



CUYAHOGA COUNTY COUNCIL

HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING AGENDA

TUESDAY, JULY 14, 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 JUNE 16, 2026 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0183: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; declaring the necessity that this Resolution become immediately effective.
- b) R2026-0204: A Resolution authorizing an amendment to Agreement No. 1175 (fka Contract No. AG1800067) with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 6/30/2026 to extend the time period to 6/30/2027, to update the terms in Exhibit B-1 and Exhibit C, and for additional funds in the amount not-to-exceed \$1,800,000.00, effective 1/1/2026; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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4th FLOOR

MEETING MINUTES

TUESDAY, JUNE 16, 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 10:00 a.m.

2. ROLL CALL

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

Chair Sweeney made a motion, seconded by Ms. Conwell, and approved by unanimous vote to excuse Committee member Meredith Turner from the meeting.

[Clerk's Note: Ms. Turner arrived after the roll call was taken and the motion to excuse Ms. Turner was withdrawn.]

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JUNE 2, 2026 MEETING

A motion was made by Mr. Gallagher, seconded by Mr. Houser and approved by unanimous vote to approve the minutes from the June, 2, 2026 meeting.

[Clerk's Note: Item No. 5.d) was taken out of order and considered before Item No. 5.c)].

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0174: A Resolution approving the Bylaws of the Advisory Committee on the Persons with Disabilities as amended through February 26, 2026; declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2026-0174.

Ms. Vanessa Pesec, Chairwoman, Advisory Committee on Persons with Disabilities, and Mr. Alverado addressed the Committee regarding Resolution No. R2026-0174. Discussion ensued.

Committee members asked questions of Ms. Pesec and Mr. Alvarado pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Gallagher, Resolution No. R2026-0174 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

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

- b) R2026-0175: A Resolution confirming the County Executive's reappointment of Tenille N. Kaus to serve on the Cuyahoga County Women's Health Commission for the term 5/1/2026 – 4/30/2029, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0175.

Ms. Tenille Kaus addressed the Committee regarding her nomination to serve on the Cuyahoga County Women's Health Commission. Discussion ensued.

Committee members commented on Ms. Kaus' experience, expertise and qualifications and asked questions of Ms. Kaus, which she answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2026-0175 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

- c) R2026-0176: A Resolution confirming the County Executive's reappointment of Jasmin Santana to serve on the Cuyahoga County Women's Health Commission for the term 5/1/2026 – 4/30/2029, and declaring the necessity that this Resolution become immediately effective.

Chair Sweeney stated that Ms. Jasmin Santana was unable to attend the meeting due to illness, and respectfully asked committee members if they were ok with advancing Resolution No. R2026-0176 to the full Council.

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2026-0176 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

- d) R2026-0177: A Resolution confirming the County Executive's reappointment of the Honorable Mayor Kim Thomas to serve on the Cuyahoga County Women's Health Commission for the term 5/1/2026 – 4/30/2029, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0177.

Mayor Kim Thomas addressed the Committee regarding her nomination to serve on the Cuyahoga County Women's Health Commission. Discussion ensued.

Committee members commented on Mayor Thomas' experience, expertise and qualifications, and asked questions pertaining to funding and resources, which she answered accordingly.

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2026-0177 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

6. MISCELLANEOUS BUSINESS

The Committee recognized Ms. Agatha Hickerson, Cleveland Foundation Fellow for the Administration, who will be leaving the County next month.

7. ADJOURNMENT

Chairman Sweeney adjourned the meeting at 10:29 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0183

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 June 3, 2026, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) 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: *Building Inspector*
 Number: 18161
 Pay Grade: 10A/Non-Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Superintendent, Sewer Maintenance*
Class Number: 18003
Pay Grade: 17A/Exempt
* PRC routine maintenance. Classification last revised in 2022. Changes made to essential functions, physical requirements, and language and formatting. A technology section was added. No change to FLSA status. The pay grade has increased from PG 16A to 17A.

Proposed Deleted Classifications:

Exhibit C: Class Title: *Senior Account Clerk*
Class Number: 11002
Pay Grade: 4A/Non-Exempt
* The position is vacant and all employees who were in this position are now bargaining. Non bargaining classification is no longer needed.

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: June 23, 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: June 4, 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 June 3, 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	
Building Inspector 18161	10A Non-Exempt	Fiscal	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Superintendent, Sewer Maintenance 18003	16A Exempt	17 Exempt	Public Works



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

PROPOSED DELETED CLASSIFICATIONS

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Senior Account Clerk 11002	4A Non-Exempt	All Departments

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: 5/28/2026
Meeting: 6/3/2026

<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>					
Building Inspector	18161	N/A	10A Non-Exempt	Fiscal	This is a new classification requested by the Fiscal Office 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>					
Superintendent, Sewer Maintenance	18003	16A Exempt	17A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2022. Changes made to essential functions, physical requirements, and language and formatting. A technology section was added. No change to FLSA status. The pay grade has increased from PG 16A to PG 17A.

<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Senior Account Clerk 11002	4A Non-Exempt	All Departments	The position is vacant and all employees who were in this position are now bargaining. Non bargaining classification is no longer needed.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Inspector	Class Number:	18161
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Fiscal	EXHIBIT A	

Classification Function

The purpose of this classification is to perform technical inspection work for residential and commercial buildings to determine compliance with codes adopted by the Ohio Board of Building Standards, local ordinances, and approved construction documents.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting and documenting findings of both residential and commercial buildings within a framework of defined policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision from a manager level position. Incumbents are expected to exercise judgment 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.

- 55% +/- 10%
 - Conducts on-site inspections of new and existing residential and commercial structures; determines compliance with approved construction documents and codes adopted by the Ohio Board of Building Standards; may issue failed inspection notices; follows up on failed inspections and schedules re-inspections; reviews permit applications for upcoming inspections; represents the County explaining applicable code requirements and inspection findings to contractors, property owners, and members of the public; receives and investigates complaints related to building code compliance in accordance with applicable regulations and procedures.
- 35% +/- 10%
 - Documents inspection findings and maintains accurate and complete records in accordance with established permitting and inspection systems and procedures; identifies and documents code violations and issues correction notices, approvals, or stop-work orders in accordance with applicable codes and established procedures; updates inspection records in permitting system.
- 10% +/- 5%
 - Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and maintains inspection reports and related correspondence to document compliance and support enforcement actions; prepares annual compliance summary reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must have three (3) years of experience as a Level 3 Ohio Board of Building Standards building inspector, with a specialization in Building Inspector and at least one additional Level 3 specialization.

Effective Date: TBD
Last Modified: TBD

Building Inspector

The Level 3 Ohio Building Standards requirement is generally (3) three years building department experience in a jurisdiction that enforces a model code.

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

Additional Requirements

- No special license or certification 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 computers and a multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 25 pounds.

Technology Requirements

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

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to evaluate data and information referencing the evaluation to criteria standards and/or requirements associated with a particular analysis in order to define consequences.
- Ability to comprehend a variety of informational documents including permit applications, construction plans, blueprints, prior inspection records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, codes adopted by the Ohio Board of Building Standards, departmental policies and procedures, and applicable state and local requirements related to recordkeeping, documentation, and public records.
- Ability to prepare inspection reports, correction notices, violation letters, compliance reports, and any other job-related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Building Inspector

- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications, and related legal terminology and language.
- Ability to represent the County and department when interacting with contractors, developers and public; communicates with managers, supervisors, co-workers, contractors, legal staff, engineers, safety officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, smoke, dust, machinery, wetness/humidity, electrical currents, noise extremes, and vibrations.

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:	Superintendent, Sewer Maintenance	Class Number:	18003
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	EXHIBIT B	

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works and serve as the Operator of Record for all full-service communities contracted with the County.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative, and management problems related to maintenance. The employee is expected to meet, consult, and collaborate with the Cuyahoga County Engineer to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

35% +/- 10%

- Manages, directs, and plans the daily operations of the Sewer Maintenance division, including preventive and corrective maintenance, rehabilitation, projects, and inspections; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems we maintain by agreement and those maintained in the township, plans, and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; oversees labor costs and overtime hours for cost effectiveness; participates in matters of safety and security; ensures regulatory compliance and safety; monitors division compliance with safety programs, EPA regulations, and other environmental and operational standards; implements corrective action as needed; prepares technical and administrative reports; develops and submits regulatory reports, performance evaluations, project plans, budgets, and correspondence; maintains accurate documentation of maintenance activities, service laterals, force mains, and other storm / sanitary infrastructure.

20% +/- 10%

- Serves as the Operator of Record for all full service agreement communities contracted with the County; ensures all maintenance and repair activities, wastewater, and stormwater best practices are fully documented, including all applicable monitoring and sampling requirements; follows and enforces all applicable MS4 regulations, Sanitary Sewer Overflow (SSO) requirements, SCADA, and Ohio Revised Water Pollution Control Code; completes and submits all applicable SSO compliance reports and Illicit Discharge Detection and Elimination (IDDE) reports; ensures all correspondence to or from the EPA is properly administrated and shared with the designated community representative.

15% +/- 5%

- Supervises and directs the work of Senior Supervisor, Sewer Maintenance, Inventory staff, groundskeeping, dispatch staff, sanitary pump station staff, and other assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents

Superintendent, Sewer Maintenance

misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues for three different bargaining units; answers staff questions and provides information and conflict resolution as appropriate. Staff in this division is more than 100 and currently 130 employees.

15% +/- 5%

- Plans and coordinates sewer maintenance department initiatives; researches and evaluates new methods, equipment, and technologies to improve sewer system operations, maintenance efficiency, and environmental compliance; develops, monitors, and reviews operational budgets, labor costs, and resource allocation; approves departmental purchases, payroll, and overtime; recommends cost-effective improvements; evaluates department operations and implements identified efficiencies and improvements.

5% +/- 2%

- Reviews and responds to citizen requests and complaints; plans, coordinates, and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or a related field with six (6) years of civil engineering or related experience, including three (3) years of supervisory experience; **or any equivalent combination of training and experience as defined in the table below.**
- Must possess an Ohio Class II Wastewater Collection license at the time of hire.

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	10 years (3 years supervisory)
Related associate or unrelated bachelor's degree	8 years (3 years supervisory)
Related bachelor's or unrelated graduate degree	6 years (3 years supervisory)
Related graduate degree	4 years (3 years supervisory)

Related degree fields: civil engineering, water quality management, environmental science.

Related work experience: sewer maintenance, wastewater distribution, wastewater management, wastewater treatment, sanitation engineering, water distribution.

Additional Requirements

- Must obtain an Ohio Class I or higher Water Distribution License within six (6) months of hire or receive license reciprocity approval from EPA within twelve (12) months of hire if incumbent has a Class I or higher Water Distribution License from another state.

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 computers, multifunction printer, and a two-way radio.

Superintendent, Sewer Maintenance

- Ability to operate a variety of sewer maintenance equipment such as jetting equipment, inspection tools, flow meters, sampling devices, and GIS mapping equipment.
- Ability to balance, climb, crawl, crouch, bend, and push, pull, and lift up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word) project management software (Microsoft Project), database software (Microsoft Access, Sewer Maintenance DB), and mapping software (ArcGIS).

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 understand and apply high school algebra, geometry, calculus, and statistics.

Language Ability & Interpersonal Communication

- 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 overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors, plans, maps, certifications, sewer maintenance logs, compliance reports, service requests, repair and maintenance reports, budget reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, the Employee Handbook, Ohio Revised Code, federal and state EPA standards, municipal maps, Uniform Standards for Sewage Improvements, County Sewer Use Code, OSHA, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos, crew assignments, budget proposals, 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.

Superintendent, Sewer Maintenance

- Ability to use and interpret maintenance, legal, and engineering terminology and language.
- Ability to communicate effectively with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to strong odors, smoke, dust, wetness, disease/bodily fluids, machinery, toxic/poisonous agents, and noise extremes.

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:	Senior Account Clerk	Class Number:	11002
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All Departments	EXHIBIT C	

Classification Function

The purpose of this classification is to function as a lead worker over lower-level account clerks and to prepare cash financial reports and statements and/or to maintain financial accounts and financial records.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing cash financial reports and statements for authorization and maintaining financial accounts and records. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned 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.

20% +/- 10%

- Coordinates administrative functions related to assigned department's activities; reviews received documentation for accuracy and completeness; verifies information by comparing or researching appropriate documentation, records, or data; extracts relevant information from various sources (spreadsheets, databases, etc.) to update records or create forms; enters data into the appropriate system or database; creates and updates records and documentation; ensures that records and information in databases is entered/filed according to department standards; processes applications and forms submitted by clients.

20% +/- 10%

- Coordinates fiscal functions related to assigned department's activities; maintains financial accounts and financial records; reviews, posts, codes, and/or approves payment and processing documents; reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information for processing or entering into the appropriate system or database; performs complex monthly reconciliation of bank statements utilizing various reports and software; prepares checks and cash for deposit; facilitates collection of non-sufficient funds (NSF) checks; verifies transactions, adjustments, and check registers; prepares cash financial reports and statements for authorization; tracks records of transactions in appropriate spreadsheet or database.

20% +/- 10%

- Interacts with customers to answer questions or provide information regarding assigned department's activities; responds to emails and phone calls from private or public entities.

20% +/- 10%

- Functions as lead worker over lower-level account clerks; assigns work and reviews completed work assignments; provides job training and instruction.

Senior Account Clerk

10% +/- 5%

- Assists with budget preparation and quarterly and annual cost reports; retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials.

10% +/- 5%

- Performs related clerical duties; prepares various reports, records, and other documents utilizing word processing software or database software; responds to emails and phone calls; attends various trainings and meetings; maintains office inventory and orders supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of account clerk experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- 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.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including balance reports, audit reports, debit memos, credit memos, warrants, bank statements, check registers, disposition of funds, vouchers, bills, and other financial reports and records.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and the Employee Handbook.
- Ability to prepare daily, weekly, monthly, quarterly annual financial reports, invoices, cancel check orders, letters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic accounting/bookkeeping terminology and language.
- Ability to communicate with the clients, contractors, companies, banks, payments processing personnel, data entry personnel, Auditor's Office, other County employees, supervisor, 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. R2026-0204

Sponsored by: County Executive Ronayne/Department of Human Resources	A Resolution authorizing an amendment to Agreement No. 1175 (fka Contract No. AG1800067) with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 6/30/2026 to extend the time period to 6/30/2027, to update the terms in Exhibit B-1 and Exhibit C, and for additional funds in the amount not-to-exceed \$1,800,000.00, effective 1/1/2026; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources recommends an amendment to Agreement No. 1175 (fka Contract No. AG1800067) with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 6/30/2026 to extend the time period to 6/30/2027, to update the terms in Exhibit B-1 and Exhibit C, and for additional funds in the amount not-to-exceed \$1,800,000.00, effective 1/1/2026; and

WHEREAS, the primary goal of this amendment to continue to offer the MetroHealth Select medical plans to County employees at the County's discounted rates; and

WHEREAS, this project is funded 100% Self-Insurance Fund; 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 authorizes an amendment to Agreement No. 1175 (fka Contract No. AG1800067) with The

MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 6/30/2026 to extend the time period to 6/30/2027, to update the terms in Exhibit B-1 and Exhibit C, and for additional funds in the amount not-to-exceed \$1,800,000.00, effective 1/1/2026.

SECTION 2. That the County Executive is authorized to execute an amendment to Agreement No. 1175 and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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 4. 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: July 7, 2026

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

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2026 10 th Amendment with The MetroHealth System for the MetroHealth Select Network and Shared Savings Agreement to update terms, extend the period to 6/30/2027, and add additional funds NTE \$1,800,000.00 effective 1/1/2026.
Department or Agency Name	Human Resources
Requested Action	☐ Contract ☐ Agreement ☐ Lease ☒ Amendment ☐ Revenue Generating ☐ Purchase Order ☐ Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	AG180006 7 CM1175	The MetroHealth System	1/1/2016- 12/31/2017	\$0.00	N/A	N/A
A-1			N/A	\$0.00	2/15/2017	N/A
A-2			12/31/2018	\$1,800,000.00	5/29/2018	R2018-0108
A-3			12/31/2019	\$900,000.00	4/23/2019	R2019-0081
A-4			12/31/2020	\$12,890,904.00	6/9/2020	R2020-0087
A-5			12/31/2021	\$0.00	5/17/2021	BC2021-237
A-6			12/31/2022	\$0.00	7/25/2022	BC2022-458
A-7			06/30/2024	\$1,645,000.00	9/26/2023	R2023-0253
A-8			06/30/2025	\$0.00	7/22/2024	BC2024-543
A-9			06/30/2026	\$0.00	4/21/2025	Item # 4
A-10			06/30/202	\$1,800,000.00		PENDING

Service/Item Description (include quantity if applicable). When submitting an amendment, address any changes to the time period of the agreement, reduction or addition of funds, changes to the existing scope of services, changes to service rates/costs, and retroactive applicability of the changes, if any.

Requesting approval of an amendment with The MetroHealth System for the 2026 MetroHealth Select Network and Shared Savings agreement amendment which updates terms for 2026, NTE \$1,800,000.00 for the period 01/01/2026-06/30/2027.

The MetroHealth Select Network agreement allows the County to offer the MetroHealth Select benefits plan to County employees, one of the County's most popular plans among employees. The County is required to enter into this agreement directly with MetroHealth, though the plan is administered by Medical Mutual as the result of an RFP process. Included in this agreement is an agreement to share savings generated by MetroHealth through their services. Through this shared savings agreement, the County receives a substantial discount on its rates with MetroHealth. This amendment extends this agreement to 6/30/2027. The funds added to this agreement is for the potential savings payout to MetroHealth as these savings would be realized and not paid via employee healthcare claims.

Indicate whether: ☐ New service/purchase ☒ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement

Age of items being replaced:	How will replaced items be disposed of
Project Goals, Outcomes or Purpose (list 3): The primary goal of this agreement is to continue to offer the MetroHealth Select medical plans to County employees at the County's discounted rates.	

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.	
Vendor Name and address:	Owner, executive director, other (specify):
The MetroHealth System 2500 Metrohealth Dr. Cleveland, OH 44109	Christine Alexander-Rager, MD President & CEO
Vendor Council District:	Project Council District:
07	County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ ☐ RFB ☐ RFP ☐ RFQ ☐ Informal ☐ Formal Closing Date:	Provide a short summary for not using competitive bid process. This is an amendment to a government-government agreement as MetroHealth is the County's Hospital System. MetroHealth provides the County with discount rates on the MetroHealth Select medical plan, a cost-effective medical plan for employees and their dependents. *See Justification for additional information.
The total value of the solicitation:	☐ Exemption
Number of Solicitations (sent/received) /	☐ State Contract, list STS number and expiration date ☐ Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? ☐ Yes ☐ No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	☐ Sole Source ☐ Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: ☐ Yes ☐ No, please explain:	☐ Government Purchase ☐ Alternative Procurement Process

How did pricing compare among bids received?	☒ Contract Amendment - (list original procurement) Government to government
	☐ Other Procurement Method, please describe:

Is Purchase/Services technology related ☒ No ☐ Yes If yes, list date of TAC approval and answer the questions below.		
<table border="1"> <tr> <td>List date of TAC approval</td> <td>Date:</td> </tr> </table>	List date of TAC approval	Date:
List date of TAC approval	Date:	
☐ Check if item on IT Standard List of approved purchase and provide date of TAC approval. ☐ Check if item is ERP related? ☐ No ☐ Yes.		
Are the purchases compatible with the new ERP system? ☐ Yes ☐ No, please explain.		

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. 100% Self-Insurance Fund
Is funding for this included in the approved budget? ☒ Yes ☐ No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit. HR765100
Payment Schedule: ☒ Invoiced ☐ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

Provide status of project. MetroHealth is currently a plan option for County employees. This amendment re-establishes the terms for that agreement and the shared savings program.								
Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission								
Reason: Amendments to this agreement have always been late due to the data and calculations necessary to determine the payment incurred and annual calculation for savings. This figure is then reviewed by the County's Benefits Consultant prior to the amendment being processed, typically in late spring/early summer. While we have adjusted the end date of these amendments to ensure the agreement does not expire, the amendments must be back dated to January 1 each year to capture rates, term changes, and the calculations.								
Timeline								
<table border="1"> <tr> <td>Project/Procurement Start Date (date your team started working on this item):</td> <td>3/11/2026</td> </tr> <tr> <td>Date documents were requested from vendor:</td> <td>5/20/2026</td> </tr> <tr> <td>Date of insurance approval from risk manager:</td> <td>N/A</td> </tr> <tr> <td>Date Department of Law approved Contract:</td> <td>5/19/2026</td> </tr> </table>	Project/Procurement Start Date (date your team started working on this item):	3/11/2026	Date documents were requested from vendor:	5/20/2026	Date of insurance approval from risk manager:	N/A	Date Department of Law approved Contract:	5/19/2026
Project/Procurement Start Date (date your team started working on this item):	3/11/2026							
Date documents were requested from vendor:	5/20/2026							
Date of insurance approval from risk manager:	N/A							
Date Department of Law approved Contract:	5/19/2026							
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:								
If late, have services begun? ☐ No ☒ Yes (if yes, please explain)								

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.

Timeline Detail:

3/11/2026 – Draft proposal received and reviewed by Benefits Consultant.

4/7/2026 – Draft amendment requested from Law.

5/19/2026 – Law approved amendment received.

5/20/2026 – Draft amendment sent to MetroHealth for review.

5/29/2026 – Signed amendment returned by MetroHealth.

6/2/2026 – Infor Entry.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

RQ# (if applicable)	BSO# 42556
PO Code	CNV1
CM Contract #	1175

Late Submittal Required:	Yes ☒	No ☐
Why is the contract being submitted late?	MetroHealth requires full year closure before they are able to evaluation and provide a proposal.	
What is being done to prevent this from reoccurring?	While the current agreement is not yet expired, each amendment is backdated to 1/1. This is unfortunately the best that can be done for this service.	

TAC Approval/Request Item?	Yes ☒	No ☐
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Contract Amendments Reviewed by Purchasing				
			Department Initials	Purchasing
Briefing Memo			SW	Attached
Justification Form			SW	OK
IG#			N/A Govt	N/A (gov't)
Annual Non-Competitive Bid Contract Statement <i>(See Contracts Checklist Glossary on the intranet for form requirements).</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	6-2-2026 6/8/2026	SW	OK
Auditor's Findings	Date:	6-2-2026	SW	OK
Independent Contractor (I.C.) Form	Date:		N/A Govt	N/A (gov't)
Cover - <i>Master contracts only</i>			N/A	OK
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>			SW	OK
TAC/CTO Approval or TAC Request Communication <i>(if required attach and identify relevant page # or meeting approval number)</i>			N/A	N/A
Checklist Verification			SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department Initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	N/A
Workers' Compensation Insurance	N/A
Original Executed Contract (containing insurance terms) & all executed amendments	SW

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Budget Edit Group	Activity Code	Amount
01/01/2026-12/31/2026	HR765100	OTHER EXPENDITURES		\$1,800,000.00
01/01/2027-06/30/2027	HR765100	OTHER EXPENDITURES		\$0.00
			TOTAL	\$1,800,000.00

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		AG1800067			
RQ# (if applicable)		BSO# 42556			
CM Contract #		1175			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$0.00		12/31/2017	N/A	N/A
Prior Amendment Amounts (list separately) (A-1)		\$0.00	N/A	2/15/2027	N/A
A-2		\$1,800,000.00	12/31/2018	5/29/2018	R2018-0108
A-3		\$900,000.00	12/31/2019	4/23/2019	R2019-0081
A-4		\$12,890,904.00	12/31/2020	6/9/2020	R2020-0087
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A-8		\$0.00	6/30/2025	7/22/2024	BC2024-543
A-9		\$0.00	6/30/2026	4/21/2025	Item# 4
Pending Amendment		\$1,800,000.00	6/30/2027		PENDING
Total Amendments		\$17,235,904.00			
Total Contract Amount		\$19,035,904.00			

PURCHASING USE ONLY

Prior Resolutions:	BOC ION4, 4/21/2025, BC2024-543, R2023-0253, BC2022-458, BC2021-237, R2020-0087, R2019-0081, R2018-0108
Current CM#:	1175
Vendor Name: (if applicable include any fka, dba, or aka's)	The MetroHealth System
Time Period:	1/1/2016 – 6/30/2026, EXT 6/30/2027, effective 1/1/2026
Amount:	Add'l \$1,800,000.00mm
History/Contract Evaluation:	OK

Department of Purchasing – Required Documents Checklist

Electronic Language:	☒ Yes If No, ☐ select box to indicate “WET” signature required
Purchasing Notes:	6/8/2026: Needs signed debarment form
Purchasing Agents Initials and date of approval	OK, ssp 6/8/2026



JUSTIFICATION FOR USE OF NON-COMPETITIVE PROCESS

The County requires submitting departments to provide a business case which includes specific details supporting the contract/purchase being made.

As a consequence, departments need to provide detailed information justifying any purchases to be made non-competitively. The County has developed a justification packet for completion. If submitting a request for a non-competitive purchase, the department must complete this form, and attach it (along with supporting documentation) in the procurement software system.

A review of the contract/purchase request will not be completed without a signed completed justification packet uploaded as an attachment when submitting the contract/purchase request in the procurement software system. It is critically important, and incumbent upon the department to fully and accurately complete the form in order to avoid any lengthy and unnecessary delays in processing the contract/purchase request.

Requestor	Stephen Witt Human Resources
Requestor Phone Number	216-698-2372
Date	6-2-2026
Requisition Number	CM1175

OPERATING DEPARTMENT & ACTIVITY: (Choose 1)

The Department of Human Resources plans to amend Contract No. 1175 with The MetroHealth System to change rates and terms for The MetroHealth Select Network and for additional funds in the amount not-to-exceed \$1,800,000.00.

Check the appropriate box:

Governmental Purchase - County Code 501.12 (B)(2)(vi)

State Contract Purchase – County Code 501.12(B)(2)(x)

Lower than State Contract Purchase - County Code 501.12(B)(2)(ix)

Cooperative Purchasing - County Code 501.12(B)(2)(ix)

Federal Contracts

Joint Purchasing Programs (includes GSA)

X Contract Amendment

Contract # 1175 RQ# 42556

RFP Exemption – County Code 501.12(B)(2)(xi)

Community Rehabilitation Program (CRP) - O.R.C. 125.60 - O.R.C. 125.607

Public Utility (911 System) - O.R.C. 128.03(F)

Exemption from Aggregation of Contracts -County Code 501.05(C)(2)

Alternative Procurement Process – County Code 501.12(B)(2)(vii)

Federal, State, or Other Grant Application Program (County Code 501.12(B)(2)(viii)

Revised: 11/13/2025

Page 2 of 5

1. Description of Supplies or Services, amount of purchase; if a contract or an amendment list start date and end date, and/or scope change if an amendment.

The MetroHealth Select Network agreement allows the County to offer the MetroHealth Select benefits plan to County employees, one of the County's most popular plans among employees. The County is required to enter into this agreement directly with MetroHealth, though the plan is administered by Medical Mutual as the result of an RFP process. Included in this agreement is an agreement to share savings generated by MetroHealth through their services. Through this shared savings agreement, the County receives a substantial discount on its rates with MetroHealth. This amendment extends this agreement to 6/30/2027. The funds added to this agreement is for the potential savings payout to MetroHealth as these savings would be realized and not paid via employee healthcare claims.

If contract or contract amendment term has begun, please respond to questions 1a. and 1b below:

1a. Why is the contract/amendment being submitted late?

MetroHealth cannot provide the annual amendment proposal until they have the data for the prior year to determine rates and the savings benchmark. Once those have been determined, they are subject to review and negotiation by Benefits and their consultant, Oswald. This results in a draft agreement in spring/early summer but effective dating back to January 1 for the year.

1b. What is being done to prevent this from reoccurring?

Despite efforts to prevent this being late, this process cannot be altered enough to cycle through before January 1.

2. Funding Source(s) including percentage breakdown and the actual fund name(s).

100% Self-Insurance Fund

3. Was the specific project funding included in OBM-approved budget for the current year? If not, please explain.

Yes

4. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or cooperative purchasing contract # and expiration date)

As the County hospital system, we strive to continue our relationship and this partnership provides quality, budget friendly healthcare coverage to our employees that would not be feasible without this agreement.

5. What other available options and/or vendors were evaluated? If none, include the reasons why (Attach supporting documentation such as other vendor quotes/pricing).

N/A

6. What ultimately led you to this product or service? Why was the recommended vendor selected? How was it determined that the anticipated cost is fair and reasonable? (Attach supporting documentation).

This is an ongoing relationship. The County's benefits consultant routinely reviews the rates from this agreement and they are significantly lower than those available elsewhere.

7. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive process. (Attach supporting documentation).

This coverage is already in place and rates need to be back dated to 1/1/2026.

8. Describe what future plans, if any, your department can take to permit competition before any subsequent purchases of the required supplies or services. In none, please explain why.

N/A

CERTIFICATION REQUIREMENTS

I certify that the information contained in and attached to this Justification is accurate and complete to support the recommendation.

I further certify that the attached narrative justification verifies Cuyahoga County's minimum need or schedule requirements and any rationale used to justify the non-competitive request.

Signature of Director:

Jacob A. Nemadil

Date: 6/3/2026

CM1175

RQ# _____

Procurement software system title:

Human Resources; 2026 10th Amendment with The MetroHealth System for the MetroHealth Select Network and Shared Savings Agreement to update terms, extend the period to 6/30/2027, and add additional funds NTE \$1,800,000.00 effective 1/1/2026.