CUYAHOGA COUNTY COUNCIL

HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING AGENDA
TUESDAY, NOVEMBER 17, 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 OCTOBER 20, 2026 MEETING**

5. **MATTERS REFERRED TO COMMITTEE**

   a) R2026-0303: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

   b) R2026-0320: A Resolution confirming the County Executive's appointment of LaToya Blake to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

   c) R2026-0321: A Resolution confirming the County Executive's appointment of Ted Sielski to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

   d) R2026-0322: A Resolution confirming the County Executive's appointment of Andrea Vallejo Wead to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

   e) R2026-0323: A Resolution confirming the County Executive's reappointment of Brian Corrigan to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

   f) R2026-0324: A Resolution confirming the County Executive's reappointment of Vanessa Pesec to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

g) R2026-0325: A Resolution confirming the County Executive's appointment of Robert A. Zimmerman to serve on the Cuyahoga County Board of Developmental Disabilities for an unexpired term ending 1/31/2029, and declaring the necessity that this Resolution become immediately effective.

h) R2026-0326: A Resolution confirming the County Executive's appointment of Adrian Maldonado to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.

i) R2026-0327: A Resolution confirming the County Executive's appointment of Chief Andres Gonzalez to serve on the Cuyahoga County Community Corrections Planning Board for an unexpired term ending 1/1/2028, and declaring the necessity that this Resolution become immediately effective.

j) R2026-0328: A Resolution confirming the County Executive's reappointment of the Honorable Mayor Matthew A. Burke to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

k) R2026-0329: A Resolution confirming the County Executive's reappointment of the Honorable Mayor David E. Weiss to serve on the Cuyahoga County Planning Commission representing the Heights Region for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

l) R2026-0330: A Resolution confirming the County Executive's reappointment of Mary E. McNamara to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2027 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

m) R2026-0331: A Resolution confirming the County Executive's reappointment of Patricia Newell to serve on the Western Reserve Area Agency on Aging Five-County Advisory Council for the term 1/1/2027 – 12/31/2029, 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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MEETING MINUTES
TUESDAY, OCTOBER 20, 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 10:07 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.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 29, 2026 MEETING

A motion was made by Ms. Turner, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the September 29, 2026 meeting.

5. MATTERS REFERRED TO COMMITTEE

a) R2026-0251: A Resolution confirming the County Executive's appointment of Kent B. Cicerchi to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2026-0251.

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

Committee members asked questions of Mr. Cicerchi pertaining to his experience, expertise, and qualifications, which he answered accordingly. Committee members thanked Mr. Cicerchi for his commitment and his willingness to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council.

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2026-0251 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

b) R2026-0264: A Resolution confirming the County Executive's appointment of Dana Barragate to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0264.

Ms. Dana Barragate addressed the Committee regarding her nomination to serve on the Administrative Appeals Board.

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

Ms. Conwell asked questions of Mr. Alverado pertaining to the item, which he answered accordingly.

On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2026-0264 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

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

c) R2026-0265: A Resolution confirming the County Executive's appointment of Matthew Besser to serve on Administrative Appeals Board for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0265, and stated that the Administration will be bringing forth a proposed substitute to the Legislation to reflect that Mr. Besser be appointed to serve as Chair of the Administrative Appeals Board, as this Board requires the Chair to be a joint appointment between the County Executive and County Council.

Mr. Matthew Besser addressed the Committee regarding his nomination to serve on the Administrative Appeals Board.

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

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

On a motion by Mr. Gallagher with a second by Ms. Turner, Resolution No. R2026-0265 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, Mr. Gallagher, Ms. Conwell, Mr. Houser and Ms. Turner requested to have their names added as co-sponsors to the legislation.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairman Sweeney adjourned the meeting at 10:32 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0303

Sponsored by: **Councilmember Sweeney on behalf of Cuyahoga County Personnel Review Commission**	**A Resolution** adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.

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

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

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

WHEREAS, on October 7, 2026, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Administrator 1, Performance Improvement*
Number: 13401
Pay Grade: 16A/Exempt

Exhibit B: Class Title: *Planning Data Scientist*
Number: 21101
Pay Grade: 12A/Exempt

Exhibit C: Class Title: *Surveyor 1*
Number: 15211
Pay Grade: 9A/Exempt

Exhibit D: Class Title: *Treasury Systems Analyst*
Number: 16111
Pay Grade: 11B/Exempt

Proposed Revised Classifications:

Exhibit E: Class Title: *Building Rehabilitation Specialist*
Class Number: 19011
Pay Grade: 8A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA. Pay grade increased from 7A to 8A.

Exhibit F: Class Title: *Business Services Assistant*
Class Number: 10241
Pay Grade: 6A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2022. Changes were made to classification function, essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA status. Pay grade increased from 5A to
6A.

Exhibit G: Class Title: *Manager, Planning Services*
Class Number: 21074
Pay Grade: 16A/Exempt
* Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 15A to 16A. No change to FLSA status.

Exhibit H: Class Title: *Planner*
Class Number: 20171
Pay Grade: 9A/Exempt
* Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and

language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 8A to 9A. No change to FLSA status.

Exhibit I: Class Title: *Planning Initiatives Specialist*
Class Number: 21091
Pay Grade: 12A/Exempt
* Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 11A to 12A. No change to FLSA status.

Exhibit J: Class Title: *Principal Planner*
Class Number: 21073
Pay Grade: 14A/Exempt
* Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 13A to 14A. No change to FLSA status.

Exhibit K: Class Title: *Senior Planner*
Class Number: 21072
Pay Grade: 12A/Exempt
* Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 11A to 12A. No change to FLSA status.

Exhibit L: Class Title: *Supervisor, Building Rehabilitation Specialist*
Class Number: 19012
Pay Grade: 11A/Exempt
* PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA. Pay grade increased from 10A to 11A.

Exhibit M: Class Title: *Supervisor, Investigation*
Class Number: 19022
Pay Grade: 12A/Exempt

* Update as part of PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. Pay grade increased from 11A to 12A. No change to FLSA status.

Exhibit N: Class Title: *Supervisor, Maintenance*
Class Number: 15141
Pay Grade: 11A/Exempt
* PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, and language and formatting. A minimum qualifications table and technology section was added. No change to FLSA. Pay grade increased from 10A to 11A.

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: October 27, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

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

CUYAHOGA COUNTY
PERSONNEL REVIEW COMMSSION
MEMORANDUM

Date: October 8, 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 October 7, 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
Administrator 1, Performance Improvement 13401	16A Exempt	All Departments
Planning Data Scientist 21101	12A Exempt	Planning Commission
Surveyor 1 15211	9A Exempt	Public Works
Treasury Systems Analyst 16111	11B Exempt	Fiscal

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
Building Rehabilitation Specialist 19011	7A Non-Exempt	8A Non-Exempt	Housing and Community Development
Business Services Assistant 10241	5A Non-Exempt	6A Non-Exempt	Planning Commission
Manager, Planning Services 21074	15A Exempt	16A Exempt	Planning Commission
Planner 20171	8A Exempt	9A Exempt	Planning Commission
Planning Initiatives Specialist 21091	11A Exempt	12A Exempt	Planning Commission
Principal Planner 21073	13A Exempt	14A Exempt	Planning Commission
Senior Planner 21072	11A Exempt	12A Exempt	Planning Commission
Supervisor, Building Rehabilitation Specialist 19012	10A Exempt	11A Exempt	Housing and Community Development
Supervisor, Investigation 19022	11A Exempt	12A Exempt	Health and Human Services
Supervisor, Maintenance 15141	10A Exempt	11A Exempt	Public Works

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: 10/01/2026
Meeting: 10/7/2026

Job Title **NEW**	Classification Number	Current Pay Grade & FLSA	RECOMMENDED PAY GRADE & FLSA	Department	Rationale
Administrator 1, Performance Improvement	13401	N/A	16A Exempt	All Departments	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Social Program Administrator 3 and 4, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
Planning Data Scientist	21101	N/A	12A Exempt	Planning Commission	This is a new classification requested by the Planning Commission based on department need. This role is currently being filled by a Planner, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
Surveyor 1	15211	N/A	9A Exempt	Public Works	This is a new classification requested by Public Works based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Treasury Systems Analyst	16111	n/A	11B Exempt	Fiscal	This is a new classification requested by the Fiscal to create a specific position for the work a current employee has been performing as an Information Systems Analyst. The classification reflects the essential functions and minimum qualifications of the position.

Job Title **REVISED**	Classification Number	Current Pay Grade & FLSA	RECOMMENDED PAY GRADE & FLSA	Department	Rationale
Building Rehabilitation Specialist	19011	7A Non-Exempt	8A Non-Exempt	Housing and Community Development	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA. Pay grade increased from 7A to 8A.
Business Services Assistant	10241	5A Non-Exempt	6A Non-Exempt	Planning Commission	PRC routine maintenance. Classification last revised in 2022. Changes were made to classification function, essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA status. Pay grade increased from 5A to 6A.

Manager, Planning Services	21074	15A Exempt	16A Exempt	Planning Commission	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 15A to 16A. No change to FLSA status.
Planner	20171	8A Exempt	9A Exempt	Planning Commission	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 8A to 9A. No change to FLSA status.
Planning Initiatives Specialist	21091	11A Exempt	12A Exempt	Planning Commission	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 11A to 12A. No change to FLSA status.
Principal Planner	21073	13A Exempt	14A Exempt	Planning Commission	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 13A to 14A. No change to FLSA status.
Senior Planner	21072	11A Exempt	12A Exempt	Planning Commission	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 11A to 12A. No change to FLSA status.
Supervisor, Building Rehabilitation Specialist	19012	10A Exempt	11A Exempt	Housing and Community Development	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA. Pay grade increased from 10A to 11A.
Supervisor, Investigation	19022	11A Exempt	12A Exempt	Health and Human Services	Update as part of PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. Pay grade increased from 11A to 12A. No change to FLSA status.
Supervisor, Maintenance	15141	10A Exempt	11A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, and language and formatting. A minimum qualifications table and technology section was added. No change to FLSA. Pay grade increased from 10A to 11A.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator 1, Performance Improvement	**Class Number:**	13401
FLSA:	Exempt	**Pay Grade:**	16A
Dept:	All Departments		

EXHIBIT A

Classification Function

The purpose of this classification is to oversee one specialized team responsible for designing, evaluating, and improving the processes used by a County agency as well as advise the director on operational management and strategic direction.

Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing the agency's initiatives for casework quality assurance, performance improvement projects, business intelligence, professional development, regulatory compliance, and use and analysis of software applications. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. In conjunction with other upper management, the incumbent participates in determining the direction, goals, and objectives of the policies, programs, and operations of the assigned agency. This position is distinguished from Administrator 2, Performance Improvement in that the Administrator 1 is supervising 1-2 employees in various functions as opposed to multiple teams.

Essential Job Functions

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

25% +/- 10%

- Partners with agency leadership to plan and implement agency initiatives, operations, policies and procedures, continuous quality improvement, programs, software applications, data analysis, staff training, and compliance risks; plans and implements long-term strategic efforts to improve agency work quality and efficient use of agency resources; prepares briefings and data analyses for agency leadership on operational issues; supports agency planning efforts to prepare the social services system for anticipated shifts in population needs, funding models, or federal/state oversight structures; works with agency Director to develop staffing plan and budget justifications; identifies, plans, and monitors operational and training changes within the agency in response to changing state and federal regulatory requirements and policy shifts in funded programs; applies, monitors, and reports on grants and grant-related projects.

25% +/- 10%

- Manages agency's performance improvement projects and initiatives; directs business intelligence and data analysis activities for the agency; directs external regulatory compliance and internal procedural policymaking; plans and initiates change management efforts tied to structural/policy changes affecting agency service delivery; researches policy, best practice principles, and data-related information for continuous quality improvement plans for the assigned agency; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management; manages crisis interventions when QA identifies critical errors.

15% +/- 5%

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

  15% +/- 5%

- Directs use and support of software in agency operations; works with the IT Department to direct and prioritize software design for agency use; contributes to long-term software development and pilot cycles of state management software; administers state case management software; coordinates responses to emergency software failures or data issues impacting service delivery; coordinates timing and launch of software upgrades or scheduled software updates with IT teams and agency management.

  10% +/- 5%

- Acts as a liaison to State and Federal agencies for technical and regulatory matters; represents assigned agency at State of Ohio meetings and advocacy organizations.

  10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; oversees reviews and County, state, and federal audits of agency casework; oversees training and professional development for agency staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public administration, social work, or a related field with seven (7) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below**.

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor's degree	11 years
Related bachelor's degree	11 years
Unrelated master's/doctoral degree	11 years
Related master's/doctoral degree	7 years

**Three (3) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: social services, social work, accounting, business administration, psychology, public health, behavioral health, education.

Related work experience: None

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), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), data visualization software (Tableau, Power BI), data reporting software (SQL Server Reporting Services), and project management software (Jira, Smartsheets).

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, perform routine statistical calculations, perform basic algebra, and interpret advanced 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 reports (i.e., - agency performance reports, monthly, quarterly, and annual reports, statistical reports), corrective action plans, audit findings, County and agency strategic plans and leadership directives, performance assessments, agency policy and procedure guides, research studies, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga

County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.

- Ability to prepare statistical reports, reports (i.e., – performance reports, year-end reports), policy and practice decision memos, agency performance assessments, project chargers, best practice reports, policies and procedures, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret legal terminology and language related to assigned area.

- Ability to communicate with agency Director, Administrators, and middle management, State of Ohio's Technical Assistance and Compliance Management groups, IT department and vendors, subordinate employees, other County departments, policy review group, and other County agencies.

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:	Planning Data Scientist	**Class Number:**	TBD
FLSA:	Exempt	**Pay Grade:**	12A
Dept:	Planning Commission	EXHIBIT B	

Classification Function

The purpose of this classification is to provide support for planning development projects by conducting data analysis and visualization, information technology support, communications strategy development, and website management.

Distinguishing Characteristics

This is a journey-level position with responsibility for providing support for planning development projects by conducting data analysis and visualization, information technology support, communications strategy development, and website management. Employees in this class work under general supervision from the Manager, GIS – Planning Commission. The employee works under a framework of established policies and procedures but is expected to use judgment in application of policies and procedures.

Essential Job Functions

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

40% +/- 10%

- Leads internal teams in the collection, transformation, analysis, and visualization of data (demographic, business, health, housing, land use, transportation, etc.) to support the department's planning and development initiatives; manages the sourcing, cleaning, and preparation of large structure/unstructured public-sector data sets; develops and maintains large databases of community data for use in decision making; transforms externally produced datasets to fit agency data product needs; summarizes, visualizes, and disseminates data for web products, publications, and presentations to communicate data analytics; creates dashboards, visualizations, and narrative reports for internal and public use; responds to data requests from staff, media, other departments, partner agencies, and the public.

35% +/- 10%

- Supports community engagement efforts through data summaries, visuals, and accessible insights; manages department websites and coordinates content for websites and social media; manages website infrastructure; creates and edits content for agency websites; develops and recommends outreach strategies to introduce agency initiatives and reports to the public; creates posts for social media accounts; analyzes digital engagement metrics from agency website, newsletter, and social media accounts to measure effectiveness of online communications; assembles agency newsletter; disseminates Census Bureau data via website and social media; ensures that published materials meet web accessibility standards; assists with conducting public and stakeholder outreach activities related to planning development.

20% +/- 10%

- Supports the department's information technology needs including hardware and software; coordinates with the County IT department, web hosting company, and other technology providers; administers agency software subscriptions; provides database administration and technical support for grant program database.

5% +/- 2%

- Performs support administrative responsibilities; assists with multi-factor grant proposal scoring system for assigned grants; serves as a liaison for Cuyahoga County and assigned suburbs to the U.S. Census Bureau regarding data exchange; supports the Cuyahoga County Complete County Committee with improving collection of census data.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, statistics, data science, or related field and five (5) years of experience with socioeconomic data analysis; **or any equivalent combination of education, training, and experience as defined below**.

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate or unrelated bachelor's degree	Not qualified
Related bachelor's degree or unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	3 years

- *Related degree fields*: planning, mathematics, economic development

- *Related work experience:* planning, zoning, GIS, data science, statistical analysis.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Dobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator), database development software (PowerBI), GIS software, and website maintenance (WordPress, Adobe Suite).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 zoning ordinances, technical studies and reports, charts, plats, maps, site plans, graphic layouts, diagrams, subdivision plans, demographic, population, transportation, and economic data, letters, and memos.

- Ability to comprehend a variety of reference books and manuals such as Cuyahoga County Planning Commission Employee Policy and Procedures Manual and Cuyahoga County code of ethics, county subdivision regulations, municipal and township zoning regulations, state and federal regulations, department policies and procedures American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and established guidelines by state and federal agencies.

- Ability to prepare computer graphics, 3-D models, maps, charts, diagrams, meeting handouts and presentations, research, technical reports, surveys, County Data book, agency newsletter, annual report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to use and interpret urban planning and information technology terminology and language.

- Ability to communicate with supervisors, stakeholders, County IT staff, other County departments, partner regional agencies, external organizations, project teams, municipal staff, members of the public, coworkers, software companies, and other planning professionals.

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:	Surveyor 1	**Class Number:**	15211
FLSA:	Exempt	**Pay Grade:**	9A
Dept:	Public Works	EXHIBIT C	

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development and completion of survey related projects within the Public Works Department and to assist higher level Surveyors with daily onsite field work, data acquisition, and management.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for assisting higher level Surveyors with survey projects within the Public Works Department while gaining surveying and engineering experience. This classification works under immediate supervision, and work is reviewed both during performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise until competency is established, then work is performed with greater independence. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to surveying and the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

Essential Job Functions

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

40% +/- 10%

- Assists with Public Work's Monument References projects; assists with locating, maintaining, and/or recovering of County Survey Monuments; assists with locating other Geodetic Monument Observations.

35% +/- 10%

- Assists survey crews in the field performing general County survey work (Site Plan Surveys, County Property Surveys, Township Survey Requests, etc.); inventories and restocks survey vehicle with materials and equipment; operates surveying equipment required for field surveys; assists in making field drawings and field measurements; produces and reduces field notes from surveys; collects necessary data during surveys (boundaries, topography, pipeline, plats, etc.); utilizes computer software and electronic field devices to collect, transfer, and manipulate survey data.

15% +/- 5%

- Assists with completing simple survey plans and survey related reviews; assists with creating simple survey layouts, maps, plans, charts, and diagrams by hand or with CAD software; assists with preparing legal descriptions and plats; assists higher-level surveyors in plan design and drafting.

10% +/- 5%

- Files and retrieves surveying and engineering plans, maps, exhibits, and various documents; performs preliminary research of records of survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports, and archival records regarding lands to be surveyed; obtains data from utility companies, private engineering firms, and surveying firms as needed; assists with survey records requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in surveying or civil engineering from an EAC or ETAC ABET-accredited institution; **or any equivalent combination of education, training, and experience as defined below**.

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate degree	2 years
Unrelated bachelor's degree	Not Qualified
Unrelated bachelor's/masters/doctoral degree & enrolled in Survey Certificate Program	0 Years
Related bachelor's degree	0 years
Related master's/doctoral degree	0 years

Related degree fields: civil engineering, surveying technology, surveying and mapping or Geomatics. Computer Aided Drafting, general engineering, or construction technology degrees are accepted with a Survey Certificate.

Related work experience: civil engineering, land surveying, GIS, technical engineering, surveying, or construction studies.

Additional Requirements

- Valid driver's license and proof of insurance.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of survey tools, survey equipment (3-D laser scanners and data collectors, total stations, field computing scanner, etc.), office machines, and office equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), construction collaboration software (Bluebeam), civil engineering CAD software (Civil 3D).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate routine statistics, and understand and apply the principles of basic algebra, geometry, calculus, and trigonometry.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including right-of-way plans, survey plats/plans, historical County documents/plans, current and historical deeds, field survey data, maps, and legal descriptions.

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, general survey practices and standards, Cuyahoga County Survey Department Standards, Cuyahoga County Conveyance Standards, OSHA guidelines, and pertinent sections of the Ohio Revised Code and Ohio Administrative Code.

- Ability to prepare field notes, review sheets, point files, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to use and interpret land survey related terminology and language including survey nomenclature, symbols, and adjustments.

- Ability to communicate with supervisors, co-workers, employees from other departments, contractors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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.

Class Title:	Treasury Systems Analyst	**Class Number:**	16111
FLSA:	Exempt	**Pay Grade:**	11B
Dept:	Fiscal	EXHIBIT D	

Classification Function

The purpose of this classification is to plan, direct, and manage the business use of applications for the Treasurer's Office and provide technical support for related software.

Distinguishing Characteristics

This is a technical, journey-level classification that ensures that business applications meet the needs of the Treasurer's Office and makes the necessary changes to applications to meet those needs. This position also acts as the primary liaison between the Treasurer's Office, the Information Technology (IT) Department, and software vendors to ensure technologies meet business needs. Positions at this level work under general supervision of a manager-level position and receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

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%

- Manages data within Treasury applications; monitors and audits data within applications for accuracy; compares data in multiple systems to ensure data integrity; researches errors and discrepancies; resolves errors and determines how to prevent future data accuracy issues; performs mass import and export of data for use in other systems; identifies areas for business process improvements.

20% +/-10%

- Calculates and creates tax bills; configures and runs system operations to calculate individual tax bills based on parcel values, tax rates, and special assessments; manually calculates bills for a representative sample of parcels to validate system accuracy.

20% +/-10%

- Designs, develops, and runs reports within applications for use by management and department personnel; creates standard reports within applications utilizing the report builder feature; develops technical specifications for complex reports to be written by IT; runs regular reports; provides/adjusts query parameters; validates data output (e.g. escrow report, settlement report, surplus report).

10% +/- 5%

- Maintains global system settings (e.g., tax year and half, collection periods, default allocation); configures mass-processing jobs within the system (e.g., applies interest, applies penalties).

10% +/- 5%

- Provides technical support for applications; monitors and reviews system performance and user interfaces; troubleshoots system issues; identifies areas for system improvement; creates testing scenarios to ensure systems functionally meet the department's needs; leads and coordinates testing efforts for new system software or features and ensures issues are identified, tracked, and resolved; responds to questions and issues from department personnel; develops training materials and manuals for end users and future system administrators; conducts training sessions.

10% +/- 5%

- Communicates with the IT Department and software vendors regarding project requirements and business needs; works with functional managers to discuss business requirements; translates business requirements and local and State taxation laws and policies into technical specifications; develops functional and effective data transmittal procedures with other areas of the Fiscal Office; recommends system enhancements and changes to vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, or related field with five (5) years of computer information systems or software development experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate degree	7 years
Unrelated bachelor's degree	Not Qualified
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	Not Qualified
Related master's/doctoral degree	2 years

Related degree fields: information technology, computer science, management information systems, mathematics, statistics, project management, business administration, public administration, business technology.

Related work experience: computer information systems, application development, tax appraisal, title agency, real tax appraisal.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including personal computer, phone, and multifunction printers.

Technology Requirements

- Ability to operate a variety of software and databases including treasury database software (MVP, Infor), email software (Microsoft Outlook), productivity software (Microsoft Excel, Access, Outlook, Word, PowerPoint, Teams, etc.), business intelligence software (Power BI, Tableau).

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 system reports (e.g., adder/remitter Report, Auditor Refund Report, Exempt Abstract Report, Tax Abstract Report, TIF Report, Tax Lien Reports, Special Assessment Reports) system performance reports, data sets, software specifications, source materials, internal data requests, public records requests, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, pertinent sections of the Ohio Revised Code and Ohio Administrative Code, Cuyahoga County Charter and County Code as pertains to the Treasurer, computer software manuals, systems documentation and manuals, software product manuals, standard operating procedures, security standards, and the Ohio Revised Code.

- Ability to prepare mass billing files, contract maintenance reports, escrow reports, tax distribution reports, delinquent tax reports, treasurer refund reports, manufactured home reports, memos, correspondence, training documents, email notifications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret accounting, computer software, and local and state tax code language and terminology.

- Ability to communicate effectively with the Treasurer, Administrators, vendors, other departments, 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:	Building Rehabilitation Specialist	**Class Number:**	19011
FLSA:	Non-Exempt	**Pay Grade:**	8A
Dept:	Housing and Community Development	EXHIBIT E	

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, inspecting, and managing of housing related rehabilitation activities for the Community Development Division.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents work under general supervision from the Supervisor, Building Rehabilitation Specialist but independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

Essential Job Functions

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

45% +/- 10%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications and building code regulations; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets; Monitors CDBG and HOME Investment Partnership program, grant, and loan recipients to ensure they follow the Davis Bacon Prevailing Wage; monitors and reports of the Federally required Minority, Female, Small and /or Disadvantaged Business Enterprises, as well as the HUD required Section 3 activity.

35% +/- 10%

- Develops work specifications and cost estimates for projects utilizing construction software; prepares project specifications, cost estimates, and bid documentation so that projects can be bid out; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to ensure

validity of the requests and associated costs; prepares change orders with client and contractor approval; processes invoice payments.

20% +/- 10%

- Performs supporting administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; maintains records of rehabilitation projects, contracts, work orders, payments, change orders, inspection reports, and sign offs; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; **or any equivalent combination of education, training, and experience as defined below**.

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

Related degree fields: construction technology

Related work experience: code inspection, construction experience, experience working with Ohio building codes/Fair Housing Standards.

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

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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 use various inspection equipment such as gas, volt, and moisture meters, temperature/combustion analyzer, safety glasses, gloves, camera, tape measure, and binoculars,

- Ability to lift, push, and pull up to 50 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 database software (OneRoof, NSPIRE).

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 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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, inspection sign off, lead risk assessments, loan documents, production reports, historic compliance reports, Healthy Homes Rating Systems report, BOH final lead clearance report, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, 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, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, OSHA guidelines, Fair Housing Standards, city and state historical guidelines, and zoning codes.

- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, timesheets and mileage reports, training and travel documentation, and any other job related documents using a 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 construction, building codes and specifications, and related legal terminology and language.

- Ability to communicate effectively with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, homeowners, Historic Preservation Personnel, and inspectors.

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, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness/humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, 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:	Business Services Assistant	**Class Number:**	10241
FLSA:	Non-Exempt	**Pay Grade:**	6A
Dept:	Planning Commission	EXHIBIT F	

Classification Function

Provides higher level administrative assistance and financial operational support to management staff and the Manager, Business Services including procurement, contracts, and accounts payable and receivable, and clerical functions and activities of the Cuyahoga County Planning Commission.

Distinguishing Characteristics

This is a journey-level position responsible for providing support to the management staff of the Planning Commission. This position works under direct supervision from the Manager, Business Services. This classification works within a well-defined framework of policies, procedures, and regulations. 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.

30% +/-10%

- Provides direct administrative support for Governing Board and Planning Commission activities and functions; prepares agenda and meeting packets and distributes to participants; communicates via telephone and/or email with Board members and solicits attendance at scheduled meetings; attends and participates in Commission meetings including Governing Board and other governing committees that the Planning Commission participates in, such as DOPWIC and NRAC; calls the roll for a quorum, introduces resolutions, and records attendance and votes; transcribes minutes for the respective Boards, Commission, and Committee; saves audio recording of meetings and completes other post-meeting actions; assembles, photocopies, and distributes information as necessary; maintains confidentiality.

30% +/- 10%

- Assists in the procurement of goods and services and the processing of contracts for the Agency; researches and solicits quotes and pricing information for existing and potential Agency purchases; liaisons with vendors for information and documents (i.e., W-9); prepares bid specifications and purchase orders; updates files and completes paperwork for new vendors; monitors supplies and equipment and coordinates ordering and receipt of supplies and resources as necessary; acts as Agency P-card holder and coordinates P-card purchases and required reconciliation reports; receives, reviews, and identifies fiscal errors when reconciling expenses; prepares purchase orders, expense vouchers, and payment vouchers for contracts; posts monthly expenses records incoming checks and issues receipts for payments received; enters and processes revenue payments in INFOR; assembles required contract documents and works with the Business Services Manager to upload and process executed contracts in the County's enterprise content management database.

20% +/- 10%

- Performs and manages data entry, data processing, and record maintenance activities; maintains physical records, data, and other information; maintains computerized records system or databases;

enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; acts as primary records retention staff person and coordinates with the Ohio Historical society for disposal of government records according to Agency's retention schedule; travels to County archive to search for and maintain historical files as necessary; receives and responds to public records requests and maintains listing of information requests per Ohio Sunshine Laws.

15% +/- 5%

- Performs higher-level administrative duties to support business functions of the office; organizes conferences and meetings; maintains office calendar;; processes and distributes mail and other materials; sends and receives facsimiles and electronic mail; answers the multi-line telephone and takes messages and/or directs phone calls; greets and directs visitors to appropriate office or personnel; schedules meetings; provides information relative to Agency services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to public inquiries in person, by phone, or by email.

5% +/- 2%

- Performs other administrative tasks and duties upon request and as necessary; updates website with Planning Commission information; manages job numbers on printer; maintains petty cash for Agency; assists with onboarding of new hires and temporary employees by preparing workspace, assisting with employee IDs, facilitating building security allowances, informing departments of staff changes, etc.;; assists as necessary with off-boarding of terminated employees; keeps public areas clean.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school degree and five (5) years of administrative support experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Any associate degree	3 years
Any bachelor's degree	1 year
Any graduate degree	0 years

Related work experience: any administrative/clerical, customer service, office and data management, Microsoft office

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), enterprise content management software (OnBase), spreadsheet software (Microsoft Excel), database software (Microsoft Access, INFOR), and word processing software (Microsoft Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including vouchers, revenue checks, packing slips, billing invoices, work orders, contracts, public records requests, records retention schedule, receipts, meeting minutes, receipts of checks, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including the Agency Personnel Policies and Procedures, Ohio Revised Code, department travel policy, and Planning Commission Bylaws.

- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, timesheets, multifunction printer reports, meeting minutes, office voucher, encumbrance voucher, record requests, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to use and interpret basic accounting terminology and language.

- Ability to communicate effectively with Agency employees, vendors, suppliers, Planning Commission members, 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, Planning Services	**Class Number:**	21074
FLSA:	Exempt	**Pay Grade:**	16A
Dept:	Planning Commission	EXHIBIT G	

Classification Function

The purpose of this classification is to plan, supervise, direct, and lead the Planning Services Section in day-to-day activities and operations. The incumbent is responsible for providing technical direction for the development, design, and systems integration from project definition phase through plan implementation for County jurisdictions, County Departments, and other public and non-profit agencies.

Distinguishing Characteristics

This is a management-level classification responsible for coordinating the development of strategic and tactical plans for urban master plans, zoning code updates, and other Planning Services offered, and ensuring staff understands and delivers the appropriate solutions to user agencies. This class works under general direction of the Planning Commission Executive Director and is expected to exercise discretion in applying policies and procedures to resolve organizational and planning problems and to ensure that assigned projects and 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.

50% +/- 10%

- Supervises and directs the work of Planners, Senior Planners, Principal Planners, 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 training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Manages, plans, and coordinates the development and implementation of plans for clients; prepares proposals to potential clients for professional planning services; prepares, reviews, and approves contracts, Memoranda of Understanding, scopes of work, project budgets, timelines, and workplans for Planning Projects; reviews and approves distribution of deliverables to project teams, stakeholder committees, and the general public; schedules and organizes weekly inter project team meetings; applies for funding for planning projects; manages contracts with awardees; advises the Planning Commission Executive Director on all planning-related matters; directs the development and production of planning reports, including data.

20% +/- 10%

- Represents the Planning Commission at various meetings for stakeholders; prepares resolutions, briefing memoranda, and other project-related documents and presents to the Planning Commission Board for approval; attends various counsels or committees as a designated representative or alternate; builds working relationships with other County departments to enhance planning efforts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design, or a related field with seven (7) years of experience in planning and urban design, and project management, and two (2) years of supervisory experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
High school diploma/GED	Not qualified
Unrelated associate degree	Not qualified
Related associate or unrelated bachelor's degree	11 years
Related bachelor's degree	9 years
Unrelated master's/doctoral degree	9 years
Related master's/doctoral degree	7 years

**Two years of supervisory experience are required at each degree level.*

Related degree fields: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer or equivalent.

Related work experience: zoning, economic development, community development, landscape architecture, transportation planning/engineering.

- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

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 and a plotter.

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

Supervisory Responsibilities

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

- Ability to provide instruction and training to other employees.

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

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 charts, plats, maps, various plans, renderings and models, drafts of documents, graphic layouts, diagrams, reports, correspondence, consultant invoices, budgets, zoning code amendments, and 3D models and illustrations.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, the Ohio Revised Code, local planning and zoning regulations and ordinances, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by the Environment Protection Agency (EPA).
- Ability to prepare master plan documents, demographic analyses and reports, renderings and 3D models, graphic designs, presentations, public materials, contracts and scopes of services, budgets, work assignments, agency workplans, board, council, and committee presentations and related materials, grant applications, program scoring criteria, reimbursement requests, Memoranda of Understanding, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering, urban planning, architecture, and related legal terminology and language.
- Ability to communicate with city leaders, directors, planning committees, regional and partner agencies, other departments, members of the public, coworkers, state and federal agencies, and other planning professionals.

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:	Planner	**Class Number:**	20171
FLSA:	Exempt	**Pay Grade:**	9A
Dept:	Planning Commission	EXHIBIT H	

Classification Function

The purpose of this classification is to provide support to both short- and long-term land use, zoning, and community development planning services for Cuyahoga County.

Distinguishing Characteristics

This is an entry-level position in the Planner series with responsibility for providing support for planning development projects by assisting with research, data analysis, mapping, documentation, and public engagement. Employees in this position work under direct supervision with increasing responsibility and independent judgment as work experience is gained. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Planner in that the latter has a greater level of experience, performs more complex work, and requires a certification in urban planning (AICP).

Essential Job Functions

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

40% +/- 10%

- Assists other planners in the review of subdivision plats and the research and creation of zoning documents, codified ordinances, and planning studies such as municipal Master Plans, corridor studies, or small area plans that propose policies and regulations for land use, housing, community facilities, transportation, environmental programs, and other similar topics; interprets data; makes recommendations for community plans; assists in preparing work proposals; assists in drafting planning reports; provides input in team planning meetings.

40% +/- 10%

- Prepares documents and materials needed to review subdivision plats and to research and create zoning documents, planning studies, and other records; researches planning and zoning best practices and case studies; reviews research, prepares findings, and summarizes results; collects, analyzes, and summarizes a variety of statistical data; prepares reports, graphics, and maps on topics such as land use, census information, tax base data, occupancy rates, and other data sets as necessary and applicable to the project; prepares 3-D renderings of new developments and projects; reviews and edits co-workers' draft documents; collects data and takes pictures at physical sites.

10% +/- 5%

- Prepares and presents materials for meetings with City Officials and the Public as part of facilitating the planning and zoning process and for community outreach; creates computer graphics and prepares maps, reports, surveys, boards, correspondences, and presentations for meetings and the general public; meets and coordinates with clients; conducts community and stakeholder engagement surveys and analyzes results.

10% +/- 5%

- Assists other planners and staff with more complex projects as assigned; may lead small projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, or urban design; **or any equivalent combination of education, training, and experience as defined below**.

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate or unrelated bachelor's degree	1 year
Related bachelor's degree or unrelated master's/doctoral degree	0 years
Related master's/doctoral degree	0 years

- *Related degree fields*: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer; landscape architecture.

- *Related work experience:* urban planning, urban design, zoning, GIS, economic development, community development, landscape architecture, transportation planning/engineering.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 zoning ordinances, technical studies and reports, charts, plats, maps, site plans, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, and memos.

- Ability to comprehend a variety of reference books and manuals such as Cuyahoga County Planning Commission Employee Policy and Procedures Manual and Cuyahoga County code of ethics, county subdivision regulations, municipal and township zoning regulations, state and federal regulations, department policies and procedures American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and established guidelines by state and federal agencies.

- Ability to prepare computer graphics, 3-D models, maps, charts, diagrams, meeting handouts and presentations, research, technical reports, surveys, zoning codes, certified ordinances, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to use and interpret urban planning and related legal and engineering terminology and language.

- Ability to communicate with supervisors, stakeholders, County departments, partner regional agencies, external organizations, project teams, municipal staff, members of the public, coworkers, and other planning professionals.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Planning Initiatives Specialist	**Class Number:**	21091
FLSA:	Exempt	**Pay Grade:**	12A
Dept:	Planning Commission	EXHIBIT I	

Classification Function

The purpose of this classification is to manage a planning initiative and/or grant program by coordinating its development, events, training, and maintenance.

Distinguishing Characteristics

This is a journey-level classification responsible for the development and management of multiple parts and phases of a planning initiative and/or grant program. This position works under the general supervision of the Manager, Planning Initiatives and within a framework of defined procedures and regulations. This classification is expected to work independently and exercise discretion in applying procedures to ensure that all activities are performed in a timely and efficient manner and according to relevant 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.

40% +/- 10%

- Oversees the development and maintenance of a planning initiative and/or grant program; develops and reviews project information, applications, and timelines; reviews invoices to ensure accuracy of entries and submits to the Business Services Manager for payment; works with a team to make recommendations for awards and potential funding to external oversight bodies; answers questions from other agencies, the media, and the public about the planning initiative and/or grant program.

40% +/- 10%

- Develops workshops and trainings; coordinates volunteers; designs any training modules and materials for the initiative or program; trains involved parties on the planning initiative; develops reading material, website information, social media content, or other communications about the initiative and/or grant program; prepares work products for partnering agencies and engages with them.

15% +/- 5%

- Conducts outreach activities and coordinates meetings, work sessions, and conferences about the planning initiative and/or grant program; coordinates, attends, and/or leads meetings with partnering agencies; gives presentations and coordinates the activities and speakers at planning initiative conferences or grant program workshops; develops any materials for meetings, works sessions, and conferences.

5% +/- 2%

- Performs administrative and supporting duties; represents the County and/or the Planning Commission in various meetings; takes meeting minutes; completes and submits timesheets; reports to the Manager of Planning Initiatives and CCPC Executive Director regarding meetings and issues; assists in providing materials for public record requests; reviews project activity for Agency invoicing; assists with coordination of contracts and project partner agreements.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a program related to the department and grant program and five (5) years of project management, grant management, or related experience; or an equivalent combination of education, training, and 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 or unrelated bachelor's degree	7 years
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	3 years

Related degree fields: city/urban/regional planning; architecture; public administration; business administration; GIS; geography; science; math, statistics, and liberal arts.

Related work experience: grant administration, program administration.

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, calculator, and multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and apply the principles of algebra and geometry.

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 quarterly program financial reports, grant applications, grant reimbursement requests, commission nomination forms, appointment letters, inquiries, program specific documentation, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, Ohio Revised Code, Ohio public record laws, and any rules, regulations, guidelines, or best-practices related to the program or initiative such as US Environmental Protection Agency rules and guidelines governing the Cuyahoga River Area of Concern Delisting Process.

- Ability to prepare meeting announcements, agendas, meeting minutes, application policy manuals, application forms, scoring spreadsheets, training participation tracking and reports, correspondence, 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, record, and deliver information, explain procedures, and follow instructions.

- Ability to use and interpret urban planning and grant program terminology and language.

- Ability to communicate with coworkers, supervisor, director, partnering internal and external agencies, grant stakeholders, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Principal Planner	**Class Number:**	21073
FLSA:	Exempt	**Pay Grade:**	14A
Dept:	Planning Commission	EXHIBIT J	

Classification Function

The purpose of this classification is to lead municipal and regional planning projects for Cuyahoga County planning initiatives and to be a lead worker for lower-level planners and interns.

Distinguishing Characteristics

This is a journey-level lead specialist classification that serves as a lead worker and project manager for large, complex municipal and regional planning projects for the Planning Commission. The Principal Planner manages assigned projects by coordinating budget and timeline, assigning tasks to Planners, completing complicated calculations and mapping, and communicating with local and regional government agencies. This classification exercises independence and judgment and receives direction from the Manager, Planning Services as new or unusual situations arise. It is distinguished from the Manager, Planning Services, where the latter is the supervisor of the planning department.

Essential Job Functions

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

40% +/- 10%

- Serves as a project lead for municipal and regional plans of moderate to high complexity including comprehensive Master Plans, local area planning studies, community surveys, and zoning mapping updates; develops recommended methodologies, actions, budgets, and timelines for projects; reviews submitted materials created by other planners; coordinates and reviews plans, studies, guidebooks, and regional initiatives; identifies data needed for projects and determines data sources and collection methods; researches, compiles, and organizes relevant data, resources, and best practices in community and regional planning, development, and zoning; conducts analyses on existing regional and local socio-economic, transportation, housing, and land use trends; utilizes computer programs to calculate statistics and analyze and display/report data; analyzes and interprets results and makes action and policy recommendations; reviews and analyzes the interrelation of legislation and planning projects and plans; determines most effective graphic presentation of data and information; prepares and reviews technical reports, plans, and recommendations for staff, clients, communities, public officials, and citizens; develops maps, 3D renderings, street sections, tables, graphs, charts, and document layout.

40% +/- 10%

- Leads and participates in meetings with public officials, local leaders, regional agencies, peers, citizens, and clients to understand needs, provide input and assistance, and coordinate on planning projects; develops public presentation materials, and organizes and presents to the general public, regional organizations, and local committees as part of facilitating the planning and zoning process; gathers, analyzes, and responds to feedback from the general public and other regional groups on ideas and initiatives proposed both regionally and locally; prepares and submits County planning's work for national and regional award programs; attends professional group meetings, national, and regional conferences, seminars, training, and other events to keep agency abreast of new trends, innovations, and best practices.

20% +/- 10%

- Serves as a lead worker for the Planning Commission; assigns and coordinates the work of lower-level plans; provides instruction, mentorship, and training to lower-level planners; troubleshoots and provides guidance to lower-level planners as situations arise.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design, or a related field and seven (7) years of experience in urban planning or urban design; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	Not qualified
Unrelated associate degree	Not qualified
Related associate or unrelated bachelor's degree	9 years
Related bachelor's degree	7 years
Unrelated master's/doctoral degree	6 years
Related master's/doctoral degree	5 years

Related degree fields: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer or equivalent.

Related work experience: urban planning, urban design, zoning, economic development, community development, landscape architecture, transportation planning/engineering.

- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

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 a computer and multifunction printer and a plotter.

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

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, divide, calculate decimals and percentages, and perform routine statistics and operations involving algebra and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-to-high level data analysis requiring managing 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 charts, plats, maps, plans, renderings and models, drafts of documents, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, memos, 3D models, illustrations, and related legislation and policy.

- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, the local planning and zoning regulations and ordinances, State and Federal regulations, department policies and procedures, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by state and federal agencies.

- Ability to prepare master plan documents, project budgets and timelines, zoning text, demographic analyses and reports, renderings and 3D models, graphic designs, maps, diagrams, presentations, public materials, proposals, contracts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to use and interpret urban planning, engineering, and related legal terminology and language.

- Ability to communicate with city leaders, directors, planning committees, regional and partner agencies, other departments, members of the public, coworkers, and other planning professionals.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Planner	**Class Number:**	21072
FLSA:	Exempt	**Pay Grade:**	12A
Dept:	Planning Commission	EXHIBIT K	

Classification Function

The purpose of this classification is to participate in the completion of municipal and regional planning projects for Cuyahoga County planning initiatives.

Distinguishing Characteristics

This is a journey-level classification with responsibility for leading small municipal and regional planning projects for the Planning Commission including gathering data, performing research, analyzing data, working with clients and municipalities, and presenting results to the public. Positions at this level work under general supervision and receive direction as new or unusual situations arise. The employee works within a framework of established regulations, policies, and procedures and is responsible for maintaining open communication with the client agency. This classification is distinguished from the Principal Planner position in that the latter manages larger, more complex projects for regions and municipalities and serves as a lead worker.

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%

- Leads municipal planning projects of simple to moderate complexity including comprehensive Master Plans, local area planning studies, community surveys, and zoning mapping updates; develops recommended methodologies, actions, budgets, and timelines for projects; reviews submitted materials created by other planners; researches, compiles, and organizes relevant data, resources, and best practices in community and regional planning, development, and zoning; conducts analyses on existing regional and local socio-economic, transportation, housing, and land use data; utilizes computer programs to calculate statistics and analyze and display/report data; analyzes and interprets results and makes action and policy recommendations; determines most effective graphic presentation of data and information; prepares and reviews technical reports, plans, and recommendations for staff, clients, communities, public officials, and citizens; develops maps, 3D renderings, street sections, tables, graphs, charts, and document layout.

25% +/- 10%

- Conducts meetings with public officials, local leaders, regional agencies, peers, citizens, and clients to understand needs, provide input and assistance, and coordinate on planning projects; coordinates and communicates with client city's point of contact; develops public presentation materials, and organizes and presents to the general public, regional organizations, and local committees as part of facilitating the planning and zoning process; gathers, analyzes, and responds to feedback from the general public and other regional groups on ideas and initiatives proposed both regionally and locally; conducts planning team meetings for planning projects; attends monthly subdivision plat meetings; prepares subdivision plat staff reports for Planning Commission meetings and presents report to the Planning Commission; attends professional group meetings, national, and regional conferences,

seminars, training, and other events to keep agency abreast of new trends, innovations, and best practices.

15% +/- 5%

- Assists other planners and staff with projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design or related field, and three (3) years of experience in urban planning, or urban design; **or any equivalent combination of education, training, and experience as defined below**.

Highest degree of education attained	Experience required
High school diploma/GED	Not qualified
Unrelated associate degree	Not qualified
Related associate or unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	2 years

Related degree fields: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer or equivalent.

Related work experience: urban planning, urban design, zoning, GIS, economic development, community development, landscape architecture, transportation planning/engineering.

- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

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 a computer and multifunction printer and a plotter.

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 zoning and planning study drafts, charts, plats, maps, plans, renderings and models, drafts of documents, project budgets, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, memos, 3D models, and illustrations.

- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, county subdivision regulations, local planning and zoning regulations, state and federal regulations, department policies and procedure, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by state and federal agencies.

- Ability to prepare planning studies, planning reports, project budgets and timelines, zoning text, computer graphics, 3-D models, maps, charts, diagrams, meeting handouts and presentations, research, technical reports, surveys, certified ordinances, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to use and interpret urban planning, engineering, and related legal terminology and language.

- Ability to communicate with supervisors, clients, stakeholders, developers, planning team, public works, local government representatives, members of the public, coworkers, and other planning professionals.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Rehabilitation Specialist	**Class Number:**	19012
FLSA:	Exempt	**Pay Grade:**	11A
Dept:	Housing and Community Development EXHIBIT L		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. This position oversees the operations and promotes the efficiency of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives. This class reports to the Administrator, Development. Employees are expected to exercise judgment in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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%

- Oversees contractor payrolls according to federal regulations; conducts personnel wage interviews with contractors; maintains prevailing wage law updates; prepares and maintains reports and records regarding prevailing wages; resolves issues with prevailing wages and makes recommendations; distributes and maintains current prevailing wage rates; attends pre-construction meetings; monitors contract compliance and performs construction site inspections for prevailing wage laws; oversees the monitoring of federally funded activities and reporting of the required Minority, Female, Small and /or Disadvantaged Business Enterprises as well as the HUD required Section 3 activity.

25% +/- 10%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing, housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets.

15% +/- 5%

- Supervises and directs the work of the Building Rehabilitation Specialist(s) 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.

15% +/- 5%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to ensure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

15% +/- 5%

- Performs supporting administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; **or any equivalent combination of education, training, and experience as defined below**.

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

Related degree fields: construction technology

Related work experience:

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

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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, bend, and twist during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), 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, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, reimbursement requests, staff mileage and timesheets, loan documents, timesheets, mileage reimbursement forms, 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, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA

regulations, ADA regulations, contractual laws, Demolition Standards, Davis Bacon Wage Compliance Act, International Code Council, and zoning codes.

- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, various grant site spreadsheets, and any other job related documents using a 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 construction, building codes and specifications, and related legal terminology and language.

- Ability to communicate effectively with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

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, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, 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:	Supervisor, Investigation	**Class Number:**	19022
FLSA:	Exempt	**Pay Grade:**	12A
Dept:	Health and Human Services		

EXHIBT M

Classification Function

The purpose of this classification is to supervise Investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a first-line supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. This position works under general direction of the Senior Supervisor, Investigation and receives direction as new or unusual situations arise. 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%

- Performs investigative duties; interprets State and Federal policy pertaining to specific public assistance programs; serves as a resource for eligibility and benefit recovery policy related to SNAP, TANF, and Publicly Funded Childcare Assistance; reviews and approves all fraud/overpayment cases to ensure the appropriate calculations and determinations were made; approves eligibility overrides and lost benefit replacement in the OBWP eligibility system; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; prepares reports for use in the evaluation and prosecution of fraud cases; acts as department liaison and coordinates with other public and private agencies providing services to clients; determines/ redetermines public benefits eligibility for employees and employee's relatives who handle the Confidential Caseload within the Performance, Evaluation, and Innovation Department (PEI); reviews confidential internal investigations cases for County employees suspected of benefits fraud; testifies in court and administrative hearings as needed including acting as an expert witness on benefit eligibility in fraud prosecutions; recommends and implements changes to policies and procedures; ensures department processes comply with State and Federal regulations.

45% +/- 10%

- Supervises and directs the work of Investigators and Investigative Assistants; 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%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends state trainings and quarterly fraud roundtable meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice, or a related field and three (3) years of public assistance eligibility determination or investigations experience; **or any equivalent combination of training and experience as defined below:**

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

Related degree fields: business administration, criminal justice, criminology, social work, human services, public/nonprofit administration.

Related work experience: eligibility worker/specialist, eligibility supervisor, or other human services experience pertaining to policy and benefits knowledge and/or fraud investigations.

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, phone, and multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems

- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.

- Ability to recommend and act on 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-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.

- Ability to comprehend a variety of informational documents including benefits applications, eligibility case records, investigative records, payroll documents, State Hearing and Compliance reports, claims management reports, administrative subpoenas, Bureau of State Hearing (BSH) documents, JFS 4062 Notice of Disqualification for Intentional Program Violation, wage verification reports, notices, logs/timesheets, correspondence, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Ohio Administrative Code, the Employee Handbook, United States Code of Federal Regulations (CFR), Directives from ODJFS Office of Family Assistance and State Fraud Control, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Medicaid Manual, Administrative Hearing Handbook, bankruptcy laws, departmental policies and procedures, and ethics policies.

- Ability to prepare monthly reports, claims tracker, recovery account database, performance evaluations, correspondence, memos, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) 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 persuade 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 legal terminology and language related to public benefits programs.

- Ability to communicate effectively with immediate supervisor, management, subordinates, co-workers, clients, case targets, witnesses, families, other County departments and employees, Court personnel, law enforcement personnel, 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:	Supervisor, Maintenance	**Class Number:**	15141
FLSA:	Exempt	**Pay Grade:**	11A
Dept:	Public Works		

EXHIBIT N

Classification Function

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County roads within townships; to provide administrative support to a Maintenance Administrator.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the 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 a Maintenance Administrator 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.

40% +/- 10%

- Makes regular inspections of bridges and roads within the County to assess maintenance and repairs needed to bridges, road surfaces, and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County; works closely with Sewer Maintenance Division with the repair and maintenance of sewer maintenance point repairs.

30% +/- 10%

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

20% +/- 10%

- Prepares daily reports of work distribution, labor costs, materials, equipment, inventory, and work accomplished; develops estimates for all bridge related projects; materials used and all equipment under their jurisdiction; orders supplies and equipment; obtains purchase orders; collects invoices, receipts, and pick-up slips from materials, tools, and equipment purchased.

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in engineering or a related field with three (3) years of heavy highway construction; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	5 years
Related associate or unrelated bachelor's degree	3 years
Related bachelor's or any graduate degree	1 year

Related degree fields: construction management, civil engineering.

Related work experience: traffic control, operating heavy machinery, construction, road repair.

- Requires a driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

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, mechanics tools, and construction tools.
- Ability to work at heights and climb up and around structures.
- Ability to work in confined spaces.

Technology Requirements

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

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 ability to understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- 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 work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, reports, steel and concrete coding specifications, concrete and asphalt mix designs, invoices and Ohio Manual of Uniform Traffic Control Devices (OMUTCD).

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.

- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, work orders, 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 structural, mechanical, building, and automotive terminology and language.

- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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. R2026-0320

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's appointment of LaToya Blake to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the purpose of the Advisory Committee on Persons with Disabilities (Committee) is to function within the jurisdiction of the County of Cuyahoga to advocate for persons with disabilities in the County and advise the County on areas of employment, law, architectural and attitudinal barriers as well as other County government-related issues affecting persons with disabilities; and

WHEREAS, the Committee will identify issues governed by the County of Cuyahoga affecting persons with disabilities and make recommendations to the County to rectify those areas of concern; and

WHEREAS, the Committee may consist of a minimum of twelve (12) and a maximum of eighteen (18) members. The members shall be appointed for terms of three (3) years; and

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

WHEREAS, County Executive has nominated LaToya Blake (replacing Allison Hamrick) to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of LaToya Blake (replacing Allison Hamrick) to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

October 22, 2026

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

Re: *Advisory Committee on Persons with Disabilities*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Advisory Committee on Persons with Disabilities:

- **Latoya Blake , 3-year term, 1/1/2027 - 12/31/2029**
  - Replacing Allison Hamrick
  - Resides in Cleveland Heights, Cuyahoga
  - Currently serves on the following government, private, or non-profit board or commissions:
    - Max Housing & Services for Independent Living Board(s)

The Advisory Committee on Persons with Disabilities is authorized by County Commissioners Resolution #326322 and R2026-0174.

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,

Chris Ronayne
County Executive

Cuyahoga County Advisory Committee on Persons with Disabilities

Questions for Candidates – LaToya Blake

1. The purpose of the Advisory Committee on Persons with Disabilities is to function within the jurisdiction of the Cuyahoga County Executive & The Cuyahoga County Council to advocate for persons with disabilities who are either employed or participate in one of Cuyahoga County's programs or services. The Committee may comment on areas of employment, law, architectural, social issues, and attitudinal barriers, as well as other County governmental related issues.

   Is this something you are interested in and why?
   I appreciate the mission of the Advisory Committee on Persons with Disabilities. As someone who lives with a disability, I understand firsthand how important it is for Cuyahoga County to identify and address barriers in employment, accessibility, social inclusion, and everyday interactions. I believe that listening to the experiences of people with disabilities helps create policies and environments that truly work for everyone. I'm grateful for the opportunity to share my perspective and contribute to a more inclusive and supportive community.

2. We are looking for individuals who are passionate about advocating for people with disabilities, have proven leadership skills and are committed to furthering the mission of the Cuyahoga County Executive & The Cuyahoga County Council in addressing the needs of people with disabilities in Cuyahoga County. The time requirement, with the Committee meeting and 1-2 subcommittees is approximately 4-5 hours a month.

   Can you give this Committee the time?

   Yes

   Do you have permission of their supervisor to participate?

   Yes

3. Please describe, briefly, your qualifications to become a Committee member. **A results-driven administrative professional with over 10 years of experience in administrative support, oversight, and community relations. Currently serving as a Senior Administrative Assistant for the Cuyahoga County Division of Senior and Adult Services, they specialize in process improvement, policy development, and cross-functional team leadership. Proven track record of conducting vital population research, managing organizational compliance training, and serving as a critical liaison between internal staff and external organizations. Brings a strong commitment to accuracy, strategic planning, and operational excellence to the committee.**

4. We especially encourage active participation in our subcommittees. This is where the real “work” of the committee takes place.

SUBCOMMITTEES AND THEIR FUNCTIONS:

ACCESSIBILITY - responsible for reviewing all new and existing building structures under the jurisdiction of the Cuyahoga County Executive & The Cuyahoga County Council to determine their accessibility for persons with disabilities.

BY LAWS - responsible for making recommendations to the full committee on revisions to the Committees by laws. **

EMPLOYMENT - responsible for reviewing the employment procedures and practices of agencies under the jurisdiction of the Cuyahoga County Executive & The Cuyahoga County Council to ensure the needs of persons with disabilities are being addressed.

COMMUNICATION - responsible for reviewing and assessing issues that affect the hearing impaired/deaf/speech impaired community in Cuyahoga County. Also, this committee is attuned to issues affecting the mentally ill population.

INCLUSIVE HEALTHCARE - Responsible for reviewing healthcare and related services for persons with disabilities and to inform the Cuyahoga County Executive & The Cuyahoga County Council of related trends and patterns of need that are under the authority of the Cuyahoga County Executive & The Cuyahoga County Council.

NOMINATING - responsible for handling all aspects of recruiting and voting procedures for candidates to fill openings with the approval of the Cuyahoga County Executive & The Cuyahoga County Council. **

VOTER ENGAGEMENT/SOCIAL ISSUES - responsible for identifying social issues that impact residents with disabilities in Cuyahoga County, currently focused on removing barriers to voting for Cuyahoga County citizens.

TRANSPORTATION - responsible for overseeing issues relating to transportation in Cuyahoga County and how it impacts persons with disabilities.

***Newly appointed members are not eligible to participate on this committee*

On which of these subcommittee(s) might you be interested in serving?

I've highlighted the subcommittees I am interested in above. (In green)

Are you willing to serve on a Subcommittee if you are not appointed to the Advisory Committee?

Yes

5. Do you consider yourself a person with a disability? **Yes, I am a permanent wheelchair user.**

6. Our meetings are currently being held via the ZOOM platform on the second Tuesday of each month in the afternoon, the details of which will be shared with candidates who submit their resume and answers to the questions and want to move forward.

   On that day, you will have the opportunity to meet the Committee members present. Also, all candidates in attendance will have an opportunity to speak to the full Committee. ***Please be prepared to give a two-minute introduction of yourself and/or your efforts as a disability advocate at that time.***

   Do you plan to attend, and will you need any accommodation/ assistance to fully participate in the meeting? Yes I plan on attending (barring any medical or work appointments/requirements) and I will not require any accommodations, thank you.

skip to content | skip to navigation

An official State of Ohio government website. Here's how you know

Frank LaRose
Ohio Secretary of State

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
LATOYA MARIAH BLAKE	[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;

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;

Advisory Committee on Persons with Disabilities

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

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

1/1/2027 - 12/31/2029

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;

Allison Hamrick

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;

LaToya Blake, Brian Corrigan, Vanessa Pesec, Ted Sielski, Andrea Vallejo Wead, Angelica Brewer, Linda Dawson, Nancy Kelley

2.8 The candidate's city and county of residence;

CLEVELAND HEIGHTS, CUYAHOGA

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

Max Housing & Services for Independent Living Board(s)

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. R2026-0321

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's appointment of Ted Sielski to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the purpose of the Advisory Committee on Persons with Disabilities (Committee) is to function within the jurisdiction of the County of Cuyahoga to advocate for persons with disabilities in the County and advise the County on areas of employment, law, architectural and attitudinal barriers as well as other County government-related issues affecting persons with disabilities; and

WHEREAS, the Committee will identify issues governed by the County of Cuyahoga affecting persons with disabilities and make recommendations to the County to rectify those areas of concern; and

WHEREAS, the Committee may consist of a minimum of twelve (12) and a maximum of eighteen (18) members. The members shall be appointed for terms of three (3) years; and

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

WHEREAS, County Executive has nominated Ted Sielski to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Ted Sielski to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

Chris Ronayne
Cuyahoga County Executive

October 26, 2026

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

Re: *Advisory Committee on Persons with Disabilities*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Advisory Committee on Persons with Disabilities:

- **Ted Sielski , 3-year term, 1/1/2027 - 12/31/2029**
    - Seat currently vacant
    - Resides in Cleveland, Cuyahoga
    - Currently serves on following the government, private, or non-profit board or commissions:
        - None

The Advisory Committee on Persons with Disabilities is authorized by County Commissioners Resolution #326322 and R2026-0174.

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,

Chris Ronayne
County Executive

Ted Sielski

Disability Service Professional

Enthusiastic professional looking to provide exciting, inspirational and equitable services for people with disabilities. Experienced in education, training and communication, developing and promoting programs both virtually and in-person. Eager to use skills to promote understanding, acceptance and inclusion within the community.



CORE TRAITS

- Communicator
- Educator
- Program developer
- Problem solver
- Manager
- Planner
- Self motivated
- Empathic
- Leader
- Values Community

INTERESTS

- Coaching sports
- Traveling
- Cooking
- Reading
- Family

WORK EXPERIENCE

Communications Coordinator

Linking Employment Abilities and Potential (LEAP)

Cleveland, OH

03/2026 - Present

Responsibilities

- Promote and market LEAP's services to the disability community and general public
- Communicate organizational information to internal stakeholders by newsletters and emails
- Facilitate positive communication with LEAP management and other departments
- Attend events to share information, promote services, and network
- Create and manage social media posts and responses
- Provide trainings and presentations to groups regarding various disability topics
- Promote positive relationships with partner organizations
- Assess accessibility for businesses and organizations as a certified ADA Coordinator

Community Education and Activities Coordinator

Linking Employment, Abilities and Potential(LEAP)

Cleveland, OH

08/2021 - 03/2026

Responsibilities

- Plan, schedule, market and organize adaptive recreation opportunities
- Coordinate and implement skill development classes and trainings
- Provide social and enrichment activities, both virtually and in-person
- Train and educate individuals and organizations about disability culture and etiquette
- Promote positive relationships with partner organizations
- Communicate effectively with LEAP management and other departments
- Recruit and train volunteers to assist with activities

Day Program Director

Willing Hands Inc.

Cleveland, OH

09/2020 - 08/2021

Responsibilities

- Oversaw the staff and individuals of a Vocational Rehabilitation program
- Supervised, trained and guided the staff; managed schedules and assignments
- Planned and implemented programming and activities to enable individuals to learn new skills
- Worked with families, guardians and Support Administrators to plan services and supports
- Created paperwork and forms to track services and goals for the individuals
- Identified and accessed community partnerships for inclusion and experiences
- Assisted in opening Nifty Thrifty Variety Shop, a non-profit employing people with disabilities

WORK EXPERIENCE

Rehabilitation Supervisor
Vocational Guidance Services
Cleveland, OH
01/2020 - 03/2021
Responsibilities

- Planned and implemented programs and activities to enable improvement of skills
- Supervised, trained and guided the staff to promote success
- Worked with families, guardians and SA's to plan and write goals and services
- Started a staff recognition program to improve morale
- Ensured that all paperwork was completed accurately and timely in compliance with regulations
- Communicated with management and staff professionally and respectfully
- Assisted in transferring all paperwork from CCBDD to VGS documentation

Adult Program Spec/Community Integration and Employment Spec
Cuyahoga County Board of Developmental Disabilities
Cleveland, OH
08/2010 - 12/2019
Responsibilities

- Assisted adults with disabilities with day programming and daily living skills
- Provided medications and treatments to individuals, having Med Pass Certification, Level 2
- Provided communication and regular contact with families, SA's, guardians and residential staff
- Helped develop and implement the Individual Service Plan to promote success
- Completed all paperwork and trainings thoroughly and professionally
- Trained other staff and a Positive Behavior Supports, Cuyahoga Revision and CPI trainer

INSTRUCTOR EXPERIENCE

American Red Cross CPR/First Aid Trainer (02/2020 - 02/2022)

Positive Behavior Supports, Cuyahoga Revision (01/2017 -

Present) Crisis Prevention Institute (CPI) (02/2015 - 01/2017)

VOLUNTEERING

Beck Center for the Arts and CCBDD, Razzle Dazzle (02/2010 -

Present) Special Olympics Plane Pull (07/2013 - Present)

Pancreatic Cancer Action Network, Purple Stride (02/2002 - Present)

EDUCATION

Bachelor of Arts in Communications
Southern New Hampshire University

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Frank LaRose
Ohio Secretary of State

VOTER SEARCH RESULTS

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

Name	Address
TED D SIELSKI	[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.







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;

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;

Advisory Committee on Persons with Disabilities

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

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

1/1/2027 - 12/31/2029

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;

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;

LaToya Blake, Brian Corrigan, Vanessa Pesec, Ted Sielski, Andrea Vallejo Wead, Angelica Brewer, Linda Dawson, Nancy Kelley

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;

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. R2026-0322

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's appointment of Andrea Vallejo Wead to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the purpose of the Advisory Committee on Persons with Disabilities (Committee) is to function within the jurisdiction of the County of Cuyahoga to advocate for persons with disabilities in the County and advise the County on areas of employment, law, architectural and attitudinal barriers as well as other County government-related issues affecting persons with disabilities; and

WHEREAS, the Committee will identify issues governed by the County of Cuyahoga affecting persons with disabilities and make recommendations to the County to rectify those areas of concern; and

WHEREAS, the Committee may consist of a minimum of twelve (12) and a maximum of eighteen (18) members and members shall be appointed for terms of three (3) years; and

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

WHEREAS, County Executive has nominated Andrea Vallejo Wead (replacing Alice Krost) to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Andrea Vallejo Wead (replacing Alice Krost) to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

Chris Ronayne
Cuyahoga County Executive

October 23, 2026

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

Re: *Advisory Committee on Persons with Disabilities*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Advisory Committee on Persons with Disabilities:

- **Andrea Vallejo Wead , 3-year term, 1/1/2027 - 12/31/2029**
  - Replacing Alice Krost
  - Resides in University Heights, Cuyahoga
  - Currently serves on the following government, private, or non-profit board or commissions:
    - The Music Settlement TMS Safety Committee and IDEA Committee

The Advisory Committee on Persons with Disabilities is authorized by County Commissioners Resolution #326322 and R2026-0174.

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,

Chris Ronayne
County Executive

Andrea Vallejo Wead

MM, LPMT, MT-BC

I am passionate about providing evidence based, individualized music therapy to help people achieve their goals and inspiring other music therapists to do the same.

CONTACT INFORMATION

[redacted]

EDUCATION

Baldwin Wallace University
Music Therapy Equivalency
Berea, OH

Indiana University
Master of Music
Early Music-Instrumental
Bloomington, IN

Kent State University
Bachelor of Music
Music Education, Flute Performance
Kent, OH

PROFESSIONAL CREDENTIALS

Neurologic Music Therapist
2024

Ohio State Licensed Professional Music Therapist
2024

Board Certified Music Therapist
2014

SKILLS

- Communication
- Problem Solving
- Supervision
- Program Development

EXPERIENCE

THE MUSIC SETTLEMENT
The Center for Music Therapy

CENTER CHAIR
July 2025-Present

Promotion to Center Chair incorporates the tasks and responsibilities of the Center Director role within a Full-Time capacity.

CENTER DIRECTOR
July 2024-June 2025

Leads the Center for Music Therapy daily operations, provides music therapy sessions, secures revenue generating contracts, supervises music therapy staff, promotes music therapy services, provides continuing education opportunities, hosts community events, serves on Senior Staff, Administrative Staff, Safety, and IDEA committees.

STAFF MUSIC THERAPIST
July 2013-Mar 2020

Led music therapy sessions, researched best practices, advocated for music therapy and The Music Settlement, created treatment documents in order to track and measure success of interventions, assisted in training and educating the community, participated in professional organizations and conferences.

The Center for Early Childhood
EARLY MUSIC SPECIALIST
January 2017-June 2025

Led Early Childhood Music classes with children ages 3-6, wrote lesson plans targeting developmentally appropriate activities and music, fostered development of physical, behavioral, musical, and emotional skills, promoted the use of music in early childhood education and The Music Settlement.

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Frank LaRose
Ohio Secretary of State

VOTER SEARCH RESULTS

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

Name	Address
ANDREA KATHRYN VALLEJO WEAD	[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.







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;

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;

Advisory Committee on Persons with Disabilities

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

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

1/1/2027 - 12/31/2029

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;

Alice Krost

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;

LaToya Blake, Brian Corrigan, Vanessa Pesec, Ted Sielski, Andrea Vallejo Wead, Angelica Brewer, Linda Dawson, Nancy Kelley

2.8 The candidate's city and county of residence;

UNIVERSITY HEIGHTS, CUYAHOGA

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

The Music Settlement TMS Safety Committee and IDEA Committee

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. R2026-0323

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's reappointment of Brian Corrigan to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the purpose of the Advisory Committee on Persons with Disabilities (Committee) is to function within the jurisdiction of the County of Cuyahoga to advocate for persons with disabilities in the County and advise the County on areas of employment, law, architectural and attitudinal barriers as well as other County government-related issues affecting persons with disabilities; and

WHEREAS, the Committee will identify issues governed by the County of Cuyahoga affecting persons with disabilities and make recommendations to the County to rectify those areas of concern; and

WHEREAS, the Committee may consist of a minimum of twelve (12) and a maximum of eighteen (18) members. The members shall be appointed for terms of three (3) years; and

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

WHEREAS, County Executive has nominated Brian Corrigan to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Brian Corrigan to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

October 22, 2026

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

Re: *Advisory Committee on Persons with Disabilities*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the Advisory Committee on Persons with Disabilities:

- **Brian Corrigan , 3-year term, 1/1/2027 - 12/31/2029**
    - Resides in Cleveland Heights, Cuyahoga
    - Currently serves on the following government, private, or non-profit board or commissions:
        - Reappointment to the Advisory Council on Persons with Disabilities

The Advisory Committee on Persons with Disabilities is authorized by County Commissioners Resolution #326322 and R2026-0174.

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,

Chris Ronayne
County Executive

Cuyahoga County Advisory Committee on Persons with Disabilities

Candidate Summaries (5)

LaToya Blake (D)
LaToya Blake is employed by Cuyahoga County, and she works in the Department of Senior & Adult Services as a Senior Administrative Assistant. In her current position, Ms. Blake has been involved with the Livable Cuyahoga activities her department has been working on recently. Ms. Blake has been active with the Voter Engagement subcommittee and serves on the MaxHousing board. Ms. Blake has expressed interest in the following subcommittees: Accessibility, Employment, & Transportation. Ms. Blake does consider herself a person with a disability. She attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 and was able to share her interest with the Committee members in attendance.

Brian Corrigan (D) Current Member
Brian Corrigan has served on the Cuyahoga County Advisory Board on Persons with Disabilities since January 2024. This will be his second term as a member. Mr. Corrigan currently works for the US Committee for Refugees and Immigrants as a Care Coordinator. He has also worked directly with people with disabilities in case management. Mr. Corrigan has served on the board of MaxHousing. Mr. Corrigan participates on the following subcommittees: Employment & Voter Engagement & Inclusive Healthcare. Mr. Corrigan does identify as a person with a disability. He attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 but was not asked to address the Committee members in attendance since he was already a Committee member.

Vanessa Pesec (D) Current Member
Vanessa Pesec has served on the Cuyahoga County Advisory Board on Persons with Disabilities for 30 years, including as Vice Chair from 2001 to 2014 and as Chair since 2014. Throughout her tenure, Ms. Pesec has served as a member and/or Chair of the Accessibility subcommittee. She was instrumental in developing the County's Universal Design Standards, which exceed basic ADA requirements for all County-owned and leased buildings. Ms. Pesec is also Chair of the Voter Engagement subcommittee, which works to increase voter turnout among people with disabilities. In 2003, she chaired the Board's 20th Anniversary Celebration at Tower City. Ms. Pesec also co-founded Walk-n-Roll, a free evening fitness program for people with disabilities at MetroHealth Medical Center. Ms. Pesec does identify as a person with a disability. Ms. Pesec does identify as a person with a disability. She chaired the Cuyahoga County

Advisory Committee on Persons with Disabilities meeting on September 8 but was not asked to address the Committee members in attendance since she was already a Committee member.

Ted Sielski (D)
Ted Sielski is employed by Linking Employment Abilities & Potential (LEAP) where he is the Communications Coordinator. Mr. Sielski is also a Certified ADA Coordinator and is a member of the Great Lakes ADA Center's Trainer Leadership Network. Mr. Sielski has worked in vocational rehabilitation for many years, either supervising or providing services to individuals with disabilities who are looking for employment. Mr. Sielski expressed interest in the following subcommittees: Accessibility & Communications. Mr. Sielski does identify as a person with a disability and as the family member of a person with a disability. He attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 and was able to share his interest with the Committee members in attendance.

Andrea Vallejo Wead
Andrea Valejob Wead is employed by The Music Settlement where she is the Center Chair. In her current role, she has also worked in a supervisory and human resources capacity, participating in the interactive process to deliver workplace accommodations to employees of The Music Settlement. Prior to this she was a Music Therapist on staff at The Music Settlement, providing music therapy to clients. Ms. Vallejo Wead has expressed interest in the following subcommittees: Accessibility, Employment, & Inclusive Healthcare. Ms. Vallejo Wead does not consider herself a person with a disability, but she is experienced in working with people with disabilities through her employment. She attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 and was able to share her interest with the Committee members in attendance.

VOTER SEARCH RESULTS

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

Name	Address
BRIAN G CORRIGAN	[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.

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Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

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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;

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;

Advisory Committee on Persons with Disabilities

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

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

1/1/2027 - 12/31/2029

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;

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;

LaToya Blake, Brian Corrigan, Vanessa Pesec, Ted Sielski, Andrea Vallejo Wead, Angelica Brewer, Linda Dawson, Nancy Kelley

2.8 The candidate's city and county of residence;

CLEVELAND HEIGHTS, CUYAHOGA

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

reappointment

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. R2026-0324

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's reappointment of Vanessa Pesec to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the purpose of the Advisory Committee on Persons with Disabilities (Committee) is to function within the jurisdiction of the County of Cuyahoga to advocate for persons with disabilities in the County and advise the County on areas of employment, law, architectural and attitudinal barriers as well as other County government-related issues affecting persons with disabilities; and

WHEREAS, the Committee will identify issues governed by the County of Cuyahoga affecting persons with disabilities and make recommendations to the County to rectify those areas of concern; and

WHEREAS, the Committee may consist of a minimum of twelve (12) and a maximum of eighteen (18) members, and members shall be appointed for terms of three (3) years; and

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

WHEREAS, County Executive has nominated Vanessa Pesec to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Vanessa Pesec to serve on the Advisory Committee on Persons with Disabilities for the term 1/1/2027 – 12/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

Chris Ronayne
Cuyahoga County Executive

October 26, 2026

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

Re: *Advisory Committee on Persons with Disabilities*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the Advisory Committee on Persons with Disabilities:

- **Vanessa Pesec , 3-year term, 1/1/2027 - 12/31/2029**
    - Resides in Concord, Lake County
    - Currently serves on the following government, private, or non-profit board or commissions:
        - Reappointment to the Advisory Council on Persons with Disabilities

The Advisory Committee on Persons with Disabilities is authorized by County Commissioners Resolution #326322 and R2026-0174.

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,

Chris Ronayne
County Executive

Cuyahoga County Advisory Committee on Persons with Disabilities

Candidate Summaries (5)

LaToya Blake (D)
LaToya Blake is employed by Cuyahoga County, and she works in the Department of Senior & Adult Services as a Senior Administrative Assistant. In her current position, Ms. Blake has been involved with the Livable Cuyahoga activities her department has been working on recently. Ms. Blake has been active with the Voter Engagement subcommittee and serves on the MaxHousing board. Ms. Blake has expressed interest in the following subcommittees: Accessibility, Employment, & Transportation. Ms. Blake does consider herself a person with a disability. She attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 and was able to share her interest with the Committee members in attendance.

Brian Corrigan (D) Current Member
Brian Corrigan has served on the Cuyahoga County Advisory Board on Persons with Disabilities since January 2024. This will be his second term as a member. Mr. Corrigan currently works for the US Committee for Refugees and Immigrants as a Care Coordinator. He has also worked directly with people with disabilities in case management. Mr. Corrigan has served on the board of MaxHousing. Mr. Corrigan participates on the following subcommittees: Employment & Voter Engagement & Inclusive Healthcare. Mr. Corrigan does identify as a person with a disability. He attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 but was not asked to address the Committee members in attendance since he was already a Committee member.

Vanessa Pesec (D) Current Member
Vanessa Pesec has served on the Cuyahoga County Advisory Board on Persons with Disabilities for 30 years, including as Vice Chair from 2001 to 2014 and as Chair since 2014. Throughout her tenure, Ms. Pesec has served as a member and/or Chair of the Accessibility subcommittee. She was instrumental in developing the County's Universal Design Standards, which exceed basic ADA requirements for all County-owned and leased buildings. Ms. Pesec is also Chair of the Voter Engagement subcommittee, which works to increase voter turnout among people with disabilities. In 2003, she chaired the Board's 20th Anniversary Celebration at Tower City. Ms. Pesec also co-founded Walk-n-Roll, a free evening fitness program for people with disabilities at MetroHealth Medical Center. Ms. Pesec does identify as a person with a disability. Ms. Pesec does identify as a person with a disability. She chaired the Cuyahoga County

Advisory Committee on Persons with Disabilities meeting on September 8 but was not asked to address the Committee members in attendance since she was already a Committee member.

Ted Sielski (D)
Ted Sielski is employed by Linking Employment Abilities & Potential (LEAP) where he is the Communications Coordinator. Mr. Sielski is also a Certified ADA Coordinator and is a member of the Great Lakes ADA Center's Trainer Leadership Network. Mr. Sielski has worked in vocational rehabilitation for many years, either supervising or providing services to individuals with disabilities who are looking for employment. Mr. Sielski expressed interest in the following subcommittees: Accessibility & Communications. Mr. Sielski does identify as a person with a disability and as the family member of a person with a disability. He attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 and was able to share his interest with the Committee members in attendance.

Andrea Vallejo Wead
Andrea Valejob Wead is employed by The Music Settlement where she is the Center Chair. In her current role, she has also worked in a supervisory and human resources capacity, participating in the interactive process to deliver workplace accommodations to employees of The Music Settlement. Prior to this she was a Music Therapist on staff at The Music Settlement, providing music therapy to clients. Ms. Vallejo Wead has expressed interest in the following subcommittees: Accessibility, Employment, & Inclusive Healthcare. Ms. Vallejo Wead does not consider herself a person with a disability, but she is experienced in working with people with disabilities through her employment. She attended the Cuyahoga County Advisory Committee on Persons with Disabilities meeting on September 8 and was able to share her interest with the Committee members in attendance.

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Frank LaRose
Ohio Secretary of State

VOTER SEARCH RESULTS

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

Name	Address
VANESSA TURI PESEC	[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.







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;

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;

Advisory Committee on Persons with Disabilities

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

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

1/1/2027 - 12/31/2029

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;

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;

LaToya Blake, Brian Corrigan, Vanessa Pesec, Ted Sielski, Andrea Vallejo Wead, Angelica Brewer, Linda Dawson, Nancy Kelley

2.8 The candidate's city and county of residence;

CONCORD, LAKE

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

reappointment

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. R2026-0325

Sponsored by: **County Executive Ronayne** Co-sponsored by: **Councilmembers Miller & Turner**	**A Resolution** confirming the County Executive's appointment of Robert A. Zimmerman to serve on the Cuyahoga County Board of Developmental Disabilities for the unexpired term ending 1/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

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

WHEREAS, members appointed to fill a vacancy in the Cuyahoga County Board of Developmental Disabilities shall serve a term of four years; and

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

WHEREAS, the County Executive has nominated Robert A. Zimmerman to serve on the Cuyahoga County Board of Developmental Disabilities, completing the unexpired, four-year term of Cynthia Schultz ending 1/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Robert A. Zimmerman to serve on the Cuyahoga County Board of Developmental Disabilities, completing the unexpired, four-year term of Cynthia Schultz ending 1/31/2029.

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

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

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

Yeas:

Nays:

_____ _____
County Council President Date

_____ _____
Clerk of Council Date

First Reading/Referred to Committee: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorships Requested on the Floor: November 10, 2026

Journal_____

_____, 20__

Chris Ronayne
Cuyahoga County Executive

October 28, 2026

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

Re: *Board of Developmental Disabilities*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Board of Developmental Disabilities:

- **Robert A Zimmerman , 4-year term, 2/1/2025 - 1/31/2029**
  - Filling Cynthia Schulz's unexpired term
  - Resides in Shaker Heights, Cuyahoga
  - Currently serves on the following government, private, or non-profit board or commissions:
    - Friendship Circle

The Board of Developmental Disabilities is authorized by O.R.C. Section 5126.02.

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 5 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

Benesch



Robert A. Zimmerman

Partner

Cleveland

T 216.363.4437

rzimmerman@beneschlaw.com

Overview

As a civil trial and appellate lawyer with over 30 years' experience, Rob has litigated cases involving employment discrimination, wrongful discharge, unfair competition, defamation, breach of contract, real estate, landlord-tenant, zoning, land use, eminent domain, constitutional rights, election law, campaign finance, trusts, administrative, business and commercial law.

He has achieved excellent results for his clients in jury and bench trials, motion practice, administrative hearings, arbitrations, mediations and appeals.

He practices in state of Ohio courts and in federal courts in Ohio and around the country.

Rob has been recognized as one of the Top 100 Lawyers in the state of Ohio and Top 50 Lawyers in Cleveland by Ohio Super Lawyers. Rob is listed in Best Lawyers in the area of government relations practice, one of the few Cleveland-area lawyers so recognized.

He is a frequent lecturer on various legal topics and his opinions are often solicited by the print and broadcast media.

Rob has deep expertise as a lawyer on matters of public concern. He has litigated notable cases on behalf of all levels of Ohio government, impacting law and policy in the process.

Rob has worked in and around Ohio politics for 40 years and served on his city council for 16 years. He is deeply knowledgeable about state and local government from a personal and legal perspective and has relationships with public officials from the courthouse to the statehouse and city halls all around the state. Governmental entities, elected leaders, candidates and companies rely upon Rob for his legal advice, advocacy and good judgment.

WHAT I DO

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Cannabis

Employment Litigation & Counseling

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Frank LaRose
Ohio Secretary of State

VOTER PROFILE PAGE

Print friendly

Name: ROBERT A ZIMMERMAN

Address: [redacted]

Polling Location: [redacted]

Precinct:

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: 21

State Rep. District: 18

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

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;

Board of Developmental Disabilities

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

N/A

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

2/1/2025 - 1/31/2029

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;

Cynthia Schulz

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;

Robert Zimmerman, Dominique Toney, Daniel Ranallo, Audrea N Ramirez, Angelica Brewer

2.8 The candidate's city and county of residence;

SHAKER HEIGHTS, CUYAHOGA

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

Friendship Circle

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. R2026-0326

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's appointment of Adrian Maldonado to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the Community Benefits Advisory Committee was established under Chapter 810 of the Cuyahoga County Code to promote ongoing oversight, ensure fairness and consistency in implementation and provide informed recommendations to County leadership; and

WHEREAS, the Advisory Committee will ensure public investments in development projects generate measurable and equitable benefits for residents of Cuyahoga County; to provide a transparent and consistent process for evaluation such benefits and to require appropriate reporting, oversight and enforcement mechanisms ties to the use of County incentives, financing and other economic development tools; 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, pursuant to Chapter 810 of the Cuyahoga County Code, the Advisory Committee shall consist of seven (7) voting members and shall include one (1) representative of the Cuyahoga County Department of Development, one (1) representative of the Cuyahoga County Fiscal Office, one (1) representative of the Cuyahoga County Department of Housing and Community Development, one (1) representative of the business or development community, one (1) representative from a community-based organization located with Cuyahoga County, one (1) representative of Cuyahoga County Council and one (1) member appointed by the County Executive. The Advisory Committee shall include one (1) chair nominated and selected by members of the Advisory Committee on an annual basis; and

WHEREAS, the County Executive has nominated Adrian Maldonado to serve on Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Adrian Maldonado to serve on Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. 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: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____
_____, 20___

Chris Ronayne
Cuyahoga County Executive

October 28, 2026

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

Re: *Community Benefits Advisory Committee*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Community Benefits Advisory Committee:

- **Adrian Maldonado , 3-year term, 11/1/2026 - 10/31/2029**
    - Seat currently vacant due to the establishment of a new committee
    - Resides in Berea, Cuyahoga
    - Currently serves on the following government, private, or non-profit board or commissions:
        - University Hospitals, Southwest Medical Center, CMSD, Woodruff Foundation, CAAA, Cleve Restoration Society, Hispanic Senior Center, Spanish American Committee, Cleveland-Cuyahoga County Workforce Development Board

The Community Benefits Advisory Committee is authorized by O2026-009. The Cuyahoga County Community Benefits Advisory Committee will promote ongoing oversight, ensure fairness and consistency in implementation, and provide informed recommendations to County leadership. The Advisory Committee shall review Community Benefits Plans submitted to the County, provide as appropriate written, nonbinding recommendations regarding each Community Benefits Plan to the County Executive, make recommendations for policy improvements as well as to the allocation and expenditure of funds contained in the Community Benefits Fund.

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.

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

Adrian Maldonado

Executive Profile

A Cabinet level Executive with over 30 years experience in government, health industry and the private sector. My experience as a human resources professional for 5 years, 16 as a Business Manager and 11 years as Director of the 20th largest County Purchasing operation in the country, has allowed me to become a leader that knows how to understand and work with public and private budgets, build alliances with individuals, organizations and service providers.

I am a high-energy, results oriented team player who understands the importance of communications, diversity and accomplishing the objectives of the organization.

I also have spent 16 years as a member of a major health organization as a Board member sitting or chairing such committees as Finance, Government Relations, Risk Management, Strategic Planning, Diversity and Inclusion, Long Range Planning, Protective Services and Facilities and Construction.

Skill Highlights

- Project management
- Leadership/communication skills
- Business operations organization
- Human resources
- Budgeting expertise
- Negotiations expert
- Employee relations
- Self-motivated
- Customer-oriented
- Small business development
- Project Management
- Contract Negotiations
- Budget and Risk Management
- Start-up and acquisitions
- Diversity and Inclusion programs
- Bilingual
- Strategic Planning
- Supply Chain Management
- Facility Management

Core Accomplishments

As Director of Procurement & Diversity for Cuyahoga County, Ohio, my team initiated the first of its kind Small Business Enterprise program in the State of Ohio. This encompassed authoring a county-wide predicate study to determine the legal viability of the program to any challenges. The program was considered innovative and cutting edge because of the use of the Internet at the time, for registration and data collection. I made a presentation of our work in Washington, DC to the National Contract Compliance Association.

As Director, I worked with Ohio legislators for 5 years to adopt a law that would allow counties, municipalities and other government funded agencies to allow for the use of P-Cards (purchasing cards) for everyday purchases under $25,000. This law immediately allowed counties to save thousands of dollars in purchasing expenditures by streamlining the buying process as well as allowing agencies to receive products and services immediately.

As a business owner and consultant, I have worked as both a Prime contractor and subcontractor for such agencies as NASA Glenn Research Ctr, Louis Stokes Medical Facility, the US Corp of Engineers, Cleveland Metropolitan School District, Cuyahoga Metropolitan Housing Authority, Department of Interior, Cuyahoga Community College, NEOCOM and Maple Heights Schools.

As Chairman of Finance at both Southwest Medical Center and St Vincent Charity Hospital, our committee worked to stabilize the hospitals budgets' during the economic crisis as well as a merger.

Professional Experience

January 2010 to March 2013	**Adrian Maldonado & Associates** Berea, OH **Owner/Consultant** Sole proprietorship concentrating in the fields of Construction Management, Construction and Diversity Monitoring and Reporting.
April 1997 to August 2008	**Cuyahoga County** Cleveland, OH **Director of Procurement & Diversity** Director of the 20th largest purchasing operation in the country. Responsible for purchasing of goods and services totaling $225 million dollars a year. In addition, I was responsible for the administration and management of the County's Small Business Enterprise which had over 400 registered businesses.
January 1985 to March 1997	**DAS Equal Opportunity Program** Cleveland, OH **Manager** Responsible for working with small and minority businesses in helping them become certified as MBE's for the State of Ohio EEO program. My duties required me to travel statewide and meet one on one with businesses. Reviewed company financials as well as history to determine ownership and control. I also worked with businesses offering technical and management assistance.
February 1981 to June 1985	**Metro Health Medical Center** Cleveland, OH **HR Interviewer** Main responsibilities were to review applicants for positions within the health organization. My areas of specialty were Nursing, Dietary, Facilities, IT and Purchasing.
February 1980 to April 1981	**US ARMY** Cleveland, OH **Recruiter** Main duties were recruitment and retention of US Army personnel. Served in the US Army National Guard from 1979-1990 Honorably Discharged.

Education

Bowling Green State University
Bowling Green , OH, US
Communications

Baldwin Wallace College
Berea, OH, US
Political Science

VOTER SEARCH RESULTS

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

Name	Address
ADRIAN MALDONADO	[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.



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;

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;

   Community Benefits Advisory Committee

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

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

   1/1/2027 - 12/31/2029

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

New Appointment

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

Vacant due to establishment of a new committee

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;

Adrian Maldonado

2.8 The candidate's city and county of residence;

BEREA, CUYAHOGA

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

University Hospitals, Southwest Medical Center, CMSD, Woodruff Foundation, CAAA, Cleve Restoration Society, Hispanic Senior Center, Spanish American Committee, Cleveland-Cuyahoga County Workforce Development 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. R2026-0327

Sponsored by: **County Executive Ronayne** Co-sponsored by: **Councilmember Turner**	**A Resolution** confirming the County Executive's appointment of Chief Andres Gonzalez to serve on Cuyahoga County Community Corrections Planning Board for an unexpired term ending 1/1/2028; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Chapter 5149 of the Ohio Revised Code (ORC) provides for the organization of a community-based corrections program; and

WHEREAS, ORC 5149.34 provides for the creation of a County Community Corrections Planning Board and further provides for the composition of the board and the means by which appointments are made; 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 Chief Andres Gonzalez (replacing Scott Mielke) to serve on the Cuyahoga County Community Corrections Planning Board for an unexpired term ending 1/1/2028; and.

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

SECTION 1. The Council of Cuyahoga County hereby confirms the County Executive's appointment of Chief Andres Gonzalez (replacing Scott Mielke) to serve on the Cuyahoga County Community Corrections Planning Board for an unexpired term ending 1/1/2028.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

_____ _____
County Council President Date

_____ _____
Clerk of Council Date

First Reading/Referred to Committee: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested on the Floor: November 10, 2026

Journal_____

_____, 20__

October 28, 2026

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

Re: *Cuyahoga County Corrections Planning Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Corrections Planning Board:

- **Chief Andres Gonzalez , 3-year term, 1/2/2025 - 1/1/2028**
    - Replacing Chief Scott Mielke
    - Resides in Brunswick, Medina
    - Currently serves on the following government, private, or non-profit board or commissions:
        - Ohio Family Violence Prevention Center
        - Ohio Council on Victims Justice
        - Ohio Police Executive Leadership College
        - CWRU Begun Center for Violence Prevention

The Cuyahoga County Corrections Planning Board is authorized by O.R.C. Chapter 5149.

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 9 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

Andrés González

(216) 426-7801
agonzalez@cmhapd.org



Andrés González, Chief of Police of CMHA, began his law enforcement career on June 1, 1981 with the City of Cleveland Division of Police. He was promoted to Sergeant in 1993 and served as Officer in Charge of various units throughout the Cleveland Division of Police. In 1999, González was appointed to the rank of Commander. He provided leadership to the Division's Bureau of Communications and the Third Neighborhood District where he was successful in developing positive relationships with numerous city, county and private organizations. In 2007, González was appointed Chief of Police for the Cuyahoga Metropolitan Housing Authority, a CALEA Accredited organization. He became the first Hispanic to be appointed Chief of Police of a political subdivision in Cuyahoga County. He immediately engaged with residents and members of the police department to improve the delivery of services throughout the county. He implemented a community policing mindset and created a positive impact to employee morale. González established several initiatives which have increased citizen confidence in the Police Department.

González received a Bachelor of Arts Degree in Urban Studies from Cleveland State University. He is certified in the National Incident Management System (NIMS), Incident Command Structure (ICS), and is a certified Ohio Peace Officer Training Academy (OPOTA) Instructor and a Certified Law Enforcement Executive in the State of Ohio. He currently serves on the Boards of the Positive Education Program, the Partnership for a Safer Cleveland, the Ohio Executive Institute Committee and the Boys and Girls Club of Greater Cleveland. He also serves on a state-level as an Advisory Board Member on the Ohio Family Violence Prevention Center (Office of Criminal Justice) and the Ohio Council on Victims Justice (Ohio Department of Rehabilitation Correction). González is the recipient of several awards and commendations including the United States Attorney General William French Award, the Ohio Distinguished Service Medal granted by the Ohio Attorney General and the prestigious Michael J. Kelly Award for Excellence and Innovation from the Ohio Association of Chiefs of Police. He is a graduate of the FBI National Academy and the Police Executive Leadership College. González is a member of numerous organizations including the International Association of Chiefs of Police, the Ohio Association of Chiefs of Police, the National Organization of Black Law Enforcement Officer, the Cuyahoga County Police Chiefs Association and the U.S. Attorney General for the Northern District's Project STANCE. González is the co-founder and past president of the Friends of DARE, Inc., a not for profit charitable organization to support and enhance DARE programs in northeast Ohio. He fluently reads, speaks and writes Spanish.

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Frank LaRose
Ohio Secretary of State

VOTER SEARCH RESULTS

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

Name	Address
ANDRES GONZALEZ	[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.







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;

2. A letter from the appointing authority providing the following information:

2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Corrections Planning Board

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

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

1/2/2025 - 1/1/2028

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

Appointment

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

Chief Scott Mielke

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;

Angelica Brewer, Nancy Kelley, Melissa Williams, Daniel Lee Goldner, Cameron Keith Racut, Katherine Gould, Christian Joy Maiden, Khalid Bahhur, Andres Gonzalez

2.8 The candidate's city and county of residence;

Brunswick, Medina (note: there is no residency requirement for this Board)

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

Ohio Family Violence Prevention Center, Ohio Council on Victims Justice, Ohio Police Executive Leadership College, CWRU Begun Center for Violence Prevention

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. R2026-0328

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's reappointment of the Honorable Mayor Matthew Burke to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

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

WHEREAS, the County Executive has nominated Mayor Matthew Burke to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Mayor Matthew Burke to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for the term 1/1/2027 – 12/31/2029.

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

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

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

Yeas:

Nays:

_____ _____
County Council President Date

_____ _____
Clerk of Council Date

First Reading/Referred to Committee: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____

_____, 20__

October 28, 2026

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

Re: *Cuyahoga County Planning Commission (CPC)*

Dear President Miller,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Planning Commission:

- **Mayor Matthew Burke, 3-year term, 1/1/2027 – 12/31/2029**
  - Resides in Garfield Heights, Cuyahoga
  - Representing the Chagrin/Southeast Region
  - Current serves on the following government, private, or non-profit board or commissions:
    - Reappointment to the Cuyahoga County Planning Commission
    - Ohio Region 3 One Advisory Board, Executive Member of the First Suburbs Consortium Board

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area. There are no other candidates on file for these positions. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

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

Mayor Matt Burke was born on February 4, 1970 in Warren, Ohio. His family moved to Garfield Heights in 1978 and lived in an apartment on Turney Road behind what became Carlo's Barbershop, which has since closed. About a year later, the family moved Granger Road where he now resides after buying the house from his parents in 1994. Matt is a 1988 graduate of Garfield Heights High School and has proudly served in the United State Army Reserve.

While still in high school, Matt began his professional career in the floor covering industry working as a stockperson at the Colortile Home Improvement Supermarket, which was located in the Turneytown Shopping Center. During his 34-year career in the business, Matt represented multiple manufacturers of quality floor coverings, including Armstrong, Mannington, Congoleum, Shaw and Mohawk.

In 2013, Matt was elected to represent Ward 6 on city council. After two terms, he was nominated and elected by his peers to serve as Council President. When former Mayor Vic Collova retired before the end of his term in 2021, Matt left his career to answer the call and serve the residents as Mayor, as stipulated in the Garfield Heights City Charter. He was elected to a four-year term in November, 2021, and is the city's first Asian-American mayor.

Throughout his life, Mayor Burke has served with and supported many organizations, including the Garfield Heights Boys Baseball League, the Northeast Ohio Floor Covering Association, The Garfield Heights Democratic Club PAC, the Kiwanis Club, Food for the Hungry, St. Jude, the Rocky Mountain Elk Foundation, the First Suburbs Consortium, the Cuyahoga County Mayors and Managers Association, the Northeast Ohio Regional Sewer District Council of Governments, the Cleveland Metroparks and more.

Mayor Burke is an avid outdoorsman and enjoys bicycling, hiking, fishing and hunting. Matt has a passion for the National Parks throughout the country, particularly our own Cuyahoga Valley National Park. He is a huge fan of the Cleveland Browns, the Cavaliers and the Guardians. He also enjoys watching college football and is equally a fan of both the Ohio State Buckeyes and the Fighting Irish of Notre Dame.

Matt has two children and three grandchildren.

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Frank LaRose
Ohio Secretary of State

VOTER PROFILE PAGE

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Name: MATTHEW A BURKE

Address: [redacted]

Polling Location:

Precinct:

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: 21

State Rep. District: 22

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 is recommended that you search again making sure all information provided is accurate. Contact

2079 East Ninth Street | Cleveland, Ohio 44115 | 216-668-6400 | www.cuyahogacounty.us

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Planning Commission

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

N/A

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

1/1/2027 – 12/31/2029

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;

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

N/A

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

There are no candidates on file for this position.

2.8 The candidate's city and county of residence;

Garfield Heights, Cuyahoga County

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

Ohio Region 3 one advisory board, executive member of the First Suburbs consortium 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. R2026-0329

Sponsored by: **County Executive Ronayne** Co-sponsored by: **Councilmember Turner**	**A Resolution** confirming the County Executive's reappointment of the Honorable Mayor David Weiss to serve on the Cuyahoga County Planning Commission representing the Heights Region for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

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

WHEREAS, the County Executive has nominated Mayor David Weiss to serve on the Cuyahoga County Planning Commission representing the Heights Region for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Mayor David Weiss to serve on the Cuyahoga County Planning Commission representing the Heights Region for the term 1/1/2027 – 12/31/2029.

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

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

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

Yeas:

Nays:

_____ _____
County Council President Date

_____ _____
Clerk of Council Date

First Reading/Referred to Committee: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested on the Floor: November 10, 2026

Journal_____

_____, 20__

October 28, 2026

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

Re: *Cuyahoga County Planning Commission (CPC)*

Dear President Miller,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Planning Commission:

- **Mayor David E. Weiss, 3-year term, 1/1/2027 – 12/31/2029**
  - Resides in Shaker Heights, Cuyahoga
  - Representing the Heights Region
  - Current serves on the following government, private, or non-profit board or commissions:
    - Reappointment to the Cuyahoga County Planning Commission
    - Greater Cleveland Regional Transit Authority, District One Public Works Integrating Committee, First Ring Suburbs Consortium, Shaker Heights Planning Commission

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area. There are no other candidates on file for these positions. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

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

Mayor's Biography

David E. Weiss was re-elected to his second four-year term as Mayor of the City of Shaker Heights in November 2023.

A longtime resident, Weiss brings to the office more than three decades of legal and business experience – particularly in the area of real estate – as well as significant participation in Shaker Heights government. He previously served as an elected council member for the City and as a member of the Shaker Heights Planning Commission and Board of Zoning Appeals.

“Serving the City for so many years has reinforced my belief that our community has the passion, creativity, and vision to grow and prosper in a rapidly changing world,” says Weiss.

Weiss was an executive officer at DDR Corp., a real estate investment company, for more than 18 years, most recently serving as executive vice president, secretary, and general counsel. Mayor Weiss is a former partner of the Cleveland-based law firm McDonald, Hopkins. He holds a B.A. from the University of Michigan and J.D. from The Ohio State University College of Law.

Mayor Weiss is involved in many professional, civic, and charitable organizations. He is currently a board member of the Greater Cleveland Regional Transit Authority and a member of District One Public Works Integrating Committee.

“I am honored and privileged to serve as Mayor of Shaker Heights, a community in which I have lived and raised a family for nearly 30 years. This is a unique opportunity given the City’s long history of collaboration with its well informed citizens who value thoughtful civic engagement, beautiful homes and parks, outstanding educational opportunities for our children, diversity, and high-quality services,” says Weiss.

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Frank LaRose
Ohio Secretary of State

VOTER PROFILE PAGE

Print friendly

Name: DAVID E WEISS

Address: [redacted]

Polling Location:

Precinct:

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: 21

State Rep. District: 18

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

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Planning Commission

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

N/A

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

1/1/2027 – 12/31/2029

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

Reappointment

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

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

N/A

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

There are no candidates on file for this position.

2.8 The candidate's city and county of residence;

Shaker Heights, Cuyahoga County

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

1. Greater Cleveland Regional Transit Authority - Member of the Board of Trustees. 2. District One Public Works Integrating Committee - Alternate Member 3. First Ring Suburbs Consortium - Executive Committee Member 4. Shaker Heights Planning Commission - Chair.

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. R2026-0330

Sponsored by: **County Executive Ronayne**	**A Resolution** confirming the County Executive's reappointment of Mary E. McNamara to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an "area agency on aging" to administer programs granted under the Older Americans Act of 1965; and

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

WHEREAS, the Western Reserve Area on Aging Board of Trustees is composed of twenty-one (21) members who serve three (3) year terms; and

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

WHEREAS, the County Executive has nominated Mary E. McNamara to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment Mary E. McNamara to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2027 – 12/31/2029.

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

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

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

Yeas:

Nays:

_____ _____
County Council President Date

_____ _____
Clerk of Council Date

First Reading/Referred to Committee: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____

_____, 20__

October 27, 2026

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

Re: *Western Reserve Area Agency on Aging Advisory Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the Western Reserve Area Agency on Aging Advisory Board of Trustees:

- **Mary E Mcnamara , 3-year term, 1/1/2027 - 12/31/2029**
    - Resides in Cleveland, Cuyahoga
    - Currently serves on the following government, private, or non-profit board or commissions:
        - Senior Transportation Connection, Amani Children's Foundation, Western Reserve Area Agency on Aging

The Western Reserve Area Agency on Aging Advisory Board of Trustees is authorized by O.R.C. Chapter 173. The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.

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

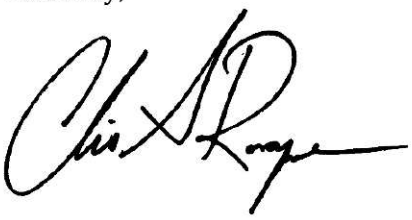
Article IV, Section (2)(b) of the Agency's Code of Regulations states the following qualifications for trustees appointed by the County Executive:

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

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 2 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

Mary E. McNamara, LISW-S

Education

Case Western Reserve University Cleveland, OH
Mandel School of Applied Social Sciences
Masters of Science in Social Administration; Aging Concentration
Mandel Scholar

The Ohio State University Columbus, OH
Bachelor of Science in Social Work, Minor in Criminology.

Professional Experience

City of Cleveland, Department of Aging Cleveland, OH 2008- present
Director 2016- present
Administrative Manager 2012- 2016
Project Coordinator 2008-2012

- Member of Mayor Justin M. Bibb's cabinet
- Member of Former Mayor Frank Jackson's cabinet
- Responsible for management of staff, budget and development of city department serving 8,000 older adults and adults with disabilities each year

Case Western Reserve University *Cleveland, OH* 2003- 2016
Adjunct Instructor

- Social Worker Field Instructor for 14 graduate students

Fairhill Partners Cleveland, OH 2002- 2008
Director, Wellness & Wisdom Programs (includes all programs)

Christian Appalachian Project Lancaster, KY 1994-2000
Coordinator of Volunteer Recruitment and Volunteer Life 1997-2000
Advocate for Domestic Violence Victims 1996-1997
Staff member, Family Life Services, transitional housing 1994-1996

Professional Memberships

State of Ohio, Licensed Independent Social Worker- Supervisor
Current Board member, Amani Children's Foundation
Current Board member, Senior Transportation Connection
Member, National Association of Social Workers

Publications

Parenting the Custodial Grandchild Implications for Clinical Practice; Editors Bert Hayslip, Jr., PhD; Patricia Kaminski, PhD Pub Date: 03/2008; ISBN13: 9780826116857. Chapter contributor- Parenting Concerns of Grandparents Raising Grandchildren; An Insider's Picture by Carol M. Musil, Camille B. Warner, Mary McNamara, Stacey Rokoff and Dawn Turek

Contact

mmcnamara@clevelandohio.gov/ [redacted]

skip to content | skip to navigation

An official State of Ohio government website. Here's how you know

Frank LaRose
Ohio Secretary of State

VOTER PROFILE PAGE

Print friendly

Name: MARY E MCNAMARA

Address: [redacted]

Polling Location: [redacted]

Precinct:

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 is recommended that you search again making sure all information provided is accurate. Contact

October 23, 2026

Chris Alvarado
Director of Regional Collaboration
Office of Cuyahoga County Executive Chris Ronayne
2079 East Ninth Street
Cleveland OH, 44115

Dear Chris,
On behalf of DSAS Director, Natasha Pietrocola, I am sending the following name to you for consideration for reappointment to the Board of Trustees of the Western Reserve Area Agency on Aging (WRAAA). Per authorization of the Older Americans Act, the Division of Senior and Adult Services (DSAS) requests appointment by the County Executive of up to four candidates to the WRAAA Board of Trustees.

These entities play an important role in the County along with the DSAS Advisory Board in representing the interests of older adults and making recommendations about pertinent aging issues and policies.

Western Reserve Area Agency on Aging Board of Trustees

Reappointment for a second three-year term beginning January 1, 2027 and ending December 31, 2028:

- Mary McNamara

The above individual has been vetted and approved by the DSAS Advisory Board and the Western Reserve Area Agency on Aging. I have attached her resume for your review and consideration.

We hope to have approval obtained as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

Maridell Couture
Manager Public Policy and Advocacy

c. Natasha Pietrocola, DSAS Director

CITY OF CLEVELAND
Mayor Justin M. Bibb
AGING

MARY MCNAMARA
DIRECTOR

October 23, 2026

Dear Executive Ronayne:

I am writing to respectfully request your consideration for reappointment to the Western Reserve Area Agency on Aging (WRAAA) Board of Trustees. My current term ends in December 2026, and I would be honored to continue serving on the Board. I completed an application in Cuyahoga County's online portal.

As Director of the Cleveland Department of Aging, I have the opportunity to work every day on issues that directly affect older adults, adults with disabilities, and their families throughout Cleveland and Cuyahoga County. My service on the WRAAA Board has provided an important regional perspective and has strengthened my understanding of the critical role the Area Agency on Aging plays in supporting older adults who want to remain independent and engaged in their communities.

During my current term, I have valued the opportunity to work alongside Board members and WRAAA leadership to advance programs and policies that support older adults across our region. I believe my experience leading a municipal aging department, combined with my knowledge of the needs of Cleveland's growing older adult population, allows me to bring a valuable perspective to the Board.

I remain committed to strengthening the partnership between the City of Cleveland, Cuyahoga County, and WRAAA and to ensuring that older adults have access to the services, resources, and supports they need to age with dignity and remain in their communities.

Thank you for considering my request for reappointment. I would be pleased to continue serving and contributing to the important work of the Western Reserve Area Agency on Aging.

Sincerely,

Mary McNamara
Director
Cleveland Department of Aging

75 Erieview Plaza, 2nd Floor | Cleveland, OH 44114 | T: 216-664-2833 F: 216-664-2218 | clevelandohio.gov

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;

2. A letter from the appointing authority providing the following information:

2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Western Reserve Area Agency on Aging Advisory 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;

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

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

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

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

1/1/2027 - 12/31/2029

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;

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;

Mary E. McNamara, Damaris Ayala

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;

Senior Transportation Connection, Amani Children's Foundation, Western Reserve Area Agency 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. R2026-0331

Sponsored by: **County Executive Ronayne** Co-sponsored by: **Councilmember Turner**	**A Resolution** confirming the County Executive's reappointment of Patricia Newell to serve on the Western Reserve Area Agency on Aging Five County Advisory Council for the term 1/1/2027 – 12/31/2029; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an "area agency on aging" to administer programs granted under the Older Americans Act of 1965; and

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

WHEREAS, the WRAAA Five County Advisory Council ("Advisory Council") is composed of twenty-one (21) members who serve three (3) year terms; and

WHEREAS, the Advisory Council advises on policies, planning, and programs that support older adults and people with disabilities, helps the WRAAA fulfill accountability to the Ohio Department of Aging by ensuring compliance with regulations and policies applicable to state and federal funding, and helps ensure the overall effective and efficient management of the WRAAA; 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 Patricia Newell to serve a three-year term on the Western Reserve Area Agency on Aging Five County Advisory Council for the term 1/1/2027 – 12/31/2029.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment Patricia Newell to serve on the Western Reserve Area Agency on Aging Five County Advisory Council for the term 1/1/2027 – 12/31/2029.

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

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

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

Yeas:

Nays:

_____ _____
County Council President Date

_____ _____
Clerk of Council Date

First Reading/Referred to Committee: November 10, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested on the Floor: November 10, 2026

Journal_____

_____, 20__

July 8, 2026

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

Re: *Western Reserve Area Agency on Aging Five County Advisory Council*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Western Reserve Area Agency on Aging Five County Advisory Council:

- **Patricia K Newell , 3-year term, 1/1/2024 - 12/31/2026**
    - Would fill the remainder of Darlene Wade's 3-year term
    - Resides in Shaker Heights, Cuyahoga
    - Currently serves on the following government, private, or non-profit board or commissions:
        - Fairhill Partners, Inc.

The Western Reserve Area Agency on Aging Five County Advisory Council is authorized by O.R.C. Chapter 173. The Council shall be the official advisory body to the Western Reserve Area Agency on Aging.

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 4 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

Patricia K. Newell

[redacted]

Objective and Competencies

Proven track record of executive leadership in program design and implementation of innovative programs serving marginalized communities. Results-driven senior manager, focused on analytics, and research, informing practice. Seeking an opportunity to leverage my expertise in community-based services design, higher education access and supporting marginalized communities and vulnerable families.

- Visionary Leadership
- Strategic Partnership Development
- Evidence Based Program Design
- Community Engagement
- Data Informed Evaluation
- Research Informed Practice

Professional Experience

Cuyahoga County Division of Senior and Adult Services (DSAS)
October 2021- Present
Executive Officer

- Provide oversight and management of agency's Office of Communications, Outreach, Marketing and Strategic Partnerships (OCOMS)
- Supervise staff managing Community Social Services Program (CSSP). Providing $3.5mil to 33 Cuyahoga County senior serving organizations throughout the county, Cuyahoga County Senior Services Network (CCSSN), and Livable Cuyahoga Initiative an AARP Collaboration
- Support agency-wide goals for improving older adult outcomes for aging successfully
- Provide monthly reports for DSAS Advisory Board relative to program outcomes and data driven analytics
- Support Cross-Team strategies for Cuyahoga County Health and Human Services Departments' of Communications, Contracts and Procurement, Fiscal and Program, Evaluation and Innovation (PEI)
- Analyze data tracking efficiency and impact for services and funding under the OCOMS services umbrella

Johnson C. Smith University, Charlotte, NC
Director, Phasing Up

- Provided strategic leadership and day to day operational oversight for the University's $20 mil signature program, designed to improve post-secondary college access and outcomes to support underrepresented student populations. Cohorts for the initiative included students who experienced foster care, emancipated youth, orphans, wards of the court, legal guardianship, kinship care, and homeless students, as designated by HUD Federal guidelines or as designated McKinney Vento in high school.
- Established best-practices model, shared with local and national foundations supporting the work of higher education access, as a presenter at conferences both locally and nationally.
- Supported the Office of Institutional Advancement in securing more than $3mil in private foundation/private donor funding aimed at supporting higher education access for student cohorts and more than $5mil in government grants
- **Increased graduation rate to 67%** over all cohorts as compared to the national rate of less than 2%.
- Convened a network of more than 70 community partners which included local grocery stores, clothing stores, local foundations, youth and family serving organizations, auxiliary groups, churches, local fraternity and sorority groups, and university alumni to support students.
- Responsible Community Engagement of external community partners, to work collaboratively and strategically to support the university's efforts to provide support for students

- Supported the creation of the **Center of Excellence** model for the University's Government Grants/and School of Social Work Departments by providing data and best-practice student retention strategies

- Supported School of Social Work Research for publications in higher education support and access for underrepresented student population
- Supervised full and part time employees, as well as community volunteers
- Work collaboratively with the University's CFO, Trio Director, Financial Aide Director, IT and other key departments, to establish a seamless system of support for students. Coordinated an effective and efficient data management process that guided strategic direction, program evaluation, and resource development for the initiative.

Annie E. Casey Foundation, Baltimore, MD
Site Engagement Manager/Technical Assistant/Consultant

- Analyzed Data, System Trends and Program Outcomes across foundations 32 funded Child Welfare Program sites, as assigned
- Provided Executive Coaching, Technical Assistance and Support to Child Welfare Senior Leadership and Mid-Level Managers
- Provided Project Management at all assigned sites
- Advised Foundation Board of Directors at yearly meeting, to set strategic goals for foundation funding and technical support for the upcoming year
- Presented at twice- yearly foundation national conference, as well as State and County led Conferences, sharing Community Engagement and Community Partnership Evidence Based practices and strategies
- Increased community-based contracting within public agencies receiving foundation support by 75%.
- Facilitated dialogue between child welfare staff and community-based stakeholders. To increase the number of agency- owned foster homes and increase the number of reunification outcomes for children in the custody of the state/county
- Supported the development and dissemination of written materials focused on Community Partnership with Public Systems Agency's across all 32 national sites

Education and Professional Affiliations

Johnson C. Smith University, Charlotte NC
Master of Social Work Degree
Social Work Administration

Cleveland State University, Cleveland, OH
Bachelor of Arts Degree
Organizational Communications

Licenses & Certifications

- LSW Eligible, OH
- Certified Ohio Child Welfare Trainer

Board Member, Fairhill Partners Inc. **2024 - Present**

VOTER SEARCH RESULTS

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

Name	Address
PATRICIA K NEWELL	[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.



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;

   Western Reserve Area Agency on Aging Five County Advisory Council

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

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

   1/1/2024 - 12/31/2026

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;

Darlene Wade

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;

Veronica McGhee, Cameron Keith Racut, Saundra Pinali, Patricia Newell

2.8 The candidate's city and county of residence;

SHAKER HEIGHTS, CUYAHOGA

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

Fairhill Partners, Inc.

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.