS, pursuant to Section 206.13 of the County Code, the Commission of Human Rights shall consist of three (3) appointed members; and

WHEREAS, members of the Commission on Human Rights shall be a licensed attorney in the State of Ohio and serve a two-year term; and

WHEREAS, the County Executive has nominated Maya Simek to serve on the Commission on Human Rights for the term 3/1/2026 – 2/28/2028, to fill a seat previously held by Chad Eggspuehler.

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 Maya Simek to serve on the Commission on Human Rights for the term 3/1/2026 – 2/28/2028.

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 14, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____

_____, 20__



April 1, 2026

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

Re: *Commission on Human Rights*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Commission on Human Rights:

- **Maya Simek , 2-year term, 3/1/2026 - 2/28/2028**
 - Replacing Chadd Eggspuehler
 - Resides in Willoughby Hills, Lake
 - Currently serves on the following government, private, or non-profit board or commissions:
 - Ursuline Piazza Board

The Commission on Human Rights is authorized by Cuyahoga County Code Section 206.13 & Title 15 of the County Code.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 8 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".

Chris Ronayne
County Executive

Licensed to Practice Law in Ohio(active) ~ Licensed to Practice Law in California(inactive)~
Ohio Licensed Independent Social Work Practitioner with Supervision Designation

RECOGNITIONS/AWARDS

- Collaborative to End Human Trafficking’s Inspire Change Award - 2024
- Nueva Luz Urban Resource Center’s Trailblazer Award - 2024
- Crain’s Cleveland 40-Under-40 Award – 2020
- United States Department of State Professional Fellow on Governance and Society (Nepal) - 2019
- Case Western Reserve Alumni Award - 2015
- LGBT Heritage Award Recipient - 2010

WORK EXPERIENCE

**Case Western Reserve University School of Law, Milton & Charlotte. Kramer Law Clinic,
Human Trafficking Clinic**

(<https://case.edu/law/practical-training/law-clinic/human-trafficking-law-clinic>)

Cleveland, Ohio

-Director of the Human Trafficking Law Project, Lecturer/Staff Attorney **May 2017- Present**

- Supervise an interdisciplinary group of law and masters-level social work students in the provision of trauma-responsive legal representation and social services to individuals who are survivors of or with heightened vulnerability for sex or labor trafficking; Represent clients in protection orders, identity theft, social security benefit applications and overpayments, name change, gender marker corrections, expungements/record sealings, dissolution, child support modification, warrant identification, victims advocacy; Conduct outreach to unseen/marginalized communities at high risk for trafficking such as individuals with substance use disorders, foreign nationals, and members of the LGBTQ community;
- Draft, implement, and evaluate grant applications;
- Develop and provide educational(CLE, CEU, and non-licensed) trainings for the community;

Equality Ohio (<https://equalityohio.org/>)

Cleveland, Ohio

-Legal Consultant **January 2025 - September 2025**

-Legal Director **January 2020 - December 2024**

- Supervised a statewide LGBTQ+ - serving legal clinic with 6 staff attorneys; Assisted with the drafting, maintenance and reporting for over 1 million dollars worth of annual grant funding support; Conducted training, speaking engagements, outreach, and program development

-Managing Legal Director **January 2019 - December 2019**

-Legal Consultant **November 2017- December 2018**

- Spearheaded the creation of a state-wide LGBT legal clinic; Developed and conducted an environmental scan of needed legal services, analyzed best practices for intake and technological implementations, created *Know-Your-Rights* materials, supervised legal interns and fellows, developed a pro-bono

attorney database and program; sought and achieved federal funding, hired inaugural 2 attorneys and opened the clinic doors in February 2019.

Nueva Luz Urban Resource Center

Cleveland, Ohio

-Legal Consultant

June 2022 - July 2024

-Director of Legal Services/Staff Attorney/Medical Case Manager

May 2011- June 2016

- Founding Legal Director; Supervised clinic staff including two staff attorneys, externs, fellows, and legal volunteers; Represented clients in the area of general civil litigation including but not limited to: landlord/tenant issues, expungement and record sealing, social security & benefits law; financial matters, estate planning and health care directives; Recruited attorneys for pro-bono referrals; Facilitated 'Know Your Rights' presentations for the community; Worked on community collaboratives to advocate for change in the areas of Reentry Housing Issues (Cuyahoga Reentry Collaboration), LGBT issues (Equality Ohio & the CMBA LGBT Bar Committee), and HIV issues (Ryan White Planning Council);
- Assisted with the financial development of the legal clinic; Conduct grant research and writing; Succeeded in obtaining foundation funding including: The Deaconess Community Foundation, the AIDS Funding Collaborative, & The George Gund Foundation and federal funding from Ryan White Part A

-HIV/Ryan White Medical Case Manager

Aug. 2010 – Feb. 2014

- Completed psychosocial assessments for individuals living with HIV/AIDS; Facilitated resource procurement and referrals; Monitored medical compliance; Performed community outreach and advocacy.

Cleveland State University

Cleveland, Ohio

College of Law

-Adjunct Clinical Law Professor, Community Advocacy Clinic

August 2013 - December 2015

August 2016 – May 2018

- Oversaw the caseload of students learning how to represent individuals with general civil legal issues; Arranged for opportunities within the community for students to experience public interest law, policy work, and writing experiences ,Instructed cultural humility and grant writing classes;

-Visiting Clinical Law Professor, Employment Law Clinic

January 1, 2011- May 2012

- Hired as a part-time lecturer from January through May 2011; Subsequently hired full-time May 2011 through May 2012;
- Monitored and supervised the caseload of students learning how to represent clients in unemployment compensation, discrimination and Fair Labor Standards Act violation hearings and appeals; Oversaw the drafting of court documents; Monitored students during court and administrative proceedings; Instructed a weekly seminar on employment issues and practical legal skill development; Developed interactive lesson plans; Assessed student assignments

School of Social Work (Undergraduate & Master's Level)

Social Work Field Liaison

August 2016 – May 2018

Adjunct Professor, Social Work

August 2013 – June 2017

- Instructed Social Work 200(Introduction), Social Work 201 (Policy Advocacy), and Basic Generalist Practice*(350)

Lesbian Gay Bisexual Transgender Community Center of Greater Cleveland

Cleveland, Ohio

Director of Programming

July 2014 - July 2017

- Supervised programming staff and volunteers; Sustained and promote internal programming; Monitored and assessed viability of programming and provided appropriate supports; Spearheaded new programming; Headed and supervised internship program for local area high school, undergraduate, legal, and masters level students; Assisted with grant writing and development: Successfully brought over one million dollars in grant funding into the organization from July 2014 through July 2017.

ALDES

San Salvador, El Salvador

-Volunteer Attorney/Development Assistant

August 2012 – April 2013

- Volunteered for one month in El Salvador to assist with the start-up of the first LGBT/HIV legal clinic in the country; Met with United Nations and U.S. Embassy officials to discuss the needs of community members; Assisted with securing a grant from the United Nations for the creation of the first LGBT Conference in the country's history; Met with local community groups; Assisted with the promotion and development of LGBT specific events.

BOARD MEMBERSHIP

● **Ursuline Piazza**

2018 - Present

- Non-profit organization that promotes the well-being of those affected and infected with HIV/AIDS regardless of the individual's race, ethnicity, sexual orientation or religious affiliation. This will be achieved through just and compassionate leadership, education, supportive services and advocacy. (<https://ursulinepiazza.org>)

EDUCATION & SPECIALTY TRAINING

- ❖ **Gestalt Institute of Cleveland**, Gestalt Training Program Graduate, 2017
- ❖ **Cleveland State University College of Law**, Juris Doctor, May 2010
- ❖ **Case Western Reserve University**, Masters of Social Work, May 2007
- ❖ **John Carroll University**, Bachelor's of Science, 2004, Major: Psychology

Attorney Information

Attorney Registration Number

86674

Name

Maya Megan Simek

Current Status

Active

[View Status Defintions](#)

Employer

Case Western Reserve School of Law

Job Title

Director Human Trafficking PrJ

Address

Milton & Charlotte Kramer Law Clinic Center
11075 East Blvd
Cleveland, OH 44106
Cuyahoga County

Business Phone Number

216-287-9837

Law School

Cleveland State University

Admission Date

11-08-2010

Admitted By

By Exam

Discipline History

NO

Administrative Sanctions and Suspensions

NO

i The address and telephone information found in this listing has been provided to the Office of Attorney Services by the attorney. The directory lists an attorney's business address. An attorney's residence address is displayed **only** if the attorney has not provided a valid business address. See, **Gov. Bar R. VI, Sec. 1(G)** (<https://supremecourt.ohio.gov/LegalResources/Rules/govbar/govbar.pdf#Rule6>). "Invalid" next to the address indicates that mail sent to this address has been returned as undeliverable or that the attorney has not provided a complete mailing address. Also note that the record displays the attorney's current name on file in our records.

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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
MAYA M SIMEK	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.

Register to
VOTE



Update Your Ohio
Voting Address
Online



My vote
My Right • My Responsibility

For More
Voting
Information
Click Here

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;

Please see attached.

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;

Commission on Human Rights

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

Pursuant to Cuyahoga County Code Section 206.13, the Commission shall be composed of attorneys licensed to practice in the State of Ohio. Ms. Simek has been a licensed attorney in Ohio since 2010.

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

3/1/2026 - 2/28/2028

- 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;

Chad Eggspuehler

- 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;

Kayla Merritt, Carolyn Bohm, Jacquelin Ann Fields, Nadav Marcus, Diana Burke, Cameron Racut, Katherine Gould, Melissa Williams, Maya Simek

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

Willoughby Hills, Lake County

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

Ursuline Piazza 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0103

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Kevin Clayton to serve on the Cuyahoga Community College Board of Trustees for an unexpired term ending 1/16/2030; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; 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 Kevin Clayton to serve on the Cuyahoga Community College Board of Trustees for an unexpired term ending 1/16/2030.

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 Kevin Clayton to serve on the Cuyahoga Community College Board of Trustees for an unexpired term ending 1/16/2030.

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 14, 2026

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

Journal _____

_____, 20__



April 1, 2026

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

Re: *Cuyahoga Community College Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga Community College Board of Trustees:

- **Kevin Clayton, 5-year term, 1/17/2025 - 1/16/2030**
 - Replacing Ted Tywang
 - Resides in Avon, Lorain County
 - Currently serves on the following government, private, or non-profit board or commissions:
 - Urban League of Greater Cleveland, Creating Healthier Communities (CHC)

The Cuyahoga Community College Board of Trustees is authorized by O.R.C. Chapter 3354.05.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 18 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".

Chris Ronayne
County Executive

Kevin Clayton

Kevin Clayton is the Executive Vice President, Chief Impact and Equity Officer at Rock Entertainment Group and Cleveland Cavaliers. He is the Senior Vice President and Head of Social Impact and Equity with the Cleveland Cavaliers. Prior to these roles, he worked as Chief Diversity and Inclusion Officer for Mercy Health, Chief Diversity Officer for the United States Tennis Association, and the National Vice President of Diversity and Inclusion at the American Cancer Society. Clayton holds degrees in Business Administration and Management from Wilmington College and North Carolina Central University.



Since joining the Cavaliers in 2019, Clayton has spearheaded groundbreaking efforts that have positioned the organization as a trailblazer in the sports industry. His strategic approach to DEI has not only transformed internal team dynamics but has also significantly influenced fan engagement and community relations. Notably, Clayton had a hand in orchestrating the implementation of DEI metrics tied to executive compensation, a first in the NBA, demonstrating a commitment to accountability at the highest levels of leadership.

Clayton is a native of Cleveland, Ohio and serves as Board Chair for the Urban League of Greater Cleveland, Chair of the National Board of Directors for Creating Healthier Communities (CHC) and is an alumnus of Leadership Cleveland Class of 2023.



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VOTER PROFILE PAGE

 Print friendly

Name: KEVIN LESTER CLAYTON

Address: [REDACTED]

Polling Location: WYNDHAM HOTEL
35600 DETROIT RD.
AVON OH OH 44011
[\(Get Directions\)](#) *

Precinct: PRECINCT AVON CITY 4-C

US Congressional District: 5

Please note that voter congressional districts have been updated for the 2026 election. In accordance with state law, new maps were passed by a unanimous bipartisan vote of the Ohio Redistricting Commission in October of 2025. These new districts will be used for the election in 2026 and for representation from 2027 through 2032. To view your current congressional district and elected official, please visit [District Maps](#).

Senate District: 13

State Rep. District: 52

Please Note – If the address above is out-of-date, [follow this link to update your voting address online](#). Remember the deadline to register to vote or to update your voting information is 30 days prior to the election in which you wish to vote.

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;

N/A

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 Community College 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;

1/17/2025 – 1/16/2030

- 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;

Ted Tywang

- 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;

Ashley Johnson, Vanessa Collier, Lisa Griffin, Demar Sheffey, Simmie M. Davis, Erich V Stubbs, Craig B Dorn, Shirley Sharron Kindle, Khalid (Kal) Bahhur, Gina Z. Weisblat, Cameron Racut, Daniel Lee Goldner, Melissa Williams, Damaris Ayala, Helen Forbes Fields, Geralyn Presti, Rudy Stralka, Kevin Clayton

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

Avon, Lorain

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

Urban League of Greater Cleveland, Creating Healthier Communities (CHC)

- 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. R2026-0104

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Rudy Stralka to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; 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 Rudy Stralka to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031, filling a seat previously held by Reverend Cory Jenkins.

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 Rudy Stralka to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031, filling a seat previously held by Reverend Cory Jenkins.

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 14, 2026

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

Journal _____

_____, 20__



April 1, 2026

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

Re: *Cuyahoga Community College Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga Community College Board of Trustees:

- **Rudy Stralka, 5-year term, 6/23/2026 - 6/22/2031**
 - Replacing Rev. Cory Jenkins
 - Resides in Garfield Heights, Cuyahoga

The Cuyahoga Community College Board of Trustees is authorized by O.R.C. Chapter 3354.05.

Mr. Stralka has a current conflict of interest as a professor emeritus at Cuyahoga Community College, which would be resolved through his stepping down from employment at the College. He has agreed to step down from all teaching roles (including all compensation) should he receive this appointment. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 18 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".

Chris Ronayne
County Executive

Current Positions: Professor Emeritus for Business Administration:

Cuyahoga Community College 11000 Pleasant Valley Rd. Parma, Ohio 44130

Experience

Community College August 87 to August 2025 Instructing wide variety of courses.

Professor of Business Administration

- Human Resource Management Human Relations in Business
- Labor-Management Relations Advanced Human Resource Management
- Organizational Behavior Introduction to Business
- Strategic Management Management and Organizational Behavior

Bureau of Workers' Compensation
5990 West Creek Road, Independence Ohio 44131

Administrative Officer

August 1992 August 2000

- Developed two new process improvements that reduced operational costs by \$2, 7000,000 annually.
- Directed and managed a staff of twenty-three full-time employees that managed claims, administered cost containment and performance measures.
- Administer personnel policies and procedures.
- Prepared operational budget and monitored expenses for the Service Office.

Cuyahoga Metropolitan Housing Authority 1441 West 25th Street Cleveland Ohio 44113

Chief of Personnel

August 1990 June 1992

- Selected as Personnel Chief after C.M.H.A. was declared a 'Troubled Housing Authority' by the Federal Government to immediately stabilize all personnel functions.
- Successfully negotiated (6) six labor contracts in an 8-month period.
- Designed health care benefit plans that saved C.M.H.A. \$500,000.
- Created a new job classification system containing 128 classifications supported by wage salary surveys and point factor evaluations.
- Modified and created new employee evaluation systems integrated with an aggressive training and development program.
- Administered all disciplinary actions, E.E.O.C. complaints, grievances, and arbitrations.
- Developed and administrated comprehensive personnel policies and procedures.

Ohio Lottery Commission 615 West Superior Cleveland Ohio 44113

Director of Personnel and Labor Relations

April 1983 August 1990

- Appointed as Project Manager for the first public incentive compensation system that increased revenues by \$17,000,000.
- Selected to be on management's bargaining team that negotiated the first States Labor contracts (plus other additional labor contracts)
- Responsible for administrating disciplinary actions, grievances arbitration and E.E.O.C. complaints.
- Developed new training programs to support employee's career paths.
- Automated and Computerized personnel functions.
- Responsible for all payroll functions.

Appointed as an **Ohio Lottery Commissioner(Emeritus)**

Education: Baldwin-Wallace College MBA

Rudy M. Stralka
Candidate for Appointment to the Board of Trustees
Cuyahoga Community College

Dear Selection Committee,

I respectfully submit my name for consideration for appointment to the **Board of Trustees at Cuyahoga Community College**. My lifelong commitment to education, public service, and student advocacy uniquely positions me to contribute meaningfully to the governance and strategic direction of the College.

I began my journey in service to our country, drafted into the U.S. Army in August 1972. I proudly served as an airborne paratrooper until my honorable discharge in August 2014. Following my military service, I pursued higher education at Cuyahoga Community College, earning an Associate of Arts degree in 1976. During my time as a student, I was elected **Student Body President (1975–1976)**, an experience that deepened my dedication to student leadership and institutional excellence.

I continued my academic pursuits, earning a bachelor's degree in business administration in 1979 and an Executive MBA from Baldwin Wallace University in 1987. That same year, I joined Cuyahoga Community College as an Adjunct Instructor, teaching a wide range of business courses. In September 2000, I was appointed as a full-time Business Instructor, serving across all Tri-C campuses. I was proud to *co-chair of the college internal levies and the initiative that secured the U-Pass program*, which provides all students with free access to the Regional Transit Authority system—an enduring benefit that supports student access and equity.

I served as an **Ohio Lottery Commissioner**, appointed by the Governor, from 2007 to 2011.

Upon my retirement in August 2015, I was honored by the Board of Trustees with the title of **Professor Emeritus** under Resolution R2015-51. Since January 2016, I have continued to teach business courses at Tri-C, maintaining an active and engaged presence in the academic community.

My experience as a student, adjunct faculty member, full-time professor, and emeritus educator gives me a comprehensive understanding of the College's mission, challenges, and opportunities. To my knowledge, this would be the first time a retired Tri-C professor has been appointed to the Board of Trustees—a milestone that would reflect the College's commitment to inclusive representation and institutional memory.

Thank you for your consideration. I welcome the opportunity to further discuss my qualifications and vision for the College. I can be reached via the College email system or directly at (216) 965-9080.

Sincerely,
Rudy M. Stralka



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
RUDY M STRALKA	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.

Register to
VOTE



Update Your Ohio
Voting Address
Online



My vote
For More
Voting
Information
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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:

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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;

N/A

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 Community College 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;

6/23/2026 - 6/22/2031

- 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;

Rev. Cory Jenkins

- 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;

Ashley Johnson, Vanessa Collier, Lisa Griffin, Demar Sheffey, Simmie M. Davis, Erich V Stubbs, Craig B Dorn, Shirley Sharron Kindle, Khalid (Kal) Bahhur, Gina Z. Weisblat, Cameron Racut, Daniel Lee Goldner, Melissa Williams, Damaris Ayala, Helen Forbes Fields, Geralyn Presti, Rudy Stralka, Kevin Clayton

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

Garfield Heights, Cuyahoga

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

N/A

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

No ethics opinion was requested or issued.

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

There is no compensation for this position.

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

Section 114.02: Notice of Interim Appointments

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

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0105

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Helen Forbes Fields to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2025 – 1/16/2030; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; 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 Helen Forbes Fields to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2025 – 1/16/2030.

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 Helen Forbes Fields to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2025 – 1/16/2030.

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 14, 2026

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

Journal _____

_____, 20__



April 1, 2026

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

Re: *Cuyahoga Community College Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the Cuyahoga Community College Board of Trustees:

- **Helen Forbes Fields, 5-year term, 1/17/2025 - 1/16/2030**
 - Resides in East Cleveland, Cuyahoga
 - Currently serves on the following government, private, or non-profit board or commissions:
 - Cleveland Museum of Art

The Cuyahoga Community College Board of Trustees is authorized by O.R.C. Chapter 3354.05.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 18 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".

Chris Ronayne
County Executive

HELEN FORBES FIELDS, ESQ.

hffields@ywcaofcleveland.org

QUALIFICATIONS

Highly persuasive nonprofit executive and attorney with superior analytical, writing, and verbal skills. Experience includes working in the social service arena and tackling the causes of poverty while convening various stakeholder communities including corporate partners, public officials, nonprofit agencies and volunteers. Background over thirty (30) years practicing law and representing clients in multiple areas. Demonstrated ability to exercise legal judgment, analyze and assess risk and timely provide practical recommendations and guidance to all levels of an organization. Widely regarded as an efficient and effective negotiator and drafter of documents with meticulous attention to detail. Proven organization skills and the capacity to thrive and survive under pressure. Extensive experience in diverse legal matters providing strong background in varied business, corporate, and labor matters.

EDUCATION

Howard University School of Law, Washington D.C.
Juris Doctorate

Spelman College, Atlanta, Georgia
Bachelor of Arts in Political Science, cum laude

The Ohio State University, Columbus, Ohio

SELECTED CAREER ACCOMPLISHMENTS

YWCA of Greater Cleveland
President and CEO

Cleveland, Ohio
July 2022 – Present

Ms. Forbes Fields serves as the President and CEO of the YWCA of Greater Cleveland (“YWCA”). The YWCA is one of the oldest operating non-profits in Cleveland. Founded in 1868 with the mission of peace, justice, freedom and dignity to all. Today’s mission is to eliminate racism and empowering women and girls. The YWCA fulfills this mission by promoting social justice, empowerment and economic advancement of women and the health and safety for women and girls.

The YWCA operates programs which span generations, and located in four (4) separate facilities with over one hundred employees. The YWCA operates the Early Learning Center (“ELC”), Independence Place/NIA, two (2) Norma Herr Centers, and Cogswell Hall.

**United Way of Greater Cleveland
Executive Vice President and General Counsel**

**Cleveland, Ohio
July 2018 – July 2022**

Responsible for United Way's regional initiatives, a portfolio that encompasses local and state government relations, management of Geauga office, Race Diversity Equity and Inclusion initiatives, Board Management and reviewing all legal matters.

- Led planning and implementation of regional management in Cuyahoga, Geauga and Medina counties.
- Oversaw management of both urban and rural county offices.
- Build collaborations with like-minded organizations in promoting Public Policy Advocacy Agenda based upon community needs.
- Strengthen public policy role of social service agencies by creating State of Ohio Advocacy Day
- Managed implementation of \$4.5 million Accountable Health Communities Grant with hospital partners identifying social determinants of health.
- Served as co-chair of Accountable Health Communities Committee.
- Manages United Way's internal implementation of Race, Diversity, Equity and Inclusion program.
- Managed the Community Wraparound Strategy linking school, students, parents and community to a variety of social services and supports to improve a child's academic success.
- Liaison to Governance and Nominating Committee.
- Liaison to Public Policy and Advocacy Committee.
- Liaison to Equity Leadership Council.
- Reviewed of all legal matters.
 - Preparation of contracts, agreements and memorandum of understanding.
 - Reviewed of all contracts and agreements.
 - Oversaw employment legal matters, including EEOC claims, and wrongful discharge and litigation.
 - Managed contract docket.
 - Updated Code of Regulations.

**United Way of Greater Cleveland
Vice President of Community Impact and General Counsel**

**Cleveland, Ohio
October 2016 – June 2018**

Served as Vice President of Community Impact and General Counsel October 2017-June 30, 2018 supervising the allocations process of United Way, managing the \$4.5 million Accountable Health Communities grant, management of Geauga and Medina offices, 2-1-1, and Community Wraparound Strategy/Say Yes To Education and reviewing all legal matters.

- Enhanced United Way's relationship with funded and non-funded social service agencies and furthering dialogue and understanding of those living in poverty.
- Managed allocation process to funded agencies including monitoring agencies alignment with United Way's focused area of funding, engagement of over 50 volunteers in allocation process, preparation of grant agreements, conducting site visits and collection of data.
- Reestablished Council of Agency Executives.
- Led establishment of Accountable Health Communities Grant through CMS by overseeing the establishment of all protocols and procedures.

- Reviewed all Accountable Health Communities legal agreements with hospital partners.
- Delivered key presentations to public and media interviews to further the public's understanding of those living in poverty.
- Established review of all legal agreements.
- Oversaw Management of 211 Services which employs over 50 employees, receives 270,000 calls yearly and maintains database consisting of 4,000 agencies and 25,000 programs across the State of Ohio.
- Reorganized external 211 contracts to meet financial viability criteria.

Forbes, Fields & Associates Co., L.P.A.
Attorney at Law

Cleveland, Ohio
1985 – October 2016

- Managed practice with thirteen (13) employees. Forbes, Fields & Associates Co., L.P.A. is one of the oldest minority owned and controlled law firms in Ohio. It was the first Ohio minority owned law firm listed in the Bond Buyer's Municipal Market Place.
- Was previously active in the firm's public law and municipal finance practice and involved in various public and privately placed issuance of revenue bonds and general obligation bonds for the State of Ohio and its political subdivisions, the City of Cleveland, the Board of Education of the Cleveland Metropolitan School District, Ohio and other cities and counties in the United States.
- Has particular experience in litigation including breach of contract, employment law, labor law and negotiations, personal injury and personal injury defense and governmental contracts.
- Has experience in labor and employment law. Work in these areas include handling of administrative complaints and investigations on behalf of clients brought before the U.S. Equal Employment Opportunity Commission ("EEOC") and the Ohio Civil Rights Commission ("OCRC").
- Represented clients in general liability issues, including premises liability matters.
- Monitored major construction projects for female and minority hiring. Worked closely with construction managers, general contractors, and subcontractors. Monitoring involves, but not limited to, review of payroll, actual hiring population on the worksite and procurement.

City of East Cleveland
Law Director

East Cleveland, Ohio
1998; 2005

- Managed law department of the City of East Cleveland which includes civil and criminal divisions with five (5) employees.
- Represented the City in all legal matters.
- Preparation and/or approved all contracts, ordinances, and resolutions.
- Drafted ballot measures.
- Represented the City in all collective bargaining agreements and led negotiations with various Labor Unions, including, but not limited to, Laborers Union 1099, AFSCME, Ohio Patrolmen's Benevolent Association and District 925.
- Defended the City successfully on various Unfair Labor Practice claims and managed grievance hearings.
- Represented the City in various lawsuits.
- Attended all Council meetings and various commission board meetings.
- Provided legal advice to all departments located within the City of East Cleveland.

- Researched and drafted memoranda of law.

PROFESSIONAL MEMBERSHIP

- Ohio State Bar Association
- Cleveland Metropolitan Bar Association

LEADERSHIP POSITIONS

- Board of Trustees, Cuyahoga Community College, Served as Board Chair for 4 years
- Board of Trustees, Cleveland Museum of Art

Past Board Member of:

- Front International Triennial, Chair
- Museum of Contemporary Art (MOCA)
- Cleveland Arts Prize
- Rainbow Babies & Children's Hospital of University Hospitals of Cleveland
- Cleveland Institute of Art
- Karamu House
- Cleveland Zoological Society
- Cleveland Scholarship Program (College Now)
- Governor Kasich Appointee to East Cleveland Financial Planning & Oversight Commission

PROFESSIONAL RECOGNITION & AWARDS

- 2025 Ohio Association of Community Colleges Maureen C. Grady Award for Special Achievement
- Featured in the Cleveland Magazine's 2025 Cleveland 500 list
- 2025 Diff Maker of the Game from the Cleveland Cavaliers
- Phenomenal Women Magazine, February 2025 issue
- 2024 Crain's Power 150 list
- 2024 Women of Distinction Honoree from the Girl Scouts of North East Ohio
- 2024 The Greater Cleveland Delta Sigma Theta Foundation's Black Diamonds and Pearls Shining Star Award
- 2024 Zeta Phi Beta Sorority, Incorporated Honoree
- The City of Cleveland's 2024 Hidden Figure
- C L Magazine Winter/Spring 2023 issue
- 2023 John Hill Award
- 2023 NAACP Freedom Fund Award
- 2023 Blacks in Management Excellence in Leadership Award
- 2021 Smart Women Honoree for Progressive Woman
- 2020 Cleveland Arts Prize Special Prize
- CRAINS Notable Women in Nonprofit, August 2019
- 2018 Southern Christian Leadership Conference Community Award
- AIDS Task Force, Art Cares Icon, 2014
- Fraser Net Power Networker of the Year, Entrepreneur, 2013

- Leadership Cleveland, Class of 1994
- 40/40 Club, Kaleidoscope

BAR MEMBERSHIPS

- State of Ohio
- United States District Court for the Northern District of Ohio
- United States Court of Appeals in the Sixth Circuit



- Home
- Secretary LaRose & the Office
- Elections & Voting
- Campaign Finance
- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
HELEN FORBES FIELDS	<div style="background-color: black; width: 100%; height: 20px;"></div>

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections](#).

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.

Register to
VOTE



Update Your Ohio
Voting Address
Online



My vote
My Right • My Responsibility

For More
Voting
Information
Click Here

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;

N/A

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 Community College 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;

1/17/2025 - 1/16/2030

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

Re-Appointment

- 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;

Ashley Johnson, Vanessa Collier, Lisa Griffin, Demar Sheffey, Simmie M. Davis, Erich V Stubbs, Craig B Dorn, Shirley Sharron Kindle, Khalid (Kal) Bahhur, Gina Z. Weisblat, Cameron Racut, Daniel Lee Goldner, Melissa Williams, Damaris Ayala, Helen Forbes Fields, Geralyn Presti, Rudy Stralka, Kevin Clayton

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

East Cleveland, Cuyahoga

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

Cleveland Museum of Art

- 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. R2026-0106

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Geralyn Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; 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 Geralyn Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031.

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 Geralyn Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2026 – 6/22/2031.

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 14, 2026

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

Journal _____

_____, 20__



April 1, 2026

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

Re: *Cuyahoga Community College Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the Cuyahoga Community College Board of Trustees:

- **Geralyn Presti, 5-year term, 6/23/2026 - 6/22/2031**
 - Resides in Cleveland, Cuyahoga
 - Currently serves on the following government, private, or non-profit board or commissions:
 - Cuyahoga Community College, University Circle, Inc., the Case Western Reserve University Law School Advisory Board, the Little Italy Redevelopment Corporation Board

The Cuyahoga Community College Board of Trustees is authorized by O.R.C. Chapter 3354.05.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 18 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

Geralyn (Geri) Presti, B.M., M.S.S.A., J.D.

Geralyn (“Geri”) Presti serves as President and Chief Executive Officer of The Music Settlement, where she leads one of the nation’s oldest community education, music, and arts institutions. Her career spans both the nonprofit and corporate sectors.

Ms. Presti holds a Bachelor of Music in Music Therapy from Ohio University, graduating Summa Cum Laude. She began her professional career at The Music Settlement as a Registered Music Therapist and Intern Supervisor. She subsequently earned a joint Master of Social Science Administration and Juris Doctor from Case Western Reserve University, graduating Magna Cum Laude, Order of the Coif, and serving on Law Review.

Following completion of her graduate studies, Ms. Presti joined Forest City Enterprises (subsequently, Forest City Realty Trust), where she spent 27 years and ultimately served as General Counsel, Executive Vice President, and Secretary. In this capacity, she oversaw all legal affairs of the corporation and played a pivotal role in its reorganization and transition to a Real Estate Investment Trust. As a member of the company’s executive leadership team, she led the company’s in-house legal departments, corporate strategic planning, governance, compliance, and the execution of finance and capital markets transactions.

Ms. Presti maintained a longstanding relationship with The Music Settlement throughout her tenure at Forest City, serving in numerous governance committee chair roles, and ultimately becoming the Board Chair (2012–2015). In 2017, she returned to The Music Settlement as President and CEO, leading the organization’s mission of fostering inclusive artistic expression and community engagement.

Her current civic and nonprofit service includes Board appointments with Cuyahoga Community College (current Board Chair), University Circle, Inc., the CWRU Law School Advisory Board, and the Little Italy Redevelopment Corporation Board. Her professional affiliations include membership in a local women’s leadership organization, In Counsel with Women.

Ms. Presti has been recognized for her professional and community service, and honors include: the YWCA Woman of Achievement Award; Kaleidoscope Magazine’s Women Who Give Back Award; The ORT America Jurisprudence Award, the St. Thomas More Award (Lawyers Guild of the Catholic Diocese of Cleveland); the Athena Award (Smart Business); the Smart Living Award for the Arts (Judson); the Humanitarian Award (The Diversity Center of Northeast Ohio); International Life Changers Award (LEDI), the establishment of the Geralyn M. Presti Endowed


Chair for Music Therapy at The Music Settlement; the Centennial Medal (CWRU School of Law); the Burton Legends in the Law Award (Burton Awards, Washington, D.C.); the 2023 Progressive Woman Honoree (Smart Business), Public Company General Counsel Award (Crain's Cleveland Business), Women Honoring Women Award (Women's Bar Association), Women of Professional Excellence Award (YWCA), Women of Note Award (Crain's Cleveland Business), Rainmakers Award (Northern Ohio Live Magazine), 2017 Golden Achievement Award (Benjamin Rose), Top General Counsel Award (First Chair, Chicago), Ohio Super Lawyer, and induction into the CWRU Society of Benchers.



- Home
- Secretary LaRose & the Office
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- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
GERALYN MARIE PRESTI	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



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;

N/A

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 Community College 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;

6/23/2026 - 6/22/2031

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

Re-Appointment

- 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;

Ashley Johnson, Vanessa Collier, Lisa Griffin, Demar Sheffey, Simmie M. Davis, Erich V Stubbs, Craig B Dorn, Shirley Sharron Kindle, Khalid (Kal) Bahhur, Gina Z. Weisblat, Cameron Racut, Daniel Lee Goldner, Melissa Williams, Damaris Ayala, Helen Forbes Fields, Geralyn Presti, Rudy Stralka, Kevin Clayton

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

Cleveland, Cuyahoga

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

Cuyahoga Community College, University Circle, Inc., the Case Western Reserve University Law School Advisory Board, the Little Italy Redevelopment Corporation 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0107

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of John R. Corlett to serve on The MetroHealth System Board of Trustees for the term 4/1/2026 – 3/31/2032; and declaring the necessity that this Resolution become immediately effective.
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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 John R. Corlett to serve on The MetroHealth System Board of Trustees for the term 4/1/2026 – 3/31/2032.

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 John R. Corlett to serve on The MetroHealth System Board of Trustees for the term 4/1/2026 – 3/31/2032.

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:
Committee(s) Assigned:

Journal _____

_____, 20__



April 1, 2026

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

Re: *MetroHealth System Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the MetroHealth System Board of Trustees:

- **John R Corlett, 6-year term, 4/1/2026 - 3/31/2032**
 - Resides in Lakewood, Cuyahoga
 - Currently serves on the following government, private, or non-profit board or commissions:
 - Circle Health Services, Woodruff Foundation, United Way of Greater Cleveland, and I am a Gubernatorial Appointee to the Ohio Advisory Council on Aging

The MetroHealth System Board of Trustees is authorized by O.R.C. Chapter 339.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 10 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".

Chris Ronayne
County Executive

RESUME
John R. Corlett

EXPERIENCE

2014 – Present PRESIDENT AND EXECUTIVE DIRECTOR, THE CENTER FOR COMMUNITY SOLUTIONS (CLEVELAND, OH)

I serve as the leader of a 107-year-old Cleveland organization whose mission is to improve health, social, and economic conditions through non-partisan research, policy analysis, communications, and advocacy. I lead a team of talented diverse team of 17 colleagues at offices in Cleveland and Columbus. Since rejoining Community Solutions, I refocused the organization's work on six key policy issues and this included the establishment of a Center for Medicaid Policy. I also reestablished relationships with key funders and community partners and have produced positive financial results for the organization for five years in a row. Other major initiatives have included the development and implementation of a new communications plan, a reinvigorated annual celebration of human services, building a robust consulting practice, and dramatically increasing research, analytical, and advocacy material generated by Community Solutions own professional staff. Our weekly e-newsletter, 5 Things You Need to Know, is received by nearly 5,000 individuals every week. I am regularly called upon to advise policy makers, the media, non-profit leaders, and others on many of the key issues facing our community, and our state. This includes serving on several foundation, and community boards.

2010- 2014 VICE PRESIDENT, GOVERNMENT RELATIONS AND COMMUNITY AFFAIRS, THE METROHEALTH SYSTEM (CLEVELAND, OH)

I created and directed MetroHealth's government relations and community affairs department which includes managing MetroHealth's relationships with policy makers at the local, state and federal level, a community health advocacy project, and inclusion and diversity programs. I serve as MetroHealth's primary Medicaid and health care reform policy resource. I serve on the Executive Committee of the Hospital as well as number of other internal committees and workgroups.

Accomplishments included developing and obtaining approval for a Medicaid demonstration project that resulted in 38,000 uninsured, low income Cuyahoga County residents obtaining Medicaid coverage in 2013 and bringing greater financial stability to MetroHealth's network of urban ambulatory health centers. I worked with Neighborhood Progress, Inc. to initiate a broad-based West 25th Street revitalization project that seeks to restore the West 25th Street corridor. I led MetroHealth's efforts to arrange public financing for its campus transformation efforts. I initiated an aggressive policy maker outreach effort which included securing U.S. Senator Sherrod Brown to attend MetroHealth's first ever physician summit, as well as having MetroHealth host an Ohio Senate Committee hearing. I served as Co-Chair of the Health Improvement Partnership Cuyahoga (HIP-Cuyahoga), and represented MetroHealth with America's Essential Hospitals, at community events and activities, and helped direct charitable sponsorships in the community.

2007-2009 MEDICAID DIRECTOR, STATE OF OHIO (COLUMBUS, OH)

I served as the Director of the Office of Ohio Health Plans which is Ohio's Medicaid program within the Ohio Department of Job and Family Services. Ohio's when Medicaid expenditures were over 12 billion dollars annually and provided comprehensive health care coverage for more than 2 million Ohioans.

1996-1999 DIRECTOR OF GOVERNMENT RELATIONS, THE CENTER FOR FAMILIES AND CHILDREN

I developed and maintained relationships with key governmental decision makers and provided leadership in community problem solving efforts. I developed policy positions on health and social welfare issues with staff, trustee, and community input, and helped create coalitions to advocate for the adoption of those policies. Significant accomplishments included leading a successful grassroots lobbying effort to secure \$7 million in first time state funding for an Ohio HIV Drug Assistance Program and coordinating a national fatherhood conference in conjunction with the William J. and Dorothy K. O'Neill Foundation. In 1998, I served as manager of a successful Cuyahoga County Health and Human Services ballot issue. In just 90 days I implemented a record-breaking fundraising effort and created a field campaign that mobilized 400 volunteers.

EDUCATION Graduated with honors with a Bachelors Degree of Specialized Studies from Ohio University in 1981. Upon graduation I was selected as one of Ohio University's four outstanding senior leaders.

AWARDS

- Community Health Superstar Award, Neighborhood Family Practice, 2017
- Advocate of the Year, Greater Cleveland Food Bank, 2017
- Community Champion Award, NorthCoast Health, 2015
- Community Partner of the Year, Care Alliance, 2014
- Leadership Through Advocacy Award, Ohio Hospital Association, 2013
- City of Cleveland LGBT Legacy Award for Healthcare, 2011
- Outstanding Alumni, University College, Ohio University, 2009
- Child Advocate of the Year, Public Children's Services Association of Ohio 2007
- Friend of Public Education Award, Ohio Federation of Teachers Award, 2005
- Leadership Award, Human Rights Campaign Fund Cleveland Dinner Committee, 2003
- Advocate of the Year, Ohio Association of Area Agencies on Aging, 2003

SELECTED BOARD AND COMMITTEE SERVICE (current affiliations in bold)

- Circle Health Services, Board of Directors**
- Woodruff Foundation, Board of Directors**
- United Way of Greater Cleveland, Board of Directors**
- Ohio Advisory Council for Aging, Gubernatorial Appointee**

- AIDS Funding Collaborative, Board
- Center for Health Affairs, Board of Trustees Cleveland Foodbank, Board of Trustees
- Arts Cleveland, Board of Directors
- Cuyahoga County Community Mental Health Board, Board of Trustees
- Greater Cleveland Food Bank, Board of Directors
- Have A Heart Ohio, Chairperson
- Planned Parenthood of Greater Cleveland, Board of Trustees
- Policy Matters Ohio, Board of Trustees
- St. Luke's Foundation, Board of Directors
- Zygote Press, Board of Trustees



Chris Ronayne
Cuyahoga County Executive

January 12, 2026

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:

- **John Corlett**

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"*

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

Sincerely,

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

Chris Ronayne
County Executive

Approved:

A handwritten signature in blue ink that reads "Timothy McCormick".

Judge Timothy McCormick

1/13/26

Date



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- Secretary LaRose & the Office
- Elections & Voting
- Campaign Finance
- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
JOHN R CORLETT	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.

[Contact Our Office](#) [Office Publications](#) [Privacy](#) [State of Ohio](#)

(614) 466-2655 | (877) SOS-OHIO (877-767-6446)

TTY: (614) 466-0562 | TTY Toll-free: (877) 644-6889

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[Secretary LaRose & the Office](#) [Elections & Voting](#) [Campaign Finance](#) [Legislation & Ballot Issues](#) [Businesses](#) [Records](#)
[Media](#)

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;

N/A

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 System 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;

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.

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. Please see attached.

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

4/1/2026 - 3/31/2032

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

Re-Appointment

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;

Mike Summers, John Corlett, Richard C. Perry, Khalid (Kal) Bahhur, Ebony Spano, Jacquelin Ann Fields, Gina Z. Weisblat, Christian Joy Maiden, James Benedict, Cameron Keith Racut

2.8 The candidate's city and county of residence;

Lakewood, Cuyahoga

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

Circle Health Services, Woodruff Foundation, United Way of Greater Cleveland, and I am a Gubernatorial Appointee to the Ohio Advisory Council on Aging

- 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. R2026-0108

<p>Sponsored by: County Executive Ronayne</p> <p>Co-sponsored by: Councilmember Miller</p>	<p>A Resolution confirming the County Executive’s reappointment of Michael P. Summers to serve on The MetroHealth System Board of Trustees for the term 3/2/2026 – 3/1/2032; and declaring the necessity that this Resolution become immediately effective.</p>
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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 Michael P. Summers to serve on The MetroHealth System Board of Trustees for the term 3/2/2026 – 3/1/2032.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Michael P. Summers to serve on The MetroHealth System Board of Trustees for the term 3/2/2026 – 3/1/2032.

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: Human Resources, Appointments & Equity
Committee(s) Assigned: April 14, 2026

Additional Sponsorship Requested on the Floor: April 14, 2026

Journal _____

_____, 20__



April 1, 2026

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

Re: *MetroHealth System Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the MetroHealth System Board of Trustees:

- **Michael P Summers, 6-year term, 3/2/2026 - 3/1/2032**
 - Resides in Lakewood, Cuyahoga
 - Currently serves on the following government, private, or non-profit board or commissions:
 - MetroHealth Board of Trustees, First Federal Lakewood

The MetroHealth System Board of Trustees is authorized by O.R.C. Chapter 339.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 10 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".

Chris Ronayne
County Executive



ABOUT MICHAEL P. SUMMERS

Mike Summers is a Senior Fellow at the Levin College of Urban Affairs, Cleveland State University.

Mike Summers served as Mayor of the city of Lakewood from 2009-2019. During his nine years as Mayor he served on the Board of the Northeast Ohio Areawide Coordinating Agency (NOACA) which allocates \$40 Million per year of Federal and State transportation, air and water quality investments. He served for three years as Chair of Cleveland's First Suburbs Consortium which is comprised of the 17 cities that are contiguous to the City of Cleveland. He also served on the Board of the Cuyahoga County Landbank. He was awarded the National Environmental Achievement Award by the National Association of Water Councils for his work towards the Clean Water Act compliance for the city of Lakewood.

Prior to becoming Mayor, Mike Summers was elected to Lakewood City Council in 2007 to represent Ward 3. He also served eight years on the Lakewood Board of Education, including service as President in 1999 and 2003. He was appointed by Governor Taft to serve as Chairman of Ohio's Workforce Policy Board from 1999 to 2003.

Mike Summers served as President and owner of Summers Rubber Company, Cleveland, Ohio for 32 years. Summers Rubber Company is an industrial distribution company specializing in hose, fittings, and sealing products for the durable goods manufacturing, chemical, and construction markets.

His professional accomplishments include service as President of the Westside Industrial Retention Network (WIRE-Net (now Manufacturing Works)), a consortium of manufacturing companies dedicated to preserving industrial jobs on Cleveland's Westside and President of the National Association of Hose and Accessories Distributors (NAHAD). He serves as a member of the Board of Directors of First Federal Savings and Loan Association of Lakewood.

Mike Summers is a graduate of Lakewood High School, Class of 1972. He earned an MBA from Northwestern University's Kellogg School of Management, and a B.A. from Wittenberg University, Springfield, Ohio. He is the recipient of Wittenberg University's Distinguished Alumni Citation and was inducted into the Lakewood High School Alumni Hall of Fame.

Mike is married to Wendy. They have three adult children and three grandchildren.

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

LAURA J. GALLAGHER
JUDGE

JENNIFER A. ALEXANDER
COURT ADMINISTRATOR
MAGISTRATE

HEIDI M. KOENIG
CHIEF MAGISTRATE

January 27, 2026

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

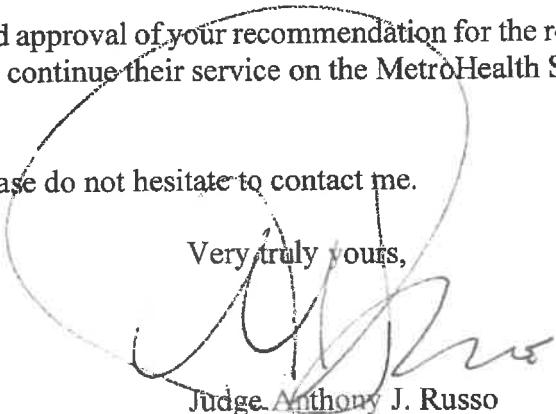
Re: The MetroHealth System
Board of Trustees

County Executive Ronayne:

Enclosed please find my signed approval of your recommendation for the reappointment of Michael Summers and John Corlett to continue their service 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

Enclosures



January 12, 2026

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

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VOTER PROFILE PAGE

 Print friendly

Name:



Address:

Polling Location:

EMERSON ELEMENTARY SCHOOL
13439 CLIFTON BLVD
LAKEWOOD OH 44107
[\(Get Directions\)](#) *

Precinct:

LAKEWOOD-03-A

US Congressional District: 11

Please note that voter congressional districts have been updated for the 2026 election. In accordance with state law, new maps were passed by a unanimous bipartisan vote of the Ohio Redistricting Commission in October of 2025. These new districts will be used for the election in 2026 and for representation from 2027 through 2032. To view your current congressional district and elected official, please visit [District Maps](#).

Senate District: 23

State Rep. District: 13

Please Note – If the address above is out-of-date, [follow this link to update your voting address online](#). Remember the deadline to register to vote or to update your voting information is 30 days prior to the election in which you wish to vote.

If you are unable to locate your voter registration information, but believe you are registered to vote, it

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Please see attached

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MetroHealth System Board of Trustees

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3/2/2026 - 3/1/2032

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Re-Appointment

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2.8 The candidate’s city and county of residence;

Lakewood, Cuyahoga

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MetroHealth Board of Trustees, First Federal Lakewood

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