



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 11, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) August 28, 2012 Committee of the Whole Meeting
 - b) August 28, 2012 Work Session
 - c) August 28, 2012 Regular Meeting
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. CONSIDERATION OF A MOTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - a) M2012-0024: A Motion confirming the County Executive's appointment of individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, and declaring the necessity that this Motion become immediately effective:
 - 1) Stephanie J. FallCreek
 - 2) Mary O. Boyle

- 3) William J. Tobin
- 4) Elsie Caraballo

Sponsor: Council President Connally

10. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- a) O2012-0022: An Ordinance designating an additional five percent of all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments to be deposited in the delinquent tax and assessment collection fund; and appropriating such amount to the use of the Cuyahoga County Land Reutilization Corporation.

Sponsors: Councilmembers Brady and Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

11. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- a) R2012-0179: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

- b) R2012-0180: A Resolution making awards on RFQ24937 to various title insurance companies in connection with the Cuyahoga County Real Estate Property Portfolio Consolidation Project; authorizing the County Executive or Director of Law to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Chicago Title Insurance Company
- 2) First American Title Insurance Company

Sponsor: County Executive FitzGerald/Department of Law

- c) R2012-0181: A Resolution making an award on RFQ24674 to Tucker Ellis LLP in the amount not-to-exceed \$450,000.00 for outside legal services in connection with the Cuyahoga County Real Estate Property Portfolio Consolidation Project; directing the Cuyahoga County Prosecutor to file an application with the Court of Common Pleas for said retention in accordance with Ohio Revised Code Section 305.14; authorizing the County Executive or Director of Law to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Law on behalf of Cuyahoga County Prosecutor's Office

12. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0182: A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

- b) R2012-0183: A Resolution declaring that public convenience and welfare requires repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54th Street in the Village of Newburgh Heights; total estimated construction cost \$650,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/ Division of County Engineer

- c) R2012-0184: A Resolution declaring that public convenience and welfare requires rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; total estimated construction cost \$2,900,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/
Division of County Engineer

- d) R2012-0185: A Resolution declaring that public convenience and welfare requires resurfacing of Sprague Road from Broadview Road to State Road in the Cities of Broadview Heights, North Royalton and Parma; total estimated construction cost \$1,550,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/
Division of County Engineer

- e) R2012-0186: A Resolution granting above-ground and underground Standard Easements for Electric Facilities to City of Cleveland for installing, constructing, reconstructing, operating supplementing, repairing, maintaining, relocating, removing and renewing underground electric lines consisting of cable, ducts, conduits, fixtures, equipment and appliances and such other underground electric facilities as are deemed necessary or convenient for the purpose of distributing electricity, located on and above certain property located on the Eastern side of, and below, the Brooklyn/Brighton Bridge West 25th Street abutting old Pearl Road, Cleveland, Permanent Parcel Nos. 014-24-009 and 014-23-999; and authorizing the County Executive to execute all documents required in connection with said easements and consistent with this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works

- f) R2012-0187: A Resolution making an award on RQ24597 to En Pointe Technologies Sales, Inc. in the amount not-to-exceed \$3,577,071.15 for a Microsoft Enterprise Agreement for products and services for the period 6/30/2012 - 6/29/2017; and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Information
Technology

- g) R2012-0188: A Resolution authorizing an amendment to Contract No. CE0900604-01, 04 with Starting Point for administration of various initiatives of the Universal Pre-Kindergarten Program for the Invest in Children Program for the period 8/1/2009 - 7/31/2011 to extend the time period to 7/31/2013, to change the scope of services, effective 8/1/2012, and for additional funds in the amount of \$566,865.00; authorizing the

County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood

- h) R2012-0189: A Resolution making an award on RQ22640 to Brigadier Construction Services, LLC, in the amount of \$6,444,000.00 for the Cuyahoga County Corrections Center Jail Kitchen Renovation Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

13. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- a) R2012-0164: A Resolution making an award on RQ23994 to Americab Transportation, Inc. in the amount not-to-exceed \$3,000,000.00 for transportation services for the Division of Employment and Family Services for the period 9/1/2012 - 8/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement and Diversity

Committee Assignment and Chair: Health, Human Services & Aging – Brady

- b) R2012-0173: A Resolution making an award on RQ24294 to Terrace Construction Company, Inc. in the amount not-to-exceed \$6,957,014.80 for the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland; and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works/ Division of County Engineer and Councilmembers Conwell, Rogers and Jones

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

- c) R2012-0175: A Resolution making awards on RQ23133 to various providers for Universal Pre-Kindergarten services for the period 8/1/2012 - 7/31/2013; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) Achievement Centers for Children in the amount not-to-exceed \$31,761.00.
 - 2) Ganon Gil Preschool of the Temple Tifereth Israel, Inc. in the amount not-to-exceed \$46,407.00.
 - 3) Hanna Perkins School in the amount not-to-exceed \$36,433.00.
 - 4) Cassandra Rene Thompson in the amount not-to-exceed \$28,752.00
 - 5) Ericka L. Elmore in the amount not-to-exceed \$20,045.00
 - 6) Positive Beginnings Childcare & Preschool in the amount not-to-exceed \$10,563.00.
 - 7) Yolanda Casas-Knight in the amount not-to-exceed \$37,360.00.
 - 8) Catholic Charities Community Services Corporation - Riverside Head Start in the amount not-to-exceed \$6,473.60.
 - 9) Catholic Charities Community Services Corporation - St. Martin de Porres Head Start in the amount not-to-exceed \$6,473.60.
 - 10) Catholic Charities Community Services Corporation - St. Philip Neri Head Start in the amount not-to-exceed \$181,824.00.
 - 11) Center for Families and Children - Bingham Early Learning Center in the amount not-to-exceed \$114,598.00.
 - 12) Center for Families and Children - Mather Early Learning Center in the amount not-to-exceed \$114,485.00.
 - 13) Center for Families and Children - McMillan Early Learning Center in the amount not-to-exceed \$191,083.00.
 - 14) Center for Families and Children - Wade Early Learning Center in the amount not-to-exceed \$198,300.00.
 - 15) Early Childhood Enrichment Center, Inc. in the amount not-to-exceed \$164,664.00.
 - 16) Lakewood Beginnings Child Development Center, Inc. in the amount not-to-exceed \$95,070.00.
 - 17) Kiddie City Child Care Community, Inc. in the amount not-to-exceed \$175,530.00.
 - 18) Parma Pre-School, Inc. in the amount not-to-exceed \$171,785.00.
 - 19) Guidestone - Family Life Child Care Center of Berea in the amount not-to-exceed \$250,084.00.
 - 20) Guidestone - Family Life Child Care Center of Brook Park in the amount not-to-exceed \$122,344.00.
 - 21) Guidestone - Family Life Child Care Center of Lakewood in the amount not-to-exceed \$123,232.00.

- 22) Guidestone - Family Life Child Care Center of Maple Heights in the amount not-to-exceed \$73,886.00.
- 23) Guidestone - Family Life Child Care Center of Middleburg Heights in the amount not-to-exceed \$100,718.00.
- 24) The Cleveland Music School Settlement in the amount not-to-exceed \$68,224.00.
- 25) The East End Neighborhood House Association in the amount not-to-exceed \$128,893.00.
- 26) The Merrick House in the amount not-to-exceed \$100,415.00.
- 27) The Young Women's Christian Association of Greater Cleveland, Ohio in the amount not-to-exceed \$165,679.00.
- 28) West Side Ecumenical Ministry - Archwood Health Start in the amount not-to-exceed \$98,341.00.
- 29) West Side Ecumenical Ministry - Gilbert Head Start in the amount not-to-exceed \$67,344.00.
- 30) West Side Ecumenical Ministry - Youth & Family Learning Center in the amount not-to-exceed \$97,545.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood

Committee Assignment and Chair: Health, Human Services & Aging – Brady

- d) R2012-0176: A Resolution authorizing various contracts with The Salvation Army of Greater Cleveland in connection with the FY2011 Continuum of Care Homeless Assistance Grant Programs and the McKinney-Vento Homeless Assistance Act; authorizing the County Executive to execute the contracts and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) PASS Supportive Housing Program in the amount not-to-exceed \$265,549.00 for the period 8/1/2012 - 7/31/2013.
- 2) PASS Transitional Housing Program in the amount not-to-exceed \$527,499.00 for the period 10/1/2012 - 9/30/2013.

Sponsor: County Executive FitzGerald/Department Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Brady

- e) R2012-0177: A Resolution authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$1,464,552.00 for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 8/1/2012 - 7/31/2013; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Brady

- f) R2012-0178: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) No. CE1100613-01 with New Directions, Inc. in the amount not-to-exceed \$216,000.00.
- 2) No. CE1100626-01 with Pressley Ridge in the amount not-to-exceed \$2,866,572.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Brady

14. CONSIDERATION OF ORDINANCES FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0027: An Ordinance authorizing the renaming of the Cuyahoga County Urban Area Working Group (UAWG) to the Cuyahoga County Emergency Services Advisory Board (CCESAB); authorizing said Board to establish and amend its bylaws to comply with mandates of the Ohio Revised Code and to update membership of the Board; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Emergency Management

- b) O2012-0028: An Ordinance authorizing the renaming of the Cuyahoga County Regional Information System (CRIS) to the Cuyahoga County Regional Enterprise Data Sharing System (REDSS); authorizing said Board to establish and amend its bylaws to comply with mandates of the Ohio Revised Code and to update membership of the Board; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Information Technology

15. COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- a) O2012-0023: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Human Resource Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

- b) O2012-0024: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Salary Schedules, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Human Resource Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

16. MISCELLANEOUS COMMITTEE REPORTS

17. MISCELLANEOUS BUSINESS

18. PUBLIC COMMENT UNRELATED TO AGENDA

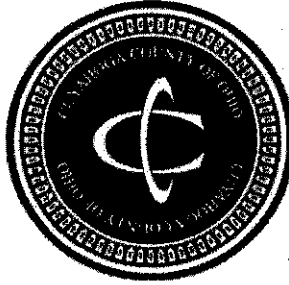
19. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, SEPTEMBER 25, 2012
5:00 PM / COUNCIL CHAMBERS

*In accordance with Ordinance No. O2011-0020, complimentary parking in the Huntington Park Garage will be available for the public **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



MINUTES

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, AUGUST 28, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
2:00 PM**

1. CALL TO ORDER

Due to the nature of the item referred to Committee, Council President Connally requested that Councilmember Schron preside over the meeting. Chairman Schron then called the meeting to order at 2:15 p.m.

2. ROLL CALL

Mr. Schron asked Deputy Clerk Barnhill to call the roll. Committee members Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers and Connally were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

The following addressed the Committee regarding issues of concern to them relating to Ordinance No. O2012-0011:

- 1) The Honorable Earl Leiken, Mayor of Shaker Heights, representing the First Suburbs Consortium;**
- 2) The Honorable Brad Sellers, Mayor of the City of Warrensville Heights;
and**
- 3) The Honorable Bill Cervenik, Mayor of the City of Euclid.**

4. APPROVAL OF MINUTES

- a) August 14, 2012**

A motion was made by Mr. Brady, seconded by Ms. Connally and approved by unanimous vote to approve the minutes of the August 14, 2012 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) O2012-0011: An Ordinance establishing an Economic Development Fund for the purpose of collecting and expending proceeds from gross casino revenues, and declaring the necessity that this Ordinance become immediately effective.

Mr. Schron introduced a proposed substitute to Ordinance No. O2012-0011. Discussion ensued.

A motion was made by Mr. Schron, seconded by Mr. Brady and approved by majority vote to accept the proposed substitute to Ordinance No. O2012-0011, with Committee member Simon casting a dissenting vote.

A motion was then made by Mr. Gallagher and seconded by Mr. Germana to amend Section 4 of Ordinance No. O2012-0011 to replace "shall" with "may". The motion was approved by majority vote with Committee members Conwell and Jones casting dissenting votes.

Chairman Schron then turned the gavel over to Committee member Conwell to Chair the rest of the meeting.

- b) O2012-0005: An Ordinance prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment positions until the applicant has been offered conditional employment; establishing the criterion under which criminal records may be considered; and establishing exceptions.

Mr. Greenspan introduced an amendment to Section 3 of Ordinance No. O2012-0005. Discussion ensued.

A motion was then made by Mr. Greenspan and seconded by Mr. Schron to amend Section 3 of Ordinance No. O2012-0005 as follows:

The provisions of Section 1 above shall not apply if the inquiries or actions are specifically related to:

- a) *the consideration of applicants for positions as Deputy Sheriffs and the Regional Enterprise Data Sharing System (REDSS) Staff; or*
- b) *the consideration of applicants for positions on which General Law places eligibility restrictions based on criminal background.*

The motion failed on a vote of 4 to 7 with Committee members Greenspan, Germana, Gallagher and Schron voting in the affirmative and Committee members Miller, Brady, Conwell, Jones, Rogers, Simon and Connally casting dissenting votes.

On a motion by Ms. Connally with a second by Ms. Conwell, Ordinance No. O2012-0005 was considered and approved by majority vote to be referred to the full Council agenda with a recommendation for passage under fourth reading, with Committee member Greenspan casting a dissenting vote.

6. MISCELLANEOUS BUSINESS

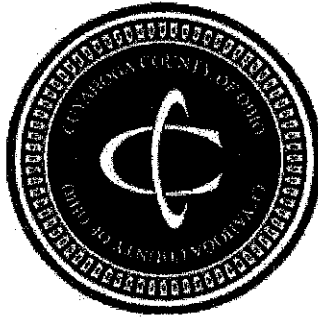
There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

Mr. Werner Minshall, representing the Tower at Erieview and The Galleria, addressed the Committee regarding issues of concern to him relating to the RFP process for the purchase of a new County facility.

8. ADJOURNMENT

With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 4:03 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL WORK SESSION
TUESDAY, AUGUST 28, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
4:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 4:11 p.m.

2. ROLL CALL

Council President Connally asked Deputy Clerk Barnhill to call the roll. Councilmembers Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Jones, Rogers and Connally were in attendance. Councilmember Connally entered the work session shortly after the roll call was taken.

3. MEDICAL MART/CONVENTION CENTER PROJECT UPDATE

a) Jeff Appelbaum, Thompson Hine LLP

Mr. Appelbaum updated Council regarding design and construction progress, risk management, contracting and staffing, safety and economic inclusion statistics in connection with the Medical Mart/Convention Center Project.

Councilmembers asked questions of Mr. Appelbaum, which he answered accordingly. Council President Connally then asked Mr. Appelbaum to provide the next update to Council in October, to which he responded affirmatively.

4. MISCELLANEOUS BUSINESS

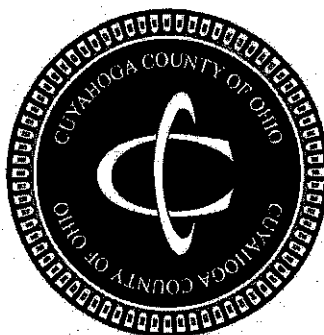
There was no miscellaneous business.

5. PUBLIC COMMENT

No public comments were given.

6. ADJOURNMENT

With no further business to discuss, the work session was adjourned by Council President Connally at 4:53 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, AUGUST 28, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 5:05 p.m.

2. ROLL CALL

Council President Connally asked Deputy Clerk Barnhill to call the roll. Councilmembers Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers and Connally were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

In honor of Navy Week, Council President Connally introduced several members of the United States Navy to lead the Pledge of Allegiance. The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be dedicated to all those impacted by Hurricane Isaac.

5. PUBLIC COMMENT RELATED TO AGENDA

The Honorable David Smith, Mayor of the Village of North Randall, addressed Council regarding issues of concern to him relating to Resolution No. R2012-0172, a Resolution authorizing a revenue generating agreement with Village of North

Randall for maintenance of storm and sanitary sewerage systems located in County Sewer District No. 5.

Ms. Ericka Forde, representing Oriana House; and Ms. Bishara Addison, representing Towards Employment, addressed Council regarding issues of concern to them relating to Ordinance No. O2012-0005, an Ordinance prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment positions until the applicant has been offered conditional employment:

6. APPROVAL OF MINUTES

- a) August 14, 2012 Regular Meeting

A motion was made by Mr. Schron, seconded by Mr. Rogers and approved by unanimous vote to approve the minutes of the August 14, 2012 regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally reported the following:

- 1) Council is engaged in the Charter Review Commission process. Council has had a number of meetings regarding various proposals and adopted rules for the Commission in March. According to the Charter, the Clerk of the Charter Review Commission is required to be named by September 15th. Currently, 80 to 90 people have applied and Council is awaiting a list of names proposed by the Executive in order to have ample time to review candidates.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

- a) Contracts executed by County Executive (attachment)

County Executive FitzGerald reported the following:

- 1) Announced that there have been town hall meetings regarding the privatization of the Ohio Turnpike in Elyria and Toledo;**
- 2) Issues regarding early voting continue across the State of Ohio. The County is supportive of efforts to extend early voting and the Law Department has filed an amicus brief in the lawsuit involving reinstating early voting on the Saturday and Sunday prior to Election Day that is currently pending in federal court;**
- 3) The County is on target with the budget imperative to reduce employment levels. For calendar year 2012, there are about 112 fewer positions than at the beginning of the year; and**

- 4) **The Administration is currently formalizing a reporting process for employees who work offsite. Every director must have an oversight plan for employees who work independently offsite.**

9. **CONSIDERATION OF MOTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rule 9D and to place on final passage Motion Nos. M2012-0022 and M2012-0023.

- a) M2012-0022: A Motion confirming the County Executive's appointment of Jennifer Scofield to serve on the Cuyahoga County Natural Resource Assistance Council, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

On a motion by Mr. Rogers with a second by Ms. Conwell, Motion No. M2012-0022 was considered and approved by unanimous vote.

- b) M2012-0023: A Motion confirming the County Executive's appointment of Harry Graham, Ph.D to serve on the Cuyahoga Community College Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

On a motion by Ms. Simon with a second by Ms. Conwell, Motion No. M2012-0023 was considered and approved by unanimous vote.

10. **COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2012-0121 and R2012-0122.

- a) R2012-0121: A Resolution approving the City of Cleveland to retain certain City Land Bank parcels for devotion to public use as a Southern Service Center for Cleveland Public Power, and declaring the necessity that this Resolution become immediately effective:

- 1) No. 126-14-018
- 2) No. 126-14-019
- 3) No. 126-14-020
- 4) No. 126-14-021
- 5) No. 126-14-024
- 6) No. 126-14-025
- 7) No. 126-14-026
- 8) No. 126-14-027
- 9) No. 126-14-028
- 10) No. 126-14-029
- 11) No. 126-14-030
- 12) No. 126-14-031
- 13) No. 126-14-032
- 14) No. 126-14-042
- 15) No. 126-14-100
- 16) No. 126-14-101
- 17) No. 126-14-102
- 18) No. 126-14-103
- 19) No. 126-14-105
- 20) No. 126-14-106
- 21) No. 126-14-107
- 22) No. 126-14-108
- 23) No. 126-14-109
- 24) No. 126-14-110
- 25) No. 126-14-111
- 26) No. 126-14-112
- 27) No. 126-14-113
- 28) No. 126-14-114

Sponsors: Council President Connally and Councilmembers Jones, Conwell and Rogers

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with second by Ms. Conwell, Resolution No. R2012-0121 was considered and adopted by unanimous vote.

- b) R2012-0122: A Resolution approving the City of Cleveland to retain certain City Land Bank parcels for devotion to public use to expand and improve League Park, and declaring the necessity that this Resolution become immediately effective:

- 1) No. 106-13-039
- 2) No. 106-13-042
- 3) No. 106-13-043
- 4) No. 106-13-076
- 5) No. 106-13-074
- 6) No. 106-13-073
- 7) No. 106-13-072
- 8) No. 106-13-071
- 9) No. 106-13-102
- 10) No. 106-13-070
- 11) No. 106-13-069
- 12) No. 106-13-067

Sponsors: Council President Connally and Councilmembers Jones, Miller, Brady, Gallagher, Greenspan and Germana, **Conwell, Rogers**

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Schron with second by Mr. Miller, Resolution No. R2012-0122 was considered and adopted by unanimous vote.

11. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- a) R2012-0131: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 2, Section 2.03 and Article 3, Section 3.09 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Schron, Miller, Brady, **Germana, Conwell, Connally and Jones**

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2012-0131 was considered and adopted by majority vote, with Mr. Rogers casting a dissenting vote.

12. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FOURTH READING ADOPTION

- a) R2012-0101: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 11, Sections 1 and 3 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Connally and Councilmembers Miller, **Conwell and Jones**

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2012-0101 was considered and adopted by majority vote, with Mr. Rogers casting a dissenting vote.

13. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FOURTH READING ADOPTION

- a) O2012-0005: An Ordinance prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment positions until the applicant has been offered conditional employment; establishing the criterion under which criminal records may be considered; and establishing exceptions.

Sponsors: Councilmembers Connally, Rogers, Miller, Jones, Brady and Conwell

Committee Assignment and Chair: Committee of the Whole – Connally

On a motion by Mr. Rogers with second by Ms. Conwell, Ordinance No. O2012-0005 was considered and adopted by a majority vote of 8 yeas and 3 nays with Councilmembers Simon, Miller, Brady, Germana, Conwell, Jones, Rogers and Connally voting in the affirmative and Councilmembers Greenspan, Gallagher and Schron casting dissenting votes.

14. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rules 9D and 12A to place on final passage Resolution Nos. R2012-0168, R2012-0169, R2012-0170, R2012-0171 and R2012-0172.

- a) R2012-0168: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

Mr. Miller introduced a proposed substitute to Resolution No. R2012-0168. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to accept the proposed substitute to Resolution No. R2012-0168.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0168 was considered and adopted by unanimous vote, as substituted.

- b) R2012-0169: A Resolution fixing sewer maintenance and/or sewerage treatment rates for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 20, 21, 22 and 24 and for the City of Pepper Pike, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works/
Division of County Engineer

On a motion by Mr. Schron with a second by Mr. Rogers, Resolution No. R2012-0169 was considered and adopted by unanimous vote.

- c) R2012-0170: A Resolution approving and confirming the 2013 sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 20, 21, 22 and 24 and for the City of Pepper Pike, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works/
Division of County Engineer

On a motion by Mr. Rogers with a second by Mr. Germana, Resolution No. R2012-0170 was considered and adopted by unanimous vote.

- d) R2012-0171: A Resolution amending Resolution No. R2012-0037 which authorized an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to 800 Superior, NMTC Investment Fund II, LLC for renovation of property located at 800 Superior Avenue, Cleveland, to change the terms of job creation commencement from "project completion" to 1/10/2012 and to change the term in which the created jobs must be maintained from five years to ten years, authorizing the County Executive and/or Director of Development to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2012-0171 was considered and adopted by majority vote, with Councilmember German recusing himself from the vote.

- e) R2012-0172: A Resolution authorizing a revenue generating agreement with Village of North Randall for maintenance of storm and sanitary sewerage systems located in County Sewer District No. 5, authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and **Council President Connally**

On a motion by Mr. Germana with a second by Mr. Jones, Resolution No. R2012-0172 was considered and adopted by unanimous vote.

15. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0173: A Resolution making an award on RQ24294 to Terrace Construction Company, Inc. in the amount not-to-exceed \$6,957,014.80 for the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland; and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works/
Division of County Engineer

Council President Connally referred Resolution No. R2012-0173 to the Public Works, Procurement & Contracting Committee.

- b) R2012-0174: A Resolution authorizing an Economic Development Loan in the amount not-to-exceed \$566,312.00 to NSL Analytical Services, Inc. for renovation of property located at 4535 Renaissance Parkway, Warrensville Heights, Ohio; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution.

Sponsor: County Executive FitzGerald/Department of Development

Council President Connally referred Resolution No. R2012-0174 to the Economic Development & Planning Committee.

c) R2012-0175: A Resolution making awards on RQ23133 to various providers for Universal Pre-Kindergarten services for the period 8/1/2012 - 7/31/2013, authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Achievement Centers for Children in the amount not-to-exceed \$31,761.00.
- 2) Ganon Gil Preschool of the Temple Tifereth Israel, Inc. in the amount not-to-exceed \$46,407.00.
- 3) Hanna Perkins School in the amount not-to-exceed \$36,433.00.
- 4) Cassandra Rene Thompson in the amount not-to-exceed \$28,752.00
- 5) Ericka L. Elmore in the amount not-to-exceed \$20,045.00
- 6) Positive Beginnings Childcare & Preschool in the amount not-to-exceed \$10,563.00.
- 7) Yolanda Casas-Knight in the amount not-to-exceed \$37,360.00.
- 8) Catholic Charities Community Services Corporation - Riverside Head Start in the amount not-to-exceed \$6,473.60.
- 9) Catholic Charities Community Services Corporation - St. Martin de Porres Head Start in the amount not-to-exceed \$6,473.60.
- 10) Catholic Charities Community Services Corporation - St. Philip Neri Head Start in the amount not-to-exceed \$181,824.00.
- 11) Center for Families and Children - Bingham Early Learning Center in the amount not-to-exceed \$114,598.00.
- 12) Center for Families and Children - Mather Early Learning Center in the amount not-to-exceed \$114,485.00.
- 13) Center for Families and Children - McMillan Early Learning Center in the amount not-to-exceed \$191,083.00.
- 14) Center for Families and Children - Wade Early Learning Center in the amount not-to-exceed \$198,300.00.
- 15) Early Childhood Enrichment Center, Inc. in the amount not-to-exceed \$164,664.00.
- 16) Lakewood Beginnings Child Development Center, Inc. in the amount not-to-exceed \$95,070.00.
- 17) Kiddie City Child Care Community, Inc. in the amount not-to-exceed \$175,530.00.
- 18) Parma Pre-School, Inc. in the amount not-to-exceed \$171,785.00.
- 19) Guidestone - Family Life Child Care Center of Berea in the amount not-to-exceed \$250,084.00.
- 20) Guidestone - Family Life Child Care Center of Brook Park in the amount not-to-exceed \$122,344.00.
- 21) Guidestone - Family Life Child Care Center of Lakewood in the amount not-to-exceed \$123,232.00.
- 22) Guidestone - Family Life Child Care Center of Maple Heights in the amount not-to-exceed \$73,886.00.

- 23) Guidestone - Family Life Child Care Center of Middleburg Heights in the amount not-to-exceed \$100,718.00.
- 24) The Cleveland Music School Settlement in the amount not-to-exceed \$68,224.00.
- 25) The East End Neighborhood House Association in the amount not-to-exceed \$128,893.00.
- 26) The Merrick House in the amount not-to-exceed \$100,415.00.
- 27) The Young Women's Christian Association of Greater Cleveland, Ohio in the amount not-to-exceed \$165,679.00.
- 28) West Side Ecumenical Ministry - Archwood Health Start in the amount not-to-exceed \$98,341.00.
- 29) West Side Ecumenical Ministry - Gilbert Head Start in the amount not-to-exceed \$67,344.00.
- 30) West Side Ecumenical Ministry - Youth & Family Learning Center in the amount not-to-exceed \$97,545.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood

Council President Connally referred Resolution No. R2012-0175 to the Health, Human Services & Aging Committee.

- d) R2012-0176: A Resolution authorizing various contracts with The Salvation Army of Greater Cleveland in connection with the FY2011 Continuum of Care Homeless Assistance Grant Programs and the McKinney-Vento Homeless Assistance Act, authorizing the County Executive to execute the contracts and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) PASS Supportive Housing Program in the amount not-to-exceed \$265,549.00 for the period 8/1/2012 - 7/31/2013.
- 2) PASS Transitional Housing Program in the amount not-to-exceed \$527,499.00 for the period 10/1/2012 - 9/30/2013.

Sponsor: County Executive FitzGerald/Department Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Connally referred Resolution No. R2012-0176 to the Health, Human Services & Aging Committee.

- e) R2012-0177: A Resolution authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$1,464,552.00 for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act

for the period 8/1/2012 - 7/31/2013, authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Connally referred Resolution No. R2012-0177 to the Health, Human Services & Aging Committee.

- f) R2012-0178: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013 and for additional funds, authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) No. CE1100613-01 with New Directions, Inc. in the amount not-to-exceed \$216,000.00.
 - 2) No. CE1100626-01 with Pressley Ridge in the amount not-to-exceed \$2,866,572.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services

Council President Connally referred Resolution No. R2012-0178 to the Health, Human Services & Aging Committee.

16. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2012-0148, R2012-0152, R2012-0153, R2012-0157, R2012-0158, R2012-0159, R2012-0160, R2012-0161, R2012-0162, R2012-0163, R2012-0165, R2012-0166 and R2012-0167.

- a) R2012-0148: A Resolution authorizing an agreement with Village of Highland Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 7/1/2012 - 12/31/2013, and authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution.

Sponsors: County Executive FitzGerald/Department of Human Resources
and Councilmember Germana

Committee Assignment and Chair: Human Resources, Appointments &
Equity – Conwell

**On a motion by Mr. Schron with second by Ms. Conwell, Resolution No. R2012-0148
was considered and adopted by unanimous vote.**

- b) R2012-0152: A Resolution making an award on RQ23336 to Employee Benefits International, Inc. in the amount not-to-exceed \$1,005,606.45 for general consulting services and SBE services for Cuyahoga County employee health care benefits, including wellness care, dental and vision, deferred compensation, life insurance and employee education for the period 8/1/2012 - 7/31/2015, authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with second by Ms. Conwell, Resolution No. R2012-0152
was considered and adopted by unanimous vote.**

- c) R2012-0153: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget &
Management

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with second by Ms. Conwell, Resolution No. R2012-0153
was considered and adopted by unanimous vote.**

- d) R2012-0157: A Resolution authorizing the appropriation of real property for the reconstruction of Ridge Road from Interstate 480 to Memphis Avenue in the City of Brooklyn; directing the County Executive to proceed with the acquisition of real property required for public highway

purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective:

- 1) Parcel 6-SH, standard highway (permanent) easement over 173 sq. ft. to construct a public sidewalk and install traffic signal box
Owner: Northcliff I-480 LLC, an Ohio Limited liability Company
Fair Market Value Estimate: \$18,970.00
- 2) Parcels 8-SH standard highway (permanent) easement over 81 sq. ft. to construct a public sidewalk and replace a private walk, and T1 and T2, temporary easements over 30 sq. ft. and 29 sq. ft., respectively, to construct a public sidewalk and replace a private walk
Owner: Ava L. Woody and unknown spouse, if any
Fair Market Value Estimate: \$420.00
- 3) Parcel 13-SH, a standard highway (permanent) easement over 129 sq. ft. to construct a public sidewalk
Owner: Ridge Park Square LLC, an Ohio Limited Liability Company
Fair Market Value Estimate: \$22,300.00
- 4) Parcel Nos.: 22-T1 and T2, temporary easements over 120 and 45 sq. ft., respectively, both of which easements are to replace private driveways
Owner: McDonald's USA, LLC, a Delaware Limited Liability Company
Fair Market Value Estimate: \$ 300.00
- 5) Parcel No.: 36-SH, a standard highway (permanent) easement over 114 sq. ft. to install ADA curb ramps and reconstruct the public sidewalk with a reconfigured turn radius
Owners: Wladmimir Kolomizew a/k/a Walter Kolomizew, and, Anna Kolomizew (deceased, widow), and Anna Kolomizew, spouse of Wladmimir
Fair Market Value Estimate: \$ 430.00
- 6) Parcel No.: 101-SH, a standard highway (permanent) easement over 27 sq. ft. to install ADA curb ramps and reconstruct the public sidewalk with a reconfigured turn radius
Owner: D-Xtramile, LLC, an Ohio Limited Liability Company
Fair Market Value Estimate: \$300.00, and

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmember Germana

Committee Assignment and Chair: Public Works, Procurement & Contracting -- Jones

On a motion by Mr. Germana with second by Mr. Miller, Resolution No. R2012-0157 was considered and adopted by unanimous vote.

- e) R2012-0158: A Resolution authorizing the Department of Public Works to submit a loan application to the Ohio Environmental Protection Agency Water Pollution Control Loan Fund for a loan in the amount of \$350,000.00 for a new sanitary sewer structure to provide sanitary sewer services in the City of Parma on Broadview Road between Brookdale Avenue and Broadrock Court for the period 3/15/2013 - 9/15/2013; authorizing the County Executive to accept the loan if the loan application is approved; and authorizing the County Executive to execute all documents required in connection with said loan application.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmember Germana

Committee Assignment and Chair: Public Works, Procurement & Contracting -- Jones

On a motion by Mr. Germana with second by Mr. Jones, Resolution No. R2012-0158 was considered and adopted by unanimous vote.

- f) R2012-0159: A Resolution authorizing the Department of Public Works to submit a loan application to the Ohio Environmental Protection Agency Water Pollution Control Loan Fund for a forgivable loan in the amount of \$154,000.00 for repair and replacement of household sewage treatment systems for the period 9/15/2012 - 9/15/2013; authorizing the County Executive to accept the loan if the loan application is approved; and authorizing the County Executive to execute all documents required in connection with said loan application.

Sponsor: County Executive FitzGerald/Department of Public Works/
Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement & Contracting -- Jones

On a motion by Mr. Jones with second by Mr. Germana, Resolution No. R2012-0159 was considered and adopted by unanimous vote.

- g) R2012-0160: A Resolution authorizing a payment to Cleveland Public Power in the amount not-to-exceed \$2,190,984.28 for utility relocation

work awarded on RQ24294, in connection with the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer Councilmember Conwell

Committee Assignment and Chair: Public Works, Procurement &
Contracting – Jones

On a motion by Mr. Jones with second by Mr. Miller, Resolution No. R2012-0160 was considered and adopted by unanimous vote.

- h) R2012-0161: A Resolution making an award on RQ23057 to Independence Excavating, Inc. in the amount not-to-exceed \$3,465,525.85 for the Cuyahoga Area of Concern Urban Riparian Habitat Restoration project in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Conwell, Germana,
Miller, Jones, Rogers and Simon

Committee Assignment and Chair: Public Works, Procurement &
Contracting – Jones

On a motion by Mr. Germana with second by Mr. Jones, Resolution No. R2012-0161 was considered and adopted by unanimous vote.

- i) R2012-0162: A Resolution making awards to various municipalities, in the total amount of \$1,492,641.88, for various municipal grant projects for the Community Development Block Grant Program for the period 9/1/2012 - 12/31/2013; authorizing the County Executive to enter into agreements consistent with said awards and this Resolution, and declaring the necessity that this Resolution become immediately effective:
- 1) City of Maple Heights for the Infrastructure Improvement Project in the amount not-to-exceed \$350,000.00.
 - 2) Village of Newburgh Heights for the East 53rd Street Storm/Sanitary Sewer Separation Project in the amount not-to-exceed \$350,000.00.
 - 3) Village of Glenwillow for the Richmond-Pettibone Road Intersection Improvement in the amount not-to-exceed \$150,000.00.

- 4) City of Garfield Heights for the McCracken Road Multi-Purpose Trail in the amount not-to-exceed \$150,000.00.
- 5) City of Brooklyn for the Natatorium ADA Splash Pad in the amount not-to-exceed \$150,000.00.
- 6) Village of Cuyahoga Heights for Bacci Park ADA Compliant Restrooms in the amount not-to-exceed \$150,000.00.
- 7) City of Parma Heights for the Big Creek Metroparks Connector Trail in the amount not-to-exceed \$150,000.00.
- 8) City of Berea for the Sidewalk Repair Project in the amount not-to-exceed \$42,641.88.

Sponsors: County Executive FitzGerald/Department of Development and Councilmembers Germana and Jones

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

On a motion by Mr. Rogers with a second by Mr. Germana, Resolution No. R2012-0162 was considered and adopted by unanimous vote.

- j) R2012-0163: A Resolution supporting submission of applications on behalf of Cuyahoga County for third-round funding under the Local Government Innovation Fund available through the State of Ohio, Department of Development; authorizing the County Executive and Department Directors to take all steps necessary in furtherance of this goal, including, entering into partnership initiatives/memoranda of understanding with any other potential partners; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Mr. Germana, Resolution No. R2012-0163 was considered and adopted by unanimous vote.

- k) R2012-0165: A Resolution authorizing an amendment to Contract No. CE1100151-02 with Guidestone, fka Berea Children's Home, for Community-based Treatment Center management services for the period 1/1/2011 - 6/30/2012 to extend the time period to 6/30/2013 and for additional funds in the amount not-to-exceed \$1,253,828.80, authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Juvenile Court

Committee Assignment and Chair: Justice Affairs – Simon

On a motion by Ms. Simon with a second by Mr. Rogers, Resolution No. R2012-0165 was considered and adopted by unanimous vote.

- l) R2012-0166: A Resolution making awards on RQ23154 to various providers for Defending Childhood Treatment services for the period 7/18/2012 - 9/30/2013, authorizing the County Executive to execute the contracts, agreement and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) Applewood Centers, Inc. in the amount not-to-exceed \$210,000.00.
 - 2) Beech Brook in the amount not-to-exceed \$210,000.00.
 - 3) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$145,000.00.
 - 4) Catholic Charities Services Corporation in the amount not-to-exceed \$70,000.00.
 - 5) The Cleveland Christian Home, Incorporated in the amount not-to-exceed \$60,000.00.
 - 6) Mental Health Services for Homeless Persons, Inc. in the amount not-to-exceed \$25,000.00.
 - 7) Cuyahoga County Division of Children and Family in the amount not-to-exceed \$80,000.00.

Sponsor: County Executive FitzGerald/Department of Public Safety and Justice Services/Witness/Victim Service Center

Committee Assignment and Chair: Justice Affairs – Simon

On a motion by Ms. Simon with a second by Mr. Rogers, Resolution No. R2012-0166 was considered and adopted by unanimous vote.

- m) R2012-0167: A Resolution making an award on RQ23815 to URS Corporation in the amount not-to-exceed \$1,998,827.00 for professional architectural/engineering services relating to the County's Real Estate Portfolio Consolidation Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Capital Improvements & Facilities Ad Hoc – Connally

On a motion by Mr. Miller with a second by Mr. Gallagher, Resolution No. R2012-0167 was considered and adopted by unanimous vote.

17. CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0026: An Ordinance establishing the Cuyahoga County Debarment Law, Procedures and Review Board; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald

Council President Connally referred Ordinance No. O2012-0026 to the Public Works, Procurement & Contracting Committee.

18. CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- a) O2012-0019: An Ordinance amending Ordinance No. O2011-0039, as amended, which established procedures governing the use by the County of alternate construction project delivery methods, including construction manager-at-risk, design-build and general contracting project delivery methods for public construction projects; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works and Councilmembers Miller, Germana, Schron, Rogers, Gallagher and Jones.

On a motion by Mr. Schron with a second by Mr. Miller, Ordinance No. O2012-0019 was considered and adopted by unanimous vote.

19. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, September 17, 2012 at 1:00 p.m.

Mr. Brady reported that the Health, Human Services & Aging Committee will meet on Thursday, August 30, 2012 at 1:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Thursday, August 30, 2012 10:00 a.m. and on Thursday, September 20, 2012 at 10:00 a.m.

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Thursday, August 30, 2012 at 11:00 a.m.

20. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

21. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

22. ADJOURNMENT

With no further business, Council President Connally adjourned the meeting at 6:25 p.m., without objection

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0024

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Ohio Revised Code Section 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and,

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for the planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and,

WHEREAS, pursuant to Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and,

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four year term; and,

WHEREAS, the individuals appointed will be appointed to fill vacancies and shall have a term commencing immediately upon signature of this Motion; and,

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

WHEREAS, the County Executive has nominated the following individuals, to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- a) Stephanie J. FallCreek, D.S.W.
- b) Mary O. Boyle
- c) William J. Tobin
- d) Elsie Caraballo; and,

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of the following individuals, to serve on the Alcohol, Drug Addiction and Mental Health Service Board of Cuyahoga County to fill vacancies, commencing immediately:

- a) Stephanie J. FallCreek, D.S.W.
- b) Mary O. Boyle
- c) William J. Tobin
- d) Elsie Caraballo.

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

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

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President

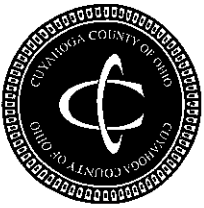
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

August 20, 2012

C. Ellen Connally, President
Cuyahoga County Council
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

AUG 23 2012

Cuyahoga County Council

Re: Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County

Dear President Connally:

Pursuant to Ohio Revised Code Section 340.02, I have nominated the following individual to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County ("ADAMHS"):

- **Stephanie J. Fallcreek, D.S.W**
- **Mary O. Boyle**
- **William Tobin**
- **Elsie Caraballo**

As you know, ADAMHS is an 18 member body that provides mental health and substance abuse guidance to Cuyahoga County's residents. The members of this body serve four year terms and are not compensated for their service. I have attached background information about each nominee for your review.

The need for services in this County has grown and available resources are not as plentiful as they have been in the past. That only makes the needs of this body all that much more important.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: William Denihan

Stephanie J. FallCreek, D.S.W.
 2535 East 127th Street
 Cleveland, Ohio 44120
 (216) 533-1361

EDUCATION

- D.S.W. School of Social Welfare, University of California Berkeley (Administration, Evaluation, Gerontology) 1984
- M.S.W. School of Social Welfare, University of California Berkeley (Community and Organizational Services) 1974
- B.A. University of Oklahoma, Norman, Summa Cum Laude (History, Sociology, Human Relations) 1972

PRIMARY APPOINTMENTS

- 1992 - Present President/CEO, Fairhill Partners, Cleveland, Ohio
- 1991 - 1992 New Mexico Department of Health, Santa Fe: Director, Division of Long-Term Care, Restorative, and Rehabilitation Services; Director, Office of Planning and Evaluation
- 1987-1991 Director, New Mexico State Agency on Aging, Santa Fe: (Joint Powers Agreement between New Mexico State University and the Governor's Office)
- 1983-1987 New Mexico State University, College and Human and Community Services, Las Cruces: Director, The Institute for Gerontological Research and Education; Associate Professor
- 1979-1982 School of Social Work, University of Washington, Seattle: Project Director and Research Assistant Professor
- 1978-1979 U.S. Human Resources Corporation, San Francisco, California: Consultant and Senior Project Manager
- 1975-1978 Albany Senior Center and Services, Albany California: Director, Albany Senior Center and Services; Assistant Director (1975)
- 1973-1975 University of California, Berkeley: Research Assistant, Agricultural Economics Department; Teaching Assistant, Doctoral Curriculum, School of Social Welfare
- 1971-1972 Cleveland County Youth Bureau, Norman, Oklahoma: Probation and Parole Officer; Houseparent
- 1968-1969 University of Oklahoma, Norman: Residential Advisor, Intensive Learning Program; Tutor, Upward Bound, University of Oklahoma, Norman, Oklahoma

SELECTED ADDITIONAL ASSIGNMENTS

- 1993- 2006 Adjunct Professor (2008) Practicum Instructor/ Field Work Supervisor, Mandel School of Social Services, Case Western Reserve University, Cleveland, Ohio
- 1994 Adjunct Professor, Miami University, Oxford, Ohio
- 1984-1987 Field Work Supervisor, Department of Social Work, New Mexico State University, Las Cruces, New Mexico

- 1983-1984 Project Director, Health Promotion with Elders, New Mexico State University, Department of Social Work, Las Cruces, New Mexico
- 1981-1982 Instructor, Pacific Lutheran University, Tacoma, Washington
- 1980-1982 Principal Investigator and Project Director, National Elder Health Promotion Training Project, University of Washington, Seattle Washington
- 1979-1982 Project Director, Wallingford Wellness Project, University of Washington, Seattle, Washington
- 1979-1982 Practicum Instructor, Community and Organizational Services, University of Washington, Seattle, Washington
- 1977-1979 Consultant, Albany Home Health Services, Albany, California
- 1976-1978 Fieldwork Supervisor, Administrative and Organizational Services and Human Services Tracks, School of Social Welfare, University of California, Berkeley, California

ACADEMIC TEACHING

Social Work and Aging	Fundamentals of Gerontology
Health Promotion and Aging	Advanced Gerontology Practicum
Social Work Practicum	Program Development and Aging
Aging and Public Policy	Advanced Program Development and Aging
Health Policy and Aging	Macro and Policy Practice Skills for work with Groups, Organizations and Communities (2012 at MSASS)

SELECTED CONSULTATIONS

- 1989-1995 National Eldercare Institute on Health Promotion, (National Advisory Council), American Association of Retired Persons, Washington, D.C.
- 1995 Division of Health Promotion, Department of Environment, Health and Natural Resources State of North Carolina
- 1995 Lahey Clinic, Lahey Health Care Network, Burlington, Massachusetts
- 1991-1995 AARP, Washington, D.C. (Product Development)
- 1993 New Hampshire Department of Health
- 1991 Arizona Department of Health, Division of Family Health Services and the State Unit on Aging, Phoenix, Arizona
- 1991-1990 Delaware Department of Health and Human Services Indian Health Service, Long Term Care Issues, Rockville, Maryland, 1991
- 1988 Canyon Ranch Foundation, Tucson, Arizona

- 1987-1990 Methodist Health Systems, Memphis, Tennessee
- 1986 Native American Consultants, Inc., Nationwide
- 1985-1986 American Hospital Association, Chicago, Illinois
- 1985 American Medical Association, Washington, D.C.
- 1985-1986 Dorothy Garske Center, Tempe, Arizona (Private Sector Operating Foundation)
- 1984- Present Reviewer, Discretionary Grant Proposals, Various Divisions, U.S. Administration on Aging, Washington, D.C.
- 1984-1986 ACKCO, Inc. (Private Sector, Native American Consulting Firm)
- 1984-1986 Senior Consultant, Age Wave, Inc., Emeryville, California (Private Sector Marketing Firm)
- 1984-1985 Erna Yaffe Foundation, Fall River, Massachusetts
- 1984-1985 Needham Porter-Novelli, Washington, D.C.
- 1984-1985 Spectrum Films, San Diego, California
- 1984 Education Development Corporation, Boston, Massachusetts
- 1984 Hoffman-LaRoche Pharmaceuticals, Newark, New Jersey
- 1984 North Carolina Department of Human Resources, Raleigh, North Carolina
- 1984 Program Development Division, U.S. Administration on Aging, Washington, D.C.
- 1983-1987 Good Samaritan Retirement Village, Las Cruces, New Mexico
- 1983-1985 Minneapolis Community College, Minneapolis, Minnesota
- 1983 American Red Cross, National Headquarters, Washington, D.C.
- 1982 American Hospital Association, Long Term Care Center, Chicago, Illinois
- 1981-1982 Humanistic Health Care Project, Institute on Aging, University of Washington, Seattle, Washington
- 1978-1979 Haight-Ashbury Senior Services, San Francisco, California

COMMUNITY, PROFESSIONAL AND UNIVERSITY ACTIVITIES

- 2010-2011 Field Instructor, School of Social Work, Cleveland State University, Cleveland, Ohio

- 2008-2010 Appointed member, Ohio's Senior Civic Engagement Council, Chairperson – Volunteer Committee, Columbus, OH
- 2008 - Present Board of Directors, Laurel Lake Retirement Community, Hudson, Ohio, Vice-Chairperson Board of Directors (2009-Present), Chairperson, Marketing Committee (2009-Present)
- 2007 - Present Public Policy Committee, National Council on Aging
- 2000 - Present Board of Directors, Greater Cleveland Volunteers (formerly RSVP) Cleveland, Ohio, Executive Committee 2006-2009, Chairperson, Audit Committee 2009, Chairperson Governance Committee 2006-2008
- 1993 - Present First Baptist Church of Greater Cleveland: Various leadership positions including Moderator of Council, Chairperson (at various times): Ministry Commission, Board of Deacons, Evangelism Commission, Management Commission; currently Cluster Leader of the Stewardship Ministries
- 1993 - Present Member, Council on Older Persons, Community Solutions
- 1992-1996 Board of Directors, National Chronic Care Consortium, Minneapolis, Minnesota
- 1992-1994 Editorial Board, Generations, American Society on Aging, San Francisco, California
- 1992-1995 Mentor, New Ventures in Leadership Program, American Society on Aging, San Francisco, California
- 1995 Member, Children At Risk Task Force, Children's Services Inc., Cleveland, Ohio
- 1994 Member, Gerontological Planning Committee, Eliza Bryant Center, Cleveland, Ohio
- 1995 Facilitator – Issues Resolution Development Session, 1995 White House Conference on Aging, Washington, D.C.
- 1995 Facilitator – Long-Term Care Track, Pre-White House Conference on Aging, Western Reserve Area Agency on Aging, Cleveland, Ohio
- 1995 Facilitator – Older Women's Track, Cleveland Summit on Aging (mini conference of the 1995 White House Conference on Aging), Cleveland, Ohio
- 1994 Member, International Year of the Family Steering Committee, Cuyahoga County, Ohio
- 1994 Member and Chairperson, Intergenerational Resource Center Management Team, Greater Cleveland, Ohio
- 1992 Planning Committee and Program Committee, Annual Conference on Aging, State Agency on Aging, Santa Fe, New Mexico
- 1992-1994 Board of Directors, American Society on Aging, San Francisco, California

- 1989-1993 Editorial Board, The Southwestern, Denton, Texas
- 1991 Chairperson, Association Strategy Planning Committee, Santa Fe Baptist Association
- 1991 Co-Chairperson, 1992 Annual Meeting Planning Committee, American Society on Aging, San Francisco, California
- 1990-Present Research Committee, American Society on Aging, San Francisco, California
- 1990-1991 Mentor, Fellows Program, American Society on Aging, San Francisco, California
- 1990-1991 Social Services Renewal Advisory Council, Social Services Division, Human Services Department, State of New Mexico, Santa Fe, New Mexico
- 1990-1991 National Advisory Board, "Defining and Meeting the Needs of Native American Elders: Applied Research on Their Current Status" (AoA Research Grant) Gerontology Center, University of Kansas, Lawrence, Kansas
- 1989-1991 Chairperson, State Advisory Committee, Indian Elder Nutrition Project, New Mexico State University, Las Cruces, New Mexico
- 1989-1991 Developmental Disabilities Planning Council, State of New Mexico, Santa Fe, New Mexico
- 1989-1991 Parent Advisory Committee, After School Enrichment Present Programs, Pojoaque Valley School District, Pojoaque, New Mexico
- 1989-1991 Steering Committee, Act on Compensation Equity Project, State Personnel Board and Legislative Finance Committee, State of New Mexico
- 1989-1990 Adjunct Faculty, Doctoral Committee, The Union Institute, New York
- 1989-1993 Member, First Baptist Church of Santa Fe, Santa Fe, New Mexico
- 1987-1991 Board of Directors, National Association of State Units on Aging, Washington, D.C.
- 1986-1988 Chair, Elder Health Promotion Coalition, State of New Mexico, Santa Fe, New Mexico
- 1987-1989 Board of Directors, Southwest Society on Aging, Denton, Texas
- 1984-1988 First Presbyterian Church of Las Cruces, New Mexico
- 1984-1987 Curriculum Committee, College of Human and Community Services, New Mexico State University, Las Cruces, New Mexico
- 1984-1985 Chairperson, Health Promotion and Wellness Track, Annual Meeting of the Western Gerontological Society, San Francisco, California
- 1983-1987 Friends of Aging, Las Cruces, New Mexico
- 1981-1982 Education Committee, Long Term Care Gerontology Center, University of Washington,

- Seattle, Washington
- 1980-1982 Women's Council, University of Washington, Seattle, Washington
- 1980-1982 Provost's Advisory Council for Affirmative Action, University of Washington, Seattle
- 1980-1982 Steering Committee, Interdisciplinary Gerontology Training Program, University of Washington, Seattle
- 1979-1982 Project on Women and Mental Health, School of Social Work, University of Washington, Seattle, Washington
- 1980 Information and Assistance Task Force, Board of Commissioners, Snohomish County, Washington, D.C.
- 1974-1976 Graduate Representative, Faculty Steering Committee, Adult Development Department, University of California, San Francisco, California
- 1974-1976 Curriculum Development Committee, Adult Development Department, University of California, San Francisco, California
- 1972 Graduate Representative, Doctoral Committee, School of Social Welfare, University of California, San Francisco, California
- 1969-1972 Commissioner, Commission on Police Relations and University Security, University of Oklahoma, Norman, Oklahoma

PRESENTATIONS AND WORKSHOPS

"Improving Efficiencies in Aging Services" for the Human Services Day of Leadership Cleveland, Cleveland, Ohio, February 10, 2011.

"Report from Ohio's Senior Civic Engagement Council" (Co-Presenter), Ohio Association of Gerontology and Education , 34th Annual Conference, Kent State University, Kent OH, March 26, 2010.

Planning Committee, "Reflecting on 100 Years of Alzheimer's and the Global Impact on Quality of Lives," Case Western Reserve University, Cleveland, Ohio, 2006

"Repairing the Three-legged Stool", (Co-Presenter), Center for Community Solutions, 63rd Annual Human Services Institute, Cleveland, Ohio, March 24, 2006.

"Expanding the Role of Older Adults in Later Life", (Co-Presenter), Joint Conference of the National Council on the Aging and the American Society on Aging, Anaheim, California, March 16-19, 2006.

"Think Locally – Recommend Nationally", (Co-presenter), White House Conference on Aging, Part 2, Center for Community Solutions, 63rd Annual Human Services Institute, Cleveland, Ohio, March 18, 2005.

"My Clients Are Aging...How Can I Help?", Seminar for Professional Advisors, Menorah Park Foundation, Beachwood, Ohio, November 4, 2005

Midwest Regional Conference on Creating and Operating Multi-Tenant Nonprofit Centers, (Presenter and Host), Cleveland, Ohio, May 6-7, 2004

“The Worst of Times, The Best of Times?: How to Help Nonprofit Grantees Manage the Funding Space”, (Co-Presenter), Grantmakers in Aging Annual Conference, Cleveland, Ohio, October 22-24, 2003

“Transition Trauma: Clinician to Manager” (with N.S. Wadsworth), Half day Intensive Workshop presented at the 44th Annual Meeting of the American Society on Aging, San Francisco, California. March, 1998.

“Creating New Models: Quality Outcomes”, Florence J. Cellar Gerontology Conference, Eastlake, Ohio, June 1995.

“Health Promotion: Will It Make A Difference?”, Fairhill Gerontology Series, Fairhill Center for Aging, Cleveland, Ohio, March 1995.

“Health Promotion through the Crystal Ball”, Cuyahoga Community College (Western Campus), Cleveland, Ohio, January 1995.

“Health Promotion and Aging: The Next Generation” Annual Meeting of the National Council on Aging, Anaheim, California, April 1993.

“Ethics and Progression of Dementia” (Co-Presenter), The Alzheimer Center of University Hospitals/ Center for Biomedical Ethics of the Case Western Reserve University School of Medicine, Cleveland, Ohio, 1993.

“Healthy People/Healthy Communities: Issues of Health and Wellness in Luna County”, Deming/Luna County Community Forum on Economic Development, Deming, New Mexico, November 1, 1991.

“An Overview of Health Promotion: The Nuts and Bolts of Program Planning and Implementation”, for Healthy Aging- Approaches that Work: A Regional Conference on Health Promotion and Aging, Philadelphia, Pennsylvania, August 26, 1991.

“Growing Old with Health and Wisdom: Multicultural Access to Health Promotion”, for Health Promotion: An Integrated Approach to Health Aging – A Regional Conference sponsored by the U.S. Administration on Aging, Region IX, the American Association of Retired Persons, and the U.S. Public Health Service, Region IX, July 8-9, 1991.

“Health Promotion Program Development: The Gentle Arts of Persuasion”, for Health Promotion: An Integrated Approach to Healthy Aging – A Regional conference sponsored by the U.S. Administration on Aging, Region IX, the American Association of Retired Persons, and the U.S. Public Health Service, Region IX, July 8-9, 1991.

“Special Programs for Specific Populations” and “Issues of Access for Diverse Populations”, for A Regional conference to Develop Programs that Promote Better Health for Older Adults, Kansas City, Missouri, June 20-21, 1991.

“Cultural Diversity: Meeting the Challenge with Health Promotion” for A Regional Conference on Health Promotion and Aging, Dallas, Texas, February, 1991.

“Health Care Reform: The Crucial Components”, Testimony before the National Legislative

Council of the American Association of Retired Persons, Albuquerque, New Mexico, October, 1990.

“Weaving the Fabric of Leadership”, National Institute for Native American Leadership, Three Feathers Corporation, Alexandria, Virginia, July, 1990.

“Healthy Aging: Making Wellness Work in Your Community”, Regional Conference on Health Promotion and Aging, New York City Department for the Aging and the U.S. Administration on Aging, New York City, New York, November, 1989.

“Hispanic and Indian Elderly: America’s Failure to Care” (Congressional Testimony), Select Committee on Aging, U.S. House of Representatives, Albuquerque, New Mexico, August, 1989.

“Health Promotion and Aging” (Keynote), Leadership Conference, Delaware Division on Aging, Wilmington, Delaware, April, 1989.

“Keeping Your Aging Workforce Healthy” (Workshop), Washington Business Group on Health & American Society on Aging Special Series on Creative Public/Private Partnerships, American Society on Aging Annual Meeting, Washington, D.C., March, 1989.

“Health Promotion an Aging: A Decade of Experience”, (Chairperson-Panel), American Society on Aging Annual Meeting, Washington, D.C., March, 1989.

Growing Old with Health and Wisdom- A Role for AARP Health Advocacy Services Coordinators”, Health Advocacy Services, American Association of Retired Persons, St. Louis, Missouri, November, 1988.

“New Directions for Health Policy in New Mexico”, AARP State Conference, Las Cruces, New Mexico, October, 1988.

“Geriatric Wellness –Growing Old with Health and Wisdom”, Fall Pharmacy Conference, Indian Health Service, Santa Fe, New Mexico, September, 1988.

“Staying Healthy After Fifty: Taking Action to Promote Health”, New Mexico Annual Conference on Aging, Glorieta, New Mexico, August, 1988.

“Health Promotion and Aging: Expanding the Concept of the Health Care Team”, 7th Annual Health Promotion Disease Prevention Conference, Albuquerque Area Indian Health Service, Albuquerque, New Mexico, August, 1988.

“The Planning and Development Process: A Bottoms Up Approach”, Third Annual Conference of the New Mexico Association of Regional Councils, Albuquerque, New Mexico, August, 1988

“Cutting the Red Tape: The Graying of New Mexico”, Community Cable Channel 10, Albuquerque, New Mexico, July 1988.

“The Retirement Community and Economic Development – Not a Simple Formula”, Economic Development in New Mexico: Making it Work Conference, Economic Development Department, State of New Mexico and New Mexico State University, Socorro, New Mexico, May, 1988.

“Taking Charge – The Challenge”, Choices and Challenges: A Community Forum on Long Term Care, AARP and Others, Albuquerque, New Mexico, May, 1988.

“Growing Old with Health and Wisdom: Multicultural Opportunities”, (Keynote), Elder Wellness and Health Symposium, Indian Health Services, Grants, New Mexico, April 1988.

“Aging and Social Services for Veterans”, Veterans Administration Medical Center, Albuquerque, New Mexico, December 1987.

“Wellness in the Elderly – An Overview” (Keynote), Frank M. Norfleet Forum for the Advancement of Health, University of Tennessee, Memphis, Tennessee, November 1987.

“New Mexico’s Elders: Challenges for Health Care Providers” (Keynote), Essentials of Health Care for the Elderly: Clinical Evaluation and Management Conference, University of New Mexico, Albuquerque, New Mexico, September 1987.

“Issues and Strategies in Geriatric Health Promotion”, Second Annual Summer Institute – Maintaining Health in the Elderly, Northeast Geriatric Education Center, Seattle, Washington, July 1987.

“Research Briefs – Health Promotion and Wellness” (Chairperson), Annual Meeting American Society on Aging, Salt Lake City, Utah, March, 1987.

“Promoting Wellness”, New Mexico Annual Conference on Aging, Glorieta, New Mexico, August, 1986.

“Community-Based Physical Fitness Program Development”, Second Annual Workshop on Community-Based Health Promotion, Stanford Heart Disease Prevention Program, Stanford University School of Medicine, Palo Alto, California, July, 1986.

“Health in an Aging Nation” (Keynote), Living Longer, Enjoying It More Conference, Lovelace Medical Center, Albuquerque, New Mexico, May, 1986.

“Aging in America: A Time for Growing” (Keynote), Annual Meeting of the Montana Gerontological Society, Missoula, Montana, May, 1986.

“Aging in America: Implications for the Future of Health Care” (Keynote) and “Toward a Healthier Life Style” (workshop), Multidisciplinary Conference on Aging, Bowman Gray School of Medicine, Winston-Salem, North Carolina, April, 1986.

“Aging in America: Potential Hospital Responses” (Keynote) and “Health Promotion and Aging” (workshop), Annual Leadership Retreat, Southwest Community Health Systems, Albuquerque, New Mexico, April, 1986.

“Minority Training In Gerontology Management”, Annual Meeting of the American Society for Public Administration, Anaheim, California, March, 1986.

“Health Promotion, Cost Containment and Aging” (State Legislative Testimony), Committee on Medical Care Cost Containment, Prevention and Education, Reno, Nevada, January, 1986.

“Health Promotion, Aging and Nutrition” (Congressional Testimony), U.S. Senate Special Committee on Aging, Albuquerque, New Mexico, December, 1986.

“Health Promotion for Older Adults: Planning for Action”, American Hospital Association Teleconference, Chicago, Illinois, December, 1985.

“Health Promotion, Elders, and Recreation”, Tennessee State Department on Aging, Chattanooga, Tennessee, November, 1985.

“Health Promotion and Aging”, National Conference on Health Policy and Quality of Care for Older Americans, American Medical Association and American Association of Retired Persons, Alexandria, Virginia, November, 1985.

“The Aging of America” (Keynote), Southeast Association of Senior Center Directors, Philadelphia, Pennsylvania, November, 1985.

“A Healthy Old Age: The Keys to Lifetime Wellness” (Simultaneous translation into Spanish), El Paso Conference on Aging, El Paso, Texas, August, 1985.

“Healthy Aging: A Lifetime Wellness for Elders”, Primary Care Nurse Practitioners Symposium, Keystone, Colorado, July, 1985.

“A Healthy Old Age” (Keynote), Oklahoma State Conference on Aging, Oklahoma City, Oklahoma, May, 1985.

“Risk Reduction for Older Adults”, Annual Conference, Arizona Department of Human Services, Scottsdale, Arizona, May, 1985.

“Lifetime Wellness: An Intergenerational Enterprise”, Tennessee Department of Health and Environment, Nashville, Tennessee, April, 1985.

“Implementing and Evaluating Elder Wellness Programs”, Tennessee Department of Health and Environment, Nashville, Tennessee, April, 1985.

“Setting the Stage, Assessing the Reality and the Potential for Health Promotion with Elders”, Annual Meeting of the National Council on the Aging, San Francisco, California, April, 1985.

“Senior Centers are Wellness Centers” (Intensive Workshop) Annual Meeting of the National Council of the Aging, San Francisco, California, April, 1985.

“Older Americans: Focus on Community Coordination and Organization” and “Turning Good Ideas Into Successful Community Programs”, Live Better Longer Conference, North Carolina Division on Health and Division on Aging, University of North Carolina, Raleigh, North Carolina, April, 1985.

“Aging Well: A Planning and Development Conference for Community Elders,” Erna Yaffe Foundation, Sophia Romero Trust and Southeastern Massachusetts Area Health Education Center, Taunton, Massachusetts, November, 1984.

“Health Promotion with Older Adults”, North Carolina Division on Aging and the Kentucky State Office on Aging, Lexington, Kentucky, November, 1984.

“A Healthy Old Age – Lifetime Wellness for Elders”, University of Colorado Health Science Center, Denver, Colorado, November, 1984.

“Challenges and Opportunities for Health Promotion with Multicultural Populations”, Fall Training Conference, Western Gerontological Society, Portland, Oregon, October, 1984.

“Health Promotion and Physical Fitness Programs for Elders” (Congressional Testimony), U.S. Special Committee on Aging, “Healthy Older Americans: A Federal, State, and Personal Partnership”, Albuquerque, New Mexico, October, 1984.

“Health Promotion with Older Adults”, North Carolina Division on Aging: Charlotte, Hereford, Rocky Mount, and Winston-Salem, North Carolina, October 1-11, 1984.

“Developing Community-Based Health Promotion Programs with Elders: IV Congreso Nacional de Geriatria y Gerontologia, Sociedad de Geratria y Gerontologia de Mexico, A.C., Mexico City, Mexico, October, 1984.

“Challenges and Opportunities in Health Promotion with Special Populations”, Annual Meeting of the Southwest Society on Aging, San Antonio, Texas, September, 1984.

“Challenges and Opportunities in Health Promotion with Special Populations”, West Texas Council of Governments, El Paso Conference on Aging, El Paso, Texas, May, 1984.

“A Healthy Old Age: Developing Personal and Community Resources for Health Promotion”, Minneapolis Community College, Minneapolis, Minnesota, May, 1984.

“Physical Fitness and Aging”, Farmington Conference on Aging, Farmington, New Mexico, April, 1984.

“Challenges and Opportunities in Health Promotion with Special Populations”, Western Gerontological Society Annual Meeting, Anaheim, California, March, 1984.

“Health Promotion with Elders: A Multidimensional Concept” (Symposium Chairperson), Western Gerontological Society Annual Meeting, Anaheim, California, March, 1984.

“Health Promotion with Special Target Populations” and “Model Programs in Health Programs in Health Promotion with Elders”, Western Gerontological Society Continuing Education in Aging Program, Oakland, California, February, 1984.

“Health Promotion in Multicultural Settings: Training Peer Health Advocates” (Series of ten workshops statewide), New Mexico State Agency on Aging, New Mexico, October 1983-June 1984.

“Motivating Participation in Senior Programs”, New Mexico State Conference on Aging, Glorieta, New Mexico, September, 1983.

“Program Development in Senior Centers: Peer Counseling and Wellness Programs”, New Mexico State Conference on Aging, Glorieta, New Mexico, September, 1983.

“Adult Families of Aging Parents: Opportunities for Involvement”, Mountain Shadows Nursing Care Center,

Las Cruces, New Mexico, June, 1983.

“Health Promotion Program Development and Administration”, (Interagency Conference), U.S. Administration on Aging, Washington, D.C., September, 1982.

“The Wallingford Wellness Project: Community-Based Health Promotion”, SAMS, National Public Radio, Nation Wide Broadcast, December, 1982.

“Health Promotion Program Administration and Evaluation”, National Council on Aging Select Conference on Health Promotion with Elderly, Washington, D.C., June, 1982.

“Health Promotion with the Elderly: Developing Hospital and Health Care Setting Models”, Catholic Health Care Corporation, Monterey, California, March, 1982.

“Health Promotion with the Elderly”, (Series of 8 regional training seminars) School of Social Work, University of Washington, Seattle and U.S. Administration on Aging, Regional, 1981-1982 (with Molly Mettler).

“The Wallingford Wellness Project”, Eye on the Northwest, Channel 7, Seattle, Washington, August and September, 1981.

“Health Promotion with the Elderly: A National Teleconference”, U.S. Administration on Aging, Washington, D.C., August, 1981.

“Long Term Care Research and Health Promotion”, Long Term Care Gerontology Center, University of Washington, Seattle, Washington, June, 1981.

“Health Promotion/Wellness Education with the Elderly”, Northwest Grantmakers, Seattle, Washington, March, 1981.

“Research and Development in Community-Based Organizations”, School of Social Work, University of Washington, Seattle, Washington, December, 1980.

“Health Promotion for Older Persons: An Intergenerational Experiment”, American Public Health Association Annual Meeting, Detroit, Michigan, October, 1980.

“New Roles for Social Workers in Health Promotion Programs”, American Public Health Association Annual Meeting, Detroit, Michigan, October, 1980.

“The Older Woman as a Victim of Violence”, NASW Conference on Practice in a Sexist Society, Washington, D.C., September, 1980 (with Nancy Hooyman).

“Health Promotion with the Elderly”, Summer Institute on Aging, University of Washington, Seattle, Washington, June, 1980.

“Violence Against the Elderly Outside the Home”, Symposium on Serving the Vulnerable Elderly: Legal and Ethical Issues, Institute on Aging, University of Washington, Seattle, Washington, May, 1980.

“Promoting Health in the Frail Elderly”, Oregon State University, Corvallis, Oregon, April, 1980.

“Health Promotion in Long Term Care” Long Term Care Research Forum, University of Washington, Seattle, Washington, March, 1980.

“Wallingford Wellness Project”, Annual Meeting of Western Gerontological Society, Anaheim, California, March, 1980.

“Non-family Violence Against Older Women”, Annual Meeting of Western Gerontological Society, Anaheim, California, March, 1980.

“Aging and the Family” and “Violence and Older Women”, Annual Meeting of Western Gerontological Society, Anaheim, California, March, 1980.

“Aging and the Family” and “Violence and Older Women”, Annual Conference on Violence Against Women and Children, Kenmore, Washington, October, 1979.

PUBLICATIONS AND MEDIA PRODUCTS

“Aging Matters – Are You Ready for Medicare Part D?”, The Connection, Vol. 29 No. 2, 2005.

“A Focus Group on Cognition-Enhancing Medications in Alzheimer’s Disease: Disparities Between Professionals and Consumers”, Alzheimer’s Disease and Associated Disorders, No 15, Lippincott Williams and Wilkins, Inc., Philadelphia, Pennsylvania, 2001 (with Post, Stephen G. et al).

“Alzheimer’s Disease, Religion, and the Ethics of Respect for Spirituality. A Community Dialogue”. Alzheimer’s Care Quarterly 3(3): 199-207 2002.(with Stuckey Jon C.; Stephen G. Post, Sally Ollerton, Stephanie J. FallCreek, Peter J. Whitehouse..

“Culturally Competent Care Teams”, in Wykle, M. L. and Ford, A., Eds., Serving Minority Elderly in the 21st Century, New York, Springer Publishing, 1999 (with N. Wadsworth).

Health Promotion and Aging: An Opportunity for Advocacy, American Association of Retired Persons. Washington, D.C.: 1993.

“A Multicultural Conference: The Experience of New Mexico’s Aging Network”, Generations, Fall/Winter 1991 (with Rebecca Bustamante).

You Can Stop Smoking, (videotape), 30 Second Street and New Mexico State Agency on Aging, 1990 (with Carol Glassheim).

Growing Old with Health and Wisdom, (videotape), Video Station and NM State Agency on Aging, 1989 (with Carol Glassheim).

Our Fastest Growing National Resource, (A series of seven Public Service Announcements), KGGM TV, Albuquerque, New Mexico, October, 1989.

“Health Promotion and Aging” in Handbook of Health Education, P. Lazes and L. Kaplan, editors, Aspen Systems, 1987.

“Aging Network in Transition: Problems and Prospects” in Social Work with the Aging, Carol H. Meyer, editor, NASW, Summer, 1986 (with Neil Gilbert).

“Outcome Effectiveness of the Wallingford Wellness Project: A Model Health Promotion Program for the Elderly”, Journal of Gerontological Social Work, Fall 1985 (with Bernadette I.D. LaLonde).

Health Promotion and Aging: Strategies for Action, DHHS Publication No. (OHDS) 84-20818, 1984 (with Patricia Franks).

A Healthy Old Age: A Sourcebook for Health Promotion with Older Adults, (revised edition) Haworth Press, Winter 1984 (with Molly Mettler).

Age-Integration or Age-Segregation: The Preferences and Experiences of Older Persons. Doctoral Dissertation, University of California, Berkeley, 1984.

“A Neglected Population: Older Women as Victims of Violence” in Women, Power and Change, NASW 1982 (with Nancy R. Hooyman).

“The Aging Network in Transition”, Social Work, July 1981 (with Neil Gilbert).

“Aging and Mental Health Program Development” in Handbook of Mental Health Administration: The Middle Management Perspective, M. Austin and B. Hersey, editors, Jossey-Bass, 1981 (with Nancy R. Hooyman).

AWARDS

2004 Women of Note, Crains Cleveland Business, Cleveland, Ohio

1998 Molly Mettler Award for Leadership in Health Promotion with Older Adults, Awarded by the National Council on Aging, Washington, D.C.

MEMBERSHIPS

American Association of University Women (Life Member)

American Society on Aging

National Association of Social Workers

National Council on Aging

Society for Values in Higher Education

Mary Boyle
13420 Larchmere Square
shaker heights, OH 44120

maryboyleohio@aol.com
216-991-6740
216-857-3881

With a lifelong commitment to community service and following twenty-five years in active public life, Mary Boyle returned to Cleveland State University and was awarded a BSN in 2004. Since 2006, as an Ohio licensed RN, she has been a Home Care nurse at Hospice of the Western Reserve. She is a member of the Cuyahoga County Medical Reserve Corps and a health services and disaster action team volunteer for the Greater Cleveland Red Cross. In 2011, she retired as Outreach Nurse-Case Manager for the Cuyahoga County Tuberculosis Clinic at MetroHealth Medical Center.

In 2010 she served by invitation of the director of Children and Family Services of Cuyahoga County on the committee to evaluate and recommend improved child protection programs. She also served as a community volunteer on the advisory groups to reform county government.

In 2001-02, Boyle worked with the Cuyahoga County Office of Health and Human Services on Welfare Reform and Health Care, continuing her community efforts on welfare reform and better access to primary health care in Cleveland and Ohio. She also served as adjunct professor of Law, Case-Western Reserve University.

In 2000 Boyle initiated the Phoenix Project with the Cleveland Initiative for Education, to honor outstanding Cleveland Municipal School District principals. In 1999, Boyle worked at Mandel School of Applied Social Sciences of Case Western Reserve University, where she led a one-year research project on outcomes for low-income families under new time-limited public assistance laws. She served as a graduate student field supervisor and worked with an advisory group from Cuyahoga County government and the Center for Community Solutions. In 1999, Boyle also helped initiate an effort to improve child safety, supported by the Children's Bureau of the U.S. Department of Health and Human Services.

In 1995, Boyle completed Harvard University's program for senior executives in state and local government at the John F. Kennedy School of Government. That year Boyle also accompanied President Clinton on his historic peace mission to Northern Ireland, returning with the President and First Lady in December 2000.

Boyle was elected to the Ohio House of Representatives in 1978, chosen as "Rookie of the Term" by Columbus Monthly Magazine and in three terms rose in leadership to House Majority Whip. She was elected Cuyahoga County's first woman Commissioner in 1984, where she served with distinction for 3 terms. Boyle represented Ohio on the Board of Directors of the National Association of Counties and served several terms on the board of Ohio's state association of county commissioners.

In her public and private volunteer efforts, Boyle has focused on public policy as it impacts child development, public education, equal economic opportunities for women and minorities, and health care. Her record includes policy initiatives for public education; state and local government services, taxation, and planning; environmental justice; and neighborhood redevelopment.

Boyle, 70, is a Cleveland native and attended Greater Cleveland public and parochial schools. Boyle is the daughter of Irish immigrants and a 1962 graduate of St. Mary's College, Notre Dame, IN. After earning a degree in chemistry, Boyle returned to Cleveland as a polymer researcher at Sohio Labs. Married to John J Boyle, she has 4 grown children and 10 grandchildren.

William J. Tobin

22868 Vine Court
Rocky River, Ohio 44116

Telephone 440-333-5625
E-mail: wjtcpa@cox.net

OBJECTIVE:

To provide fiscal leadership to a small to medium sized organization utilizing my extensive background and experience.

MOST RECENT POSITION:

2001 – 2009

Alcohol & Drug Addiction Services Board of Cuyahoga County

614 West Superior Avenue, Suite 300
Cleveland, Ohio 44113
216-348-4830

Director of Finance/CFO

As chief fiscal official, responsible for:

- Oversees general accounting, payroll, billing and accounts payable functions of the Board, supervising directly and indirectly seven staff
- Member of Board's Leadership Team with other Directors and Managers to assist the Executive Director with the operations of the Board
- Provides financial expertise to Board of Trustees, Executive Director, Leadership Team and staff
- Represents the Board regarding fiscal matters with state and local funders other County Boards and providers
- Responsible for all financial reporting to Board of Trustees, State Departments and Cuyahoga County
- Supervises review of contract providers annual budgets, claims processing and payments for services
- Provides Executive Director and Board of Trustees with financial forecasts of revenue and expenditures
- Assists the Executive Director and Leadership Team with financial planning for program changes and funding fluctuations
- Working with Information Technology staff, reviews system changes and enhancements from a financial prospective
- Prepares Board's annual budget and financial reports for Board of Trustees and State and County funders

PREVIOUS EXPERIENCE:

2000 – 2001

Far West Center
29133 Health Campus Drive
Westlake, Ohio 44145
440-835-6212

Director of Finance and Business Operations for Medium Sized Behavioral Health Organization

Acting as Chief Financial Officer, responsible for:

- Establishing, adapting and monitoring of accounting policies, procedures, and systems
- Preparation of all accounting, fiscal and budgetary reports for Board of Directors, operations and funding sources
- Oversees and supervises all General Accounting functions and staff including, accounts receivable, billing, collections, cashier, accounts payable, payroll, data entry and reception
- Prepares budget applications for funding sources such as County Mental Health Boards, County Alcohol and Drug Board, United Way and Foundations
- Interacts with funding sources regarding financial reporting and budget performance issues
- Assists in preparation of business plans, program proposals, funding applications and feasibility studies for new programs or ventures
- Liaison with external auditor in preparation of annual audit
- Provides oversight for facilities, service contracts, vendor contracts and new equipment
- Provides liaison to employee benefit administrators and processes new hire and termination information for employees

1992 – 2000

Center for Families and Children
4500 Euclid Avenue
Cleveland, Ohio 44106
216-432-7200

Senior Management Accountant for \$15,000,000 Social Service Agency

- Preparation of financial projections and budgets for funding sources
- Assist in the preparation of monthly financial and operational reports for agency
- Accounting and fiscal liaison to agency's major programs
- Assist with the designs of new or modification of systems and procedures
- Direct supervision of payroll preparation and reporting, including resolution of payroll related issues in cooperation with Human Resources Department
- Provide support for Chief Financial Officer, Controller, Director of Fiscal Operations and General Accounting including indirect supervision of accounting support positions in A/R, A/P, Billing, and General Ledger.

1986 -- 1991

Deaconess Hospital of Cleveland

4229 Pearl Road
Cleveland, Ohio 44109
216-459-6300

Accounting Supervisor for 316 Bed Community Hospital

- Responsible for the preparation and analysis of financial statements for hospital and related organizations
 - Manage the forecasting, budgeting and investment of cash and excess funds
 - Assist in the areas of accounts payable, payroll and accounts receivable
 - Review and analyze third-party reimbursements
 - Prepare tax and other required reports for regulatory agencies
-

1984 -- 1986

William J. Tobin

Certified Public Accountant
22868 Vine Court
Rocky River, Ohio 44116
440-333-5625

Self employed Certified Public Accountant providing Accounting, Tax and Consulting services to small businesses and individuals. This included:

- Tax Return Preparation and planning for individuals, partnerships and corporations
 - Compilation of Financial Statements
 - Evaluation of data processing systems, programs and procedures
-

1975 -- 1984

USG Interiors, Inc.

(Formerly Donn Corporation)
1000 Crocker Road
Westlake, Ohio 44145
440-871-1000

Manager: Corporate Accounting for \$300,000,000 International Manufacturer

Corporate Accounting:

- Directed world wide consolidation of financial statements
- Determined proper accounting treatment for major acquisitions
- Coordinated year end audit by outside auditors
- Prepared annual financial statements

Systems:

- Computerized various accounting, tax and other financial reporting operations

Taxes:

- Prepared all corporate tax returns
- Implemented computerization of tax return preparation
- Advised family owners on personal and corporate tax effect of various acquisitions and devestures
- Coordinated and assisted in Revenue Agents Reviews

Treasury Management:

- Prepared prospectuses for private institutional placements
- Established and controlled centralized cash management system, cash forecasting, bank borrowings, short term investing and cash reporting
- Assisted Treasurer in relationship with lenders
- Established, supervised and reviewed loan compliance reporting

EDUCATION AND BOARD MEMBERSHIPS:

- Former Board Member: North East Ohio Health Services, Inc (dba Connections)
- MBA, Baldwin-Wallace College
- Certified Public Accountant, Accountancy Board Of Ohio (Inactive)
- Bachelor of Science, Accounting, University of Dayton

Elsie Caraballo

3671 West 129th Street, Cleveland, Ohio 44111

Cell: 216-650-3490

Ecarmac2@hotmail.com

Qualifications Summary:

Energetic, enthusiastic and dependable; demonstrated ability to succeed in challenging environments; customer focused with exceptional sensitivity in assessing client's needs; extensive management and supervisory experience; Spanish speaking; proficient in team building, cultural diversity, conflict management and project management.

Professional Experience

2004-Present- Department of Health & Human Services - Independent Grant Reviewer & Chair

- Participate in Federal Grant review process by providing professional recommendations, feedback, guidance and expertise for applications submitted for federal funding.

2011-Present- Administration on Children, Youth and Families - Independent Grant Reviewer.

- Review Federal Grant applications by providing professional recommendations, feedback, and expertise for applications requesting federal funding.

2011-Present - Humana, Humana HomeCare Solutions - Care Manager

- Coordination of all services and follow-up for those who wish to remain in the home.
- Conduct a comprehensive assessment with the individual and of the home.
- Conduct marketing strategies, community and organizational presentations.

Positions held with Cuyahoga County Department of Human Services from 1980-January, 2010

2003-January, 2010 Social Program Administrator 3 (Center Manager), Old Brooklyn NFSC

- Responsible for managing the day-to-day operations of the neighborhood center which includes Employment & Family Services (EFS) & Children & Family Services.
- Responsible for the seamless delivery of a wide array of services that support the economic and emotional security of the family, and promote self sufficiency of the individual for EFS.
- Determine eligibility for Medicaid, Food Assistance, Child Care, and Cash Assistance referrals to community programs.
- Collaborate with community partners, agencies, service providers and employers to define issues and initiate programming that enhances neighborhood development and stability.
- Review proposals submitted and participation in selection of contracted providers for an array of service delivery models.
- Establish departmental goals review proposals submitted by providers
- Monitor and evaluate the effectiveness of the service delivery system; interpret agency policy
- Compile statistics and prepare reports.
- Part of a team to view, comment and test other counties programs such as Front End scanning.
- Provide ongoing staff personal and professional development.
- Identify training needs and conduct in house training.

- Interview and hire staff. Review performance of subordinates. Identify staff and operational problems; implement and/or recommend solutions.
- Attend continuing education training workshops.
- Provide language interpretation for Spanish speaking customers and agencies
- Member of planning committees and chair of State Conferences.
- Serve as liaison for the Hispanic community and the community at large.

1998-2003 Bilingual Senior Income Maintenance Supervisor (Team Coordinator)

1989-1998 Bilingual Income Maintenance Supervisor

1980-1989 Bilingual Income Maintenance Eligibility Specialists

1985-2007 The Cleveland Indians and Cleveland Browns

- . Management Supervisor of all Ushers and Ticket Takers (over 300)
- . Public Relations liaison
- . Suite Supervisor
- . Trained incoming staff
- . Customer Service Focused

Other: Summit County Mental Health, Internship
Summit County Children Services Truancy Program

Education

Bachelor of Arts, Social Work, the University of Akron

Associate Degree, Community Services Technology, the University of Akron

Professional Affiliations

Transitional Jobs Program Advisory Board, Committee Chair - Technical Assistance

Spanish American Committee - Past Vice President

HRSA - Independent Reviewer since October, 2004

Special Recognition/Awards

Latina Woman of the Year

Specialized Training and Skills:

Techniques for Effective Alcohol Management

Powerful Communication Skills for Women

The Seven Deadly Sins of Management

National Latina Leadership Institute

Computer: Microsoft, Excel, PowerPoint, Access, email

Positive Leadership

Leadership & Leadership Styles

Public Speaking

Performance Management

Interpreters Training

Quality Management

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0022

Sponsored by: **Councilmembers
Brady and Miller**

An Ordinance designating an additional five percent of all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments to be deposited in the delinquent tax and assessment collection fund; and appropriating such amount to the use of the Cuyahoga County Land Reutilization Corporation.

WHEREAS, pursuant to division (B) of Section 321.261 of the Ohio Revised Code, this County Council may designate an additional five percent (5%) deduction from all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments (the "Additional DTAC Fee") to be deposited in the delinquent tax and assessment collection fund (the "DTAC Fund") and appropriated for the use of a county land reutilization corporation, including the Cuyahoga County Land Reutilization Corporation (the "Corporation"); and

WHEREAS, pursuant to subdivision (B) of Section 321.261 of the Ohio Revised Code, the Corporation has requested that this Council consider designating the Additional DTAC Fee, commencing January 1, 2013, and continuing through December 31, 2013, subject to the limitation provided for in Section 2 of this Ordinance; and

WHEREAS, this Council finds that designating the Additional DTAC Fee, subject to the limitation provided for in Section 2 of this Ordinance, to provide a portion of the Corporation's Annual Base Funding, is in the best interests of the County and is necessary for the Corporation to continue to achieve its mission and public purposes of, among others, alleviating the slum and blight of vacant, abandoned and foreclosed properties within the County and the negative consequences which certain national real estate practices and the recent recession have inflicted on the local real estate markets;

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

SECTION 1. Additional DTAC Fee. Pursuant to and in accordance with Section 321.261(B) of the Ohio Revised Code and subject to the other provisions of this Ordinance, this Council hereby designates the Additional DTAC Fee in the annual amount of five percent (5%) to be applied on all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments solely for the use of the Corporation as part of its Annual Base Funding,

commencing on January 1, 2013 and continuing through December 31, 2013.

SECTION 2. Maximum Base Funding. Notwithstanding the provisions of Section 1 of this Ordinance, the aggregate amount transferred to the Corporation from the DTAC Fund and the penalties and interest on current late and delinquent taxes and assessments deposited into the County Land Reutilization Fund in any single fiscal year of the Corporation shall not exceed \$7,000,000.00 (the "Maximum Annual Base Funding Amount").

SECTION 3. Deposit and Appropriation of Additional DTAC Fee. All amounts constituting the Additional DTAC Fee shall be deposited in the DTAC Fund, and such amounts upon their deposit in such fund, subject to the provisions of Section 2 of this Ordinance, are hereby appropriated for the sole use of the Corporation and shall be disbursed to the Corporation upon warrant of the Fiscal Officer of the County (the "Fiscal Officer").

SECTION 4. Delivery to County Treasurer and Fiscal Officer. The Clerk of Council is hereby instructed to transmit a copy of this Ordinance upon its execution by the County Council President, the County Executive and the Clerk of Council to the Fiscal Officer and the County Treasurer.

SECTION 5. Open Meeting Determination. It is found and determined that all formal actions of this Council meeting and relating to the adoption of this Ordinance 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 actions 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 14, 2012
Committee(s) Assigned: Finance & Budgeting

Second Reading: September 11, 2012

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0179

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management</p>	<p>A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012/2013 Biennial Operating Budget and Capital Improvements Program (Resolution No. R2011-0291) establishing the 2012/2013 biennial budgets for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the 2012/2013 Biennial Operating Budget for 2012 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies;

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

SECTION 1. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
<p>40A526 – Ohio Department of Transportation (ODOT) Local Projects Administration (LPA) CE785006 – ODOT - LPA Capital Outlays</p>	<p>BA1200667 \$ 10,920,650.00</p>

Funding Source: The source of funding for the project is 60% Federal Highway Administration dollars passed through ODOT, 27% Ohio Department of Public Works Integrating Committee District One (Issue I), 9% Shaker Heights City, and 5% County Road and Bridge funds.

B. 40A524 – Ohio Dept. of Public Works Integrating Committee **BA1200667**
CE785261 – Taylor Road
Capital Outlays \$ 1,650,000.00

Funding Source: The source of funding for the project is 80% County Road and Bridge funds and 20% Ohio Department of Public Works Integrating Committee District One (Issue I) funds.

C. 01A001 – General Fund **BA1200662**
MI512780 – Information Technology Capital Outlays
Capital Outlays \$ 1,075,000.00

Funding Source: General Fund.

D. 20A390 – Emergency Management **BA1200692**
JA100123 – Justice Services-Emergency Management
Other Expenses \$ 40,000.00

Funding Source: Local Emergency Planning Committee (LEPC) grants and a subsidy from the General Fund covering the period January 1, 2012 through December 31, 2012.

E. 21A838 –JAG Assistance Justice 05 **BA1200696**
JA755942 – JAG Assistance FFY2011 FY2010-2014
Other Expenses \$ 36,000.00
Capital Outlays \$ 64,000.00

Funding Source: United States Department of Justice, FY2011 Edward Byrne Memorial Justice Assistance Grant Program for the period October 1, 2010 through September 30, 2014. No cash match is required.

F. 21A065 –Cleveland Safe Port **BA1200698**
SH456095 – Cleveland Safe Port III
Capital Outlays \$ 41,000.00

Funding Source: United States Department of Homeland Security, Federal Emergency Management Agency.

G. 40A069 – Capital Project Future Debt Issue **BA1200730**
CC768069 – Real Estate Consolidation – Professional Services
Other Expenses \$ 450,000.00

Funding Source: Funding for the Real Estate Portfolio Consolidation Project will come from the proceeds from the sale of buildings or other financing sources including proceeds from the sale of bonds notes.

SECTION 2. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following appropriation transfers:

Fund Nos. /Budget Accounts

Journal Nos.

A. FROM: 01A001 – General Fund **BA1200633**
DR495515– Domestic Relations Child Support
Other Expenses \$ 28,000.00

TO: 01A001–General Fund
DR391052– Domestic Relations Court
Other Expenses \$ 28,000.00

Funding Source: General Fund covering the period January 1, 2012 through December 31, 2012.

B. FROM: 21A854 – DNA Backlog Reduction Program **BA1200634**
CR752931– 10/12 DNA Backlog Reduction Program
Personnel Services \$ 1,945.15

TO: 21A854–DNA Backlog Reduction Program
CR752931– 10/12 DNA Backlog Reduction Program
Other Expenses \$ 1,945.15

Funding Source: United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the grant period October 1, 2010 through March 30, 2012.

C. FROM: 20A390 – Emergency Management **BA1200690**
JA100123– Justice Services-Emergency Management
Other Expenses \$ 10,000.00

TO: 20A390–Emergency Management
JA100123– Justice Services-Emergency Management
Capital Outlays \$ 10,000.00

Funding Source: Funding is from grant and a subsidy from the General Fund covering the period January 1,2012 through December 31, 2012.

SECTION 3. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following cash transfers between County funds.

Fund Nos. /Budget Accounts

Journal Nos.

A. FROM: 29A390 – Alcohol Drug Addiction Mental Health 2.9 **JT1200009**
SU514646– Alcohol Drug Addiction Mental Health Board Subsidy
Transfer Out \$ 4,389,207.00

29A391 – Alcohol Drug Addiction Mental Health 4.8
SU514596 - Alcohol Drug Addiction Mental Health Board Subsidy
Transfer Out \$ 4,389,207.00

TO: 20A317 – Mental Health
MH431056 – Mental Health Administrative
Revenue Transfer \$ 8,778,414.00

Funding Source: Health and Human Services Levy Fund. The total annual subsidy to the ADAMHS Board is \$35,113,657.

SECTION 4. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 5. 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

Journal CC007
September 11, 2012

September 4, 2012

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration for adoption on first reading at the regular County Council meeting scheduled for September 11, 2012.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate. A budget review document is provided for General Fund and Health & Human Services Levy Fund impact items.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

* Impact of fiscal item is included in the current projection and ending fund balance.

General Fund/Health & Human Services	Amount
Information Technology Capital – To establish the Information Technology Capital account which will be used for all computer, servers, major technology projects and other equipment will be purchased for all County Executive agencies as well as some elected officials. Funding is from the General Fund. (See OBM Review Document)	\$1,075,000.00
TOTAL	\$1,075,000.00

Grants/Projects	Amount
Public Works/Road & Bridge – To establish appropriations for the road improvements project for the intersection of Warrensville Center Road, Shaker Boulevard and Van Aken Boulevard project. Funding is 60% Federal Highway Administration, 27% Ohio Department of Public Works Integrating Committee District One (Issue I), 9% Shaker Heights City, and 5% County Road & Bridge funds.	\$10,920,650.00
Public Works/Road & Bridge – To establish appropriations for the Taylor Road project. Funding is 80% County Road & Bridge funds, and 20% from the Ohio Department of Public Works Integrating Committee District One (Issue I).	\$1,650,000.00
Justice Services – Additional appropriation for an agreement with Lake County GIS Department to further develop the Public Safety and Justice Services Enterprise Geographical Information System. Funding is from grants and a General Fund subsidy. (See OBM Review Document.)	\$40,000.00
Justice Services – To establish appropriations for the JAG Assistance Justice 05 Justice Reform initiative from the City of Cleveland.	\$100,000.00
Sheriff – Establish appropriations for a recent interagency agreement for the Post Security Grant Program. Funding is from the U.S. Department of Homeland Security.	\$41,000.00
Capital Project – Additional appropriation for the Real Estate Portfolio Review project to expand the scope of the project to include outside legal services and title work. Funding for the project will come from the sale of buildings or other financing sources including from the sale of bond notes.	\$450,000.00
TOTAL	\$13,201,650.00

Total Additional Appropriations - All Funds	\$14,276,650.00
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The following represents the overall changes made to the 2012-2013 Biennial Appropriation Measure for 2012 since its adoption on December 13, 2011 Resolution # R2011-0291. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>09/11 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 0.00	\$ (49,543.31)	\$ 353,391,272.63
HHS Levy Impact	\$ 0.00	\$ (3,374,462.82)	\$ 223,498,063.91
Other Fund	\$ <u>14,276,650.00</u>	\$ <u>135,156,615.84</u>	\$ <u>1,034,089,602.84</u>
Total	\$ 14,276,650.00	\$ 131,732,609.71	\$ 1,610,978,939.38

Appropriation Transfer Summary – Is a transfer of appropriation between two or more budget accounts or between different expenditure categories within the same budget account.

General Fund/Health & Human Services	Amount
Domestic Relations Court – Realigning appropriation from Child Support division to the main account to cover operating expenses. Funding is from the General Fund.	\$28,000.00
TOTAL	\$28,000.00

Grants/Projects	Amount
Medical Examiner – Realigning appropriation within the DNA Backlog Reduction Program to cover operating expenses. Funding is from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.	\$1,945.15
Justice Services – Realigning appropriation within the Emergency Management division to cover equipment purchase. Funding is from the Local Emergency Planning Committee grant and a General Fund subsidy.	10,000.00
TOTAL	\$11,945.15

Total Appropriation Transfers - All Funds	\$39,945.15
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Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

General Fund/Health & Human Services	Amount
Alcohol, Drug Addiction & Mental Health Services Board Subsidy – To disburse the 2012 third quarter subsidy payment to the Alcohol, Drug Addiction, & Mental Health Services Board. Funding is from the Health & Human Services Levy Fund.	\$8,778,414.00
TOTAL	\$8,778,414.00

Total Cash Transfers - All Funds	\$8,778,414.00
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Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino
 Director, Office of Budget & Management
mrubino@cuyahogacounty.us
 (216) 443-7448
 Fax: (216) 443-7256

Recommendation for Appropriation Request

Request Description	Establish appropriation for information technology equipment operating account
Requesting Agency	Information Technology
Funding Source	General Fund
Total Impact	\$1,075,000.00
Status	Recommended
Agenda Date	September 11, 2012

Summary of Request

Additional appropriation is requested to establish the IT capital operating account. The estimated expense for 2012 is \$1,075,000 based on the capital plan that the Department submitted.

Background Information

The biennial budget resolution includes \$2.0M for an automation reserve in the General Fund. OBM has created a General Fund operating account from with the reserved funds will be spent on the IT projects based on the IT Department capital plan. The initial mission critical expenditures include the following:

Project	Description	2012 Estimate
Replace 500 desktops, PCs, monitors, and software	<p>Objective: Execute the first phase of a 5 year desktop recycle program</p> <p>Benefit: Develop a common footprint Improve end user performance Reduce failure rates Support Win 7 64 bit Lay the foundation for the next generation of desktop and server applications</p> <p>Project Life Cycle: 3 months from order date</p> <p>Project Overview: Complete department/agency inventory Acquire, image, deploy new devices Refurbish appropriate devices for redeployment. Redeployed desktops would be used to host a virtual desktop environment.</p> <p>Parallel Initiative:</p> <p>Prepare the County baseline infrastructure and desktop environment to support a virtual desktop environment. Estimated 85% of the county's desktop requirement can be supported in this fashion once the aged desktops have been replaced.</p> <p>Purchase server/storage/software to support a virtual desktop environment.</p>	\$650,000

Recommendation for Appropriation Request

<p>Additional storage and blades for Security Network Video Recording</p>	<p>Objective: Provide a stable and supported video recording system to our end users. Benefits: Provide a stable service to the security organization. Support the retention schedule of 30 days. Provide a platform that is scalable to support the projected 51% growth rate over the next 12 months.</p> <p>Project Life Cycle: 4 months after receipt Project Overview: Install and configure servers and storage area network Install and test video software Transition cameras to new platform</p>	<p>\$75,000</p>
<p>Replacement of communication devices</p>	<p>Objective: Replace the aged hardware supporting the network core of the County.</p> <p>Benefits: Eliminate the potential increase in the failure rate resulting from running on 9 year old hardware. Improve network performance.</p> <p>Project Life Cycle: 3 months from delivery</p> <p>Project Overview: Develop integration strategy Install and test hardware Cutover - outage windows on weekends required</p>	<p>\$273,000</p>
<p>Replace and consolidate aged servers</p>	<p>Objective: Replenish aged servers and utilize the new technology to consolidate the remote environments into the central ISC location.</p> <p>Benefit: Centralize support structure Reduce hardware support costs by eliminating aged servers Improve end user performance resulting from increased processing power and memory speed Reduce downtime impacts by eliminating the increased failure rates caused by aged hardware</p> <p>Project Life Cycle: Continuous replenishment life cycle addressing most aged and at risk environments first</p> <p>Project Overview: Environments to address in the first 12 months Upgrade existing virtualization environment ME office Bridges Executive/Council Environment HR Planning Commission Department of Development Central Services Public Safety OBM Application Server</p>	<p>2012 estimate \$100,000</p> <p>Total project \$480,000</p>

OBM Recommendation and Impact Statement

OBM recommends approval of this request because of the County Executive's objective to make governmental operations more transparent and efficient through automation. A portion of the year one expenditures should be charged to non-General Fund entities,

**Office of
Budget &
Management**

Recommendation for Appropriation Request

namely the computers that will be purchased for the appraisal staff and delinquent tax assessment staff in the Fiscal Office.

Recommendation for Appropriation Request

Request Description	Appropriation Increase
Requesting Agency	Office of Budget and Management
Funding Source	Grants and General Fund Subsidy
Total Impact	\$ 40,000.00
Status	Recommended
Agenda Date	9/11/2012

Summary of Request

Request to increase appropriation in the Department Public Safety and Justice Services Emergency Management Division for an agreement with Lake County GIS to further develop the County's Enterprise GIS system.

Background Information

The agreement with Lake County GIS was approved by the Local Emergency Planning Committee (LEPC) on Resolution 0709-12-1 which will permit the reimbursement of the agreement through grant funding.

OBM Recommendation and Impact Statement

OBM recommends approval of this request since there will be no impact on the General Fund subsidy.

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council
FROM: Matthew Rubino, Director, Office of Budget & Management
DATE: September 4, 2012
RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of September 11, 2012. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A. 40A526 – Ohio Department of Transportation (ODOT) **BA1200667**
Local Projects Administration (LPA)
CE785006 – ODOT - LPA
Capital Outlays \$ 10,920,650.00

Appropriation is requested to establish the road improvements project for the intersection of Warrensville Center Road, Shaker Blvd., Van Aken Blvd., and Northfield Road. The source of funding for the project is 60% Federal Highway Administration dollars passed through ODOT, 27% Ohio Department of Public Works Integrating Committee District One (Issue I), 9% Shaker Heights City, and 5% County Road and Bridge funds.

B. 40A524 – Ohio Dept. of Public Works Integrating Committee **BA1200667**
CE785261 – Taylor Road
Capital Outlays \$ 1,650,000.00

Appropriation is requested to establish the Taylor Road project from Euclid Avenue to the East Cleveland Corporation line. The source of funding for the project is 80% County Road and Bridge funds and 20% Ohio Department of Public Works Integrating Committee District One (Issue I) funds.

C. 01A001 – General Fund **BA1200662**
MI512780 – Information Technology Capital Outlays
Capital Outlays \$ 1,075,000.00

Appropriation is requested to establish the Information Technology Capital account from which computers, servers, major technology projects, and other equipment will be purchased for all departments that are governed by the County Executive and that are paid from the General Fund; some purchases for other elected official may also be made from this account. An automation reserve of \$2 million was included in the biennial appropriations resolution to accommodate this budget.

Fiscal Office
Office of Budget & Management
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-7256
Ohio Relay Service (TTY) 711

D.	20A390 – Emergency Management JA100123 – Justice Services-Emergency Management Other Expenses	\$ 40,000.00	BA1200692
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To provide additional appropriations in the Public Safety and Justice Services Emergency Management unit for an agreement with Lake County GIS Department to further develop the County Department of Public Safety and Justice Services Enterprise GIS system. The Local Emergency Planning Committee (LEPC) approved the use of these funds on Resolution 070912-1. Revenue will increase by the amount of the project through a grant reimbursement. Funding is from grants and a subsidy from the General Fund covering the period January 1, 2012 through December 31, 2012.

E.	21A838 –JAG Assistance Justice 05 JA755942 – JAG Assistance FFY2011 FY2010-2014 Other Expenses Capital Outlays	\$ 36,000.00 \$ 64,000.00	BA1200696
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To establish appropriations for a recent grant award from the City of Cleveland for a cost benefit analysis for the Justice Reform Initiative funded by United States Department of Justice, FY2011 Edward Byrne Memorial Justice Assistance Grant Program for the period October 1, 2010 through September 30, 2014. No cash match is required.

F.	21A065 –Cleveland Safe Port SH456095 – Cleveland Safe Port III Capital Outlays	\$ 41,000.00	BA1200698
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To establish appropriations for a recent interagency agreement from the Department of Public Safety and Justice Services funded from the United States Department of Homeland Security, Federal Emergency Management Agency in connection with the FY2011 Post Security Grant Program covering the period September 1, 2011 through August 31, 2014. No cash match is required.

G.	40A069 – Capital Project Future Debt Issue CC768069 – Real Estate Consolidation – Professional Services Other Expenses	\$ 450,000.00	BA1200730
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An appropriation increase is requested for the Real Estate Portfolio Review project to expand the scope of the project to include an allocation of \$450,000 for outside legal services and title work in connection with the Cuyahoga County Real Property Portfolio Consolidation Project. The total project budget for professional services and architectural review stands at \$2,838,827, including this request. An additional \$267,750 was budgeted in the Public Works operating budget for real estate consulting services. Funding for the Real Estate Portfolio Consolidation Project will come from the proceeds from the sale of buildings or other financing sources including proceeds from the sale of bonds notes.

Resolution: Appropriation Transfers

A. FROM: 01A001 – General Fund **BA1200633**
DR495515– Domestic Relations Child Support
Other Expenses \$ 28,000.00

TO: 01A001–General Fund
DR391052– Domestic Relations Court
Other Expenses \$ 28,000.00

Transfer appropriations in the Domestic Relations Court for pending operating expenses in the main account. Funding is from the General Fund covering the period January 1, 2012 through December 31, 2012.

B. FROM: 21A854 – DNA Backlog Reduction Program **BA1200634**
CR752931– 10/12 DNA Backlog Reduction Program
Personnel Services \$ 1,945.15

TO: 21A854–DNA Backlog Reduction Program
CR752931– 10/12 DNA Backlog Reduction Program
Other Expenses \$ 1,945.15

Transfer appropriations within the Medical Examiners DNA Backlog Reduction Program to cover supplies purchased in the grant period. Funding is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the grant period October 1, 2010 through March 30, 2012.

C. FROM: 20A390 – Emergency Management **BA1200690**
JA100123– Justice Services-Emergency Management
Other Expenses \$ 10,000.00

TO: 20A390–Emergency Management
JA100123– Justice Services-Emergency Management
Capital Outlays \$ 10,000.00

Transfer appropriations within the Department of Public Safety and Justice Services Emergency Management unit to permit the purchase of equipment with grant funds initially appropriated in contractual. Funding is from grant and a subsidy from the General Fund covering the period January 1,2012 through December 31, 2012.

Resolution: Cash Transfers

A. FROM: 29A390 – Alcohol Drug Addiction Mental Health 2.9 **JT1200009**
SU514646– Alcohol Drug Addiction Mental Health Board Subsidy
Transfer Out \$ 4,389,207.00

29A391 – Alcohol Drug Addiction Mental Health 4.8
SU514596 - Alcohol Drug Addiction Mental Health Board Subsidy
Transfer Out \$ 4,389,207.00

TO: 20A317 – Mental Health
MH431056 – Mental Health Administrative
Revenue Transfer \$ 8,778,414.00

This operating transfer is necessary to disburse the 2012 third quarter subsidy payment to the ADAMHS Board. The source of funding is the Health and Human Services Levy Fund. The total annual subsidy to the ADAMHS Board is \$35,113,657.

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0180

Sponsored by: County Executive FitzGerald/Department of Law	A Resolution making awards on RFQ24937 to various title insurance companies in connection with the Cuyahoga County Real Estate Property Portfolio Consolidation Project; authorizing the County Executive or Director of Law to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council has before it RFQ24937 for title companies and insurance in connection with the Cuyahoga County Real Estate Property Portfolio Consolidation Project; and,

WHEREAS, County Council has determined that awarding RFQ24937 to Chicago Title Insurance Company and First American Title Insurance Company is in the best interest of the County; and,

WHEREAS, the rates for insurance title are the same for any title company as they are filed with the Ohio Department of Insurance; and,

WHEREAS, the providers qualified herein have all agreed to waive all examination fees, escrow fees, and wire fees in connection with this engagement; and,

WHEREAS, if a deal is reached for any property, the title premiums and any associated fees are normally paid out of closing; and,

WHEREAS, if there is no deal reached, the only fees that will be charged to the County by these providers will be a fixed fee of \$50 per title commitment issued; and,

WHEREAS, the \$50 per title commitment fee is a non-waivable fee as it is a filed fee with the Ohio Department of Insurance; and,

WHEREAS, the \$50 per title commitment fee is the lowest allowed to be charged by a title company by the Ohio Department of Insurance, and,

WHEREAS, the Director of Law will select which title firm will handle which properties in a manner that best suits the County's interests as the proposals are received; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. The County Council hereby qualifies Chicago Title Insurance Company and First American Title Insurance Company under RFQ24937 and authorizes the Director of Law to utilize any of these firms and to pay any associated fees in connection with the Cuyahoga County Real Estate Property Portfolio Consolidation Project as best suits the County's interest.

SECTION 2. The County Executive or Director of Law is authorized to execute contracts in connection with said awards and all documents consistent with this Resolution.

SECTION 3. The County Council reserves the right to qualify additional firms and make awards under RFQ 24937 to additional firms who submitted statements of qualifications under this RFQ if doing so is deemed in the County's interest and the Director of Law so recommends as the project proceeds.

SECTION 4. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County entity. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 5. 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 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

Journal CC007
September 11, 2012

Outside Legal Counsel for Real Property Portfolio Consolidation Project (RFQ No. 24937)
Evaluation Sheet

Evaluation Criteria	American Family	Chicago Title	Erie Title	First American	Northstar Title	Precision Title	Surety Title
Team/Experience (50 points)	25	50	45	45	40	35	20

Notes:

AF: Listed commercial properties, but list is limited. Work appears to be focused on housing—Land Bank, Cleveland Housing Network, etc.

Chicago: No question about experience. Company in existence since 1888. Operating in Cleveland since 1902. Well documented listing of commercial properties handled by Chicago submitted in the proposal. It also was the title company for Flats, Medical Mart, Nautica, Nautica Aquarium, Eaton Headquarters, Playhouse Square, and Horseshoe casino projects. Chicago Title was also the company that issued the title commitment for Ameritrust in connection with the K&D proposal. Proposed staff is experienced. Like the fact that Chicago is the underwriter and thus more stable.

Erie Title: Founded in 1998. Experience listed in Cleveland, including multi-family, office, retail, and hotels. Not as much experience as Chicago or First American. Solid letters of recommendations. Underwriters are Chicago, First American, and Old Republic. Included staff resumes. Listed staff is experienced.

First American: Solid experience, but not as many experiences in Cuyahoga County as Chicago Title: Benjamin Rose Hospital (Cleveland), Shearer's Foods (Massillon, Ohio), Bowling Green State University, Shaker Commons; Stonebridge; Fairmount Properties' City Block (Kent). Like the fact that First American is an underwriter and thus more stable.

Northstar: Newer company; established in 2001, but with experienced leadership. Not as much listed experience in Cuyahoga County as Chicago or First American. Listed experience includes North Carolina and Pennsylvania. In Cuyahoga County, a Chipotle and Caribou site. More experience in Summit County.

Precision: Company founded in 1996. Agent for Chicago Title and Stewart Title. List of experience does not include on property in Cleveland. Good experience outside of Cuyahoga County, but not to the same level.

Surety Title: Staff seems experienced. Generically listed clients, but did not list specific properties.

Project Understanding and Methodology (50 points)	30	45	30	42	30	35	30
<p>Notes:</p> <p>AF: No property by property analysis. Generic statement that it takes 3 to 5 days to issue title commitment, but statement does not seem based on project specifics.</p> <p>Chicago: Understood project. Gave detailed timeline per property of 3-5 days if there is back title and 5-10 days if no back title. Capable of handling escrow without issues.</p> <p>Erie Title: Did not provide property by property analysis. Provided a generic statement of 7-10 business days. It is not clear if they did any previous work on these properties. Did not specify if title examination will be conducted in-house. Listed employees, but most are escrow officers and assistants.</p> <p>First American: 7-10 days to issue title commitment. Proposed staff is in-house.</p> <p>Northstar: uses independent contractors to do title examination services (not preferred). Provides generic descriptions, but did not provide estimates per property.</p> <p>Precision: Already did research on properties to submit proposal. Proposed timeline is 7 business days for some properties and up to 21 days on Ameritrust. Does not explain if examiners are on staff or independent contractors.</p> <p>Surety: did work on Marion, Ameritrust, and Courthouse Square for prior customers. Anticipates 10 business days. Committed to utilize general counsel for "overall responsibility," but did not specify if examination will be completed by staff or independent contractors. Don't know who the examiners will be.</p>							
Total: (100 points)	55	95	75	87	70	70	50

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0181

Sponsored by: **County Executive FitzGerald/Department of Law on behalf of Cuyahoga County Prosecutor's Office**

A Resolution making an award on RFQ24674 to Tucker Ellis LLP in the amount not-to-exceed \$450,000.00 for outside legal services in connection with the Cuyahoga County Real Estate Property Portfolio Consolidation Project; directing the Cuyahoga County Prosecutor to file an application with the Court of Common Pleas for said retention in accordance with Ohio Revised Code Section 305.14; authorizing the County Executive or Director of Law to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Council has before it RFQ24674 for the retention of outside legal services for the Cuyahoga County Real Property Portfolio Consolidation Project; and,

WHEREAS, County Council has determined that awarding RFQ24674 to Tucker Ellis LLP is in the best interest of the County and its citizens; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. The County Council hereby makes an award on RFQ24674 to Tucker Ellis LLP at the hourly rate of \$195 for lawyers and \$100 for paralegals, in an amount not-to-exceed \$450,000.00, for outside counsel legal services in connection with the Cuyahoga County Real Property Consolidation Project and preparation of the County's standardized real-property templates.

SECTION 2. The County Council hereby directs the Cuyahoga County Prosecuting Attorney to submit an application to the Court of Common Pleas for authorization of the employment of said legal counsel in accordance with Ohio Revised Code Section 305.14 on behalf of Cuyahoga County.

SECTION 3. The County Executive or Director of Law is hereby authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 4. For purposes of efficiency and better services to the County and its taxpayers, it is the intent of the Cuyahoga County Council to have Tucker Ellis LLP handle the entirety of the project. The County Council, however, reserves the right to qualify additional firms and make awards under RFQ24674 to additional firms who submitted statements of qualifications under this RFQ if doing so is deemed in the County's interest and the Director of Law so recommends as the project proceeds.

SECTION 5. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County entity. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 6. 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 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

Outside Legal Counsel for Real Property Portfolio Consolidation Project (RFQ No. 24674)
Evaluation Sheet

Evaluation Criteria	Giffen Kaminski / Myers Roman	Miller Goler	RaslanPla	Sennett Fisher	Thompson Hine	Tucker Ellis	Walter Haverfield
Team (Team Breadth; Cohesiveness) (15 points)	7	5	1	2	13	14	13

Notes:

TH- short on bond counsel, but good team. Arik Sherik is the only bond counsel proposed. Strengths: They have done complicated deals with Cleveland. Robin and Pat are good lawyers.

TE- Gene Kileen is solid bond counsel; Irene McDougal has conflict. Bryan O'Neil and Dan Wright are good.

WH- no bond counsel. John Waldeck is proposed as bond counsel, but, while an excellent real estate lawyer, he's not really a bond lawyer. Good lawyers all around.

MG- Ken Lapine is a good lawyer.

GK- Real estate lawyers are from Myers; GK only supplied Bond Counsel. Myers' lawyers are good real estate lawyers, although this is a complex transaction.

Relevant Experience
(25 points)

6	8	2	4	20	20	19
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Notes:

TH- Large projects with similarity

TE- Large projects. Ohio EPA experience.

WH- Not specific on project experience.

MG- a little more explanation than GK. Bigger clients/project. Litigation firm.

GK- no experience in this size and caliber

SF- smaller projects

RP- no relevant experience

Conflict of Interest (15 points)	15	15	15	15	14	14	14	0
Notes: WH: conflict with Geis! Will have problems providing legal assistance in evaluating proposals before knowing the successful proposers. TE: no conflict with existing clients TH: no conflict with existing clients								
Project Understanding and Methodology (35 points)	10	15	5	8	20	34	30	
Notes: TH: understood project methodology. Pay scale is not acceptable, thus causing a deduction of ten points. TE: very clear on methodology; the firm really did its homework to understand the project. WH: understands Ameritrust. Able to control cost with monthly reviews								
Diversity and Inclusion (10 points)	7	5	10	7	9	8	6	
Notes: TH: they have a specific plan. Perform surveys. Recruiting subcommittee TE: participate in Minority summer programs. 15% minority, 37% women. WH: Generic answer GK: very diverse. Women owned law firm. MG: Generic RP: minority firm SF: majority team women or minority								
Total: (100 points)	45	48	33	36	76	90	68	

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0182

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council of Cuyahoga County, Ohio, met in regular session on the 11th of September, 2012; and,

WHEREAS, this County Council, in accordance with the provision of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2013; and,

WHEREAS, the Budget Commission of Cuyahoga County, Ohio, has certified its action thereon to this Council together with an estimate of the County Fiscal Officer of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the rates as determined by the Budget Commission in its certification be, and the same are, hereby accepted.

SECTION 2. That there be, and is, hereby levied on the tax duplicate of said County, the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNT REQUIRED FROM GENERAL PROPERTY TAX
APPROVED BY BUDGET COMMISSION AND COUNTY FISCAL
OFFICER'S ESTIMATE OF TAX RATES**

**County Fiscal Officer's Estimate of
Tax Rate to be Levied**

Tax Levy	Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	0.43	0
General Fund – Bond Retirement	1.02	0.17
Health & Human Services	0	2.90
Board of Developmental Disabilities	0	3.90
Health & Welfare	0	4.80
County Library	0	2.50
	1.45	14.27

SECTION 3. That the Clerk of Council be, and she is, hereby instructed to transmit a certified copy of this Resolution to the County Fiscal Officer; one copy to the County Budget Commission and the Director, Office of Budget & Management.

SECTION 4. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County entity. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 5. 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

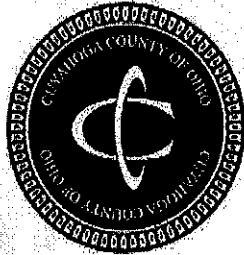
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	Office of Budget and Management	Agency/Dept. Head Name:	Matthew Rubino
Type of Request:	Authority To Submit		
Request Prepared by:	Millie Jones	Telephone No.	443-7220
SUMMARY OF REQUESTED ACTION:			
Accepting the 2012 Property Tax Rates the 2013 collections as determined by the Budget Commission, authorizing the necessary tax levies and certifying them to the County Fiscal Officer.			
Legislation Pending.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

Procurement Method:
Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

[Click to download](#)

No Attachments Available

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0183

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54th Street in the Village of Newburgh Heights; total estimated construction cost \$650,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.</p>
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WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires the repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54th Street in the Village of Newburgh Heights; total estimated construction cost \$650,000.00; and

WHEREAS, the anticipated construction cost for the repair and resurfacing is \$650,000.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this projects will be funded 100% with the County's Road and Bridge Fund; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is Harvard Avenue from Newburgh Heights West Corporation Line to East 54th Street in the Village of Newburgh Heights; Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2013.

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

SECTION 1. That the County Council hereby declares that public convenience and welfare requires the repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54th Street in the Village of Newburgh Heights.

SECTION 2. That special assessments are not to be levied nor collected to pay any part of the County's cost of this improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute the necessary agreement of cooperation with the above-named village where the road is located.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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:

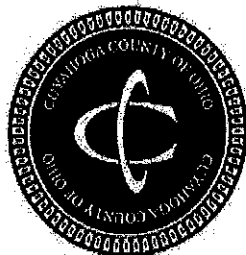
Nays:

_____ County Council President	_____ Date
_____ County Executive	_____ Date
_____ Clerk of Council	_____ Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal H. Husani
Type of Request:	Other		
Request Prepared by:	Nichole English	Telephone No.	216-348-3861

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

1. Department of Public Works requesting that Council find:
 - a) that the public convenience and welfare requires the repair and resurfacing of Harvard Avenue from Newburgh Heights west corp line to E.54th Street in the City of Newburgh Heights;
 - b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
 - c) authorize the County Executive to enter into and execute the necessary agreement of cooperation with the appropriate municipality.The anticipated construction cost for this improvement is \$650,000.00 The anticipated start date for construction of these projects is 2013.
2. The primary goal of this request is to begin the process of Council review and approval of these projects. The primary goal of the project itself is to properly maintain the County's infrastructure.
3. N/A

B. Procurement - N/A

C. Contractor and Project Information

1. N/A
2. N/A
- 3a. The location of the project is Harvard Avenue from Newburgh Heights west corp line to E.54th Street in the City of Newburgh Heights
- 3b. The project is located in Council District 6.

D. Project Status and Planning

1. The project is new to the County.

- 2. N/A
- 3. N/A
- 4. N/A
- 5. N/A

E. Funding

- 1. These projects are to be funded 100% with County Road and Bridge Fund
- 2. N/A
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

For all of the foregoing reasons, the Department of Public Works requests that Council find:

- a) that the public convenience and welfare requires the repair and resurfacing of Harvard Avenue from Newburgh Heights west corp line to E.54th Street in the City of Newburgh Heights;
- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
- c) authorize the County Executive to enter into and execute the necessary agreement of cooperation with the appropriate municipality.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:	Explanation:
Other	road and bridge

Total Amount Requested:

\$

ATTACHMENTS:

[Click to download](#)

[Project Sheet](#)

History

Time

Who
Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0184

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; total estimated construction cost \$2,900,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.
---	---

WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; and

WHEREAS, the anticipated construction cost for the rehabilitation is \$2,900,000.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this projects will be funded 80% with federal funds, and 20% from the County's Road and Bridge Fund; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is North Main Street Bridge No. 00.12 in the Village of Chagrin Falls; Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2017.

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

SECTION 1. That the County Council hereby declares that public convenience and welfare requires rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls.

SECTION 2. That special assessments are not to be levied nor collected to pay any part of the County's cost of this improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute the necessary agreement of cooperation with the above-named city where the bridge is located.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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:

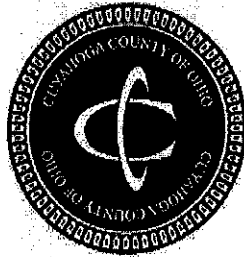
Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal H. Husani
Type of Request:	Other		
Request Prepared by:	Nichole English	Telephone No.	216-348-3861

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

1. Department of Public Works requesting that Council find: a) that the public convenience and welfare requires the rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls
- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
- c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

The anticipated construction costs for this improvement is \$2,900,000. The project is to be funded 80% with federal funds and 20% from the County Road and Bridge Fund. The anticipated start date for construction is 2017.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's Infrastructure.

3. N/A

B. Procurement - N/A

C. Contractor and Project Information

1. N/A

2. N/A

3a. The location of the project is North Main Street Bridge No. 0.12 in the Village of Chagrin Falls

3b. The project is located in Council District 6.

D. Project Status and Planning

1. The project is new to the County.

- 2. N/A
- 3. N/A
- 4. N/A
- 5. N/A

E. Funding

- 1. The project is to be funded 80% with federal funds and 20% from the County Road and Bridge Fund.
- 2. N/A
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

For all of the foregoing reasons, the Department of Public Works requests that Council find:

- a) that the public convenience and welfare requires the rehabilitation of North Main Street Bridge No. 00.12 in the Village of Chagrin Falls;
- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these Improvements; and
- c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:	Explanation:
Other	80% Federal, 20% Road and Bridge

Total Amount Requested:
\$

ATTACHMENTS:

- [Click to download](#)
- [Project Sheet](#)

History
Time

Who
Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0185

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires resurfacing of Sprague Road from Broadview Road to State Road in the Cities of Broadview Heights, North Royalton and Parma; total estimated construction cost \$1,550,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project.</p>
--	---

WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer recommends that public convenience and welfare requires resurfacing of Sprague Road from Broadview Road to State Road in the Cities of Broadview Heights, North Royalton and Parma; and

WHEREAS, the anticipated construction cost for the resurfacing is \$1,550,000.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this projects will be funded 70% with the County's Road and Bridge Fund (\$1,086,000.00); and 30% with Ohio Public Works Commission Issue 1 Funds (\$464,000.00).

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is Sprague Road from Broadview Road to State Road in the Cities of Broadview Heights, North Royalton and Parma; Council Districts 4, 5, and 6.

WHEREAS, the anticipated start date for construction of this project is 2013.

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

SECTION 1. That the County Council hereby declares that public convenience and welfare requires resurfacing of Sprague Road from Broadview Road to State Road in the Cities of Broadview Heights, North Royalton and Parma.

SECTION 2. That special assessments are not to be levied nor collected to pay any part of the County's cost of this improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute the necessary agreements of cooperation with the above-named cities where the road is located.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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:

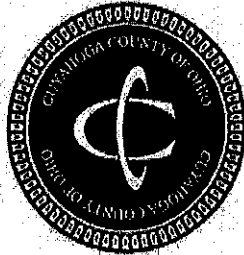
Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal H. Husani
Type of Request:	Other		
Request Prepared by:	Nichole English	Telephone No.	216-348-3861

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

1. Department of Public Works requesting that Council find:

a) that the public convenience and welfare requires the resurfacing of Sprague Road from Broadview Road to State Road in the Cities of Parma, North Royalton and Broadview Heights;

b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements

c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

The anticipated construction cost for this improvement is \$1,550,000.00. The anticipated start date for construction of these projects is 2013.

2. The primary goal of this request is to begin the process of Council review and approval of these projects. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement - N/A

C. Contractor and Project Information

1. N/A

2. N/A

3a. The location of the project is Sprague Road from Broadview Road to State Road in the Cities of Parma, North Royalton and Broadview Heights

3b. The project is located in Council Districts 4, 5 and 6.

D. Project Status and Planning

1. The project is new to the County.

- 2. N/A
- 3. N/A
- 4. N/A
- 5. N/A

E. Funding

1. These projects are to be funded 70% with County Road and Bridge Fund (\$1,086,000) and 30% OPWC Issue 1 (\$464,000).

- 2. N/A
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

For all of the foregoing reasons, the Department of Public Works requests that Council find:

- a) that the public convenience and welfare requires the resurfacing of Sprague Road from Broadview Road to State Road in the Cities of Parma, North Royalton and Broadview Heights;
- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
- c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:	Explanation:
Other	Road and Bridge and OPWC Issue 1

Total Amount Requested:
\$

ATTACHMENTS:

[Click to download](#)

[Project Sheet](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0186

<p>Sponsored by: County Executive FitzGerald/Department of Public Works</p>	<p>A Resolution granting above-ground and underground Standard Easements for Electric Facilities to City of Cleveland for installing, constructing, reconstructing, operating supplementing, repairing, maintaining, relocating, removing and renewing underground electric lines consisting of cable, ducts, conduits, fixtures, equipment and appliances and such other underground electric facilities as are deemed necessary or convenient for the purpose of distributing electricity, located on and above certain property located on the Eastern side of, and below, the Brooklyn/Brighton Bridge (West 25th Street) abutting old Pearl Road, Cleveland, Permanent Parcel Nos. 014-24-009 and 014-23-999; and authorizing the County Executive to execute all documents required in connection with said easements and consistent with this Resolution.</p>
--	--

WHEREAS, the County Executive/Department of Public Works has requested approval to grant above-ground and underground Standard Easements for Electric Facilities to the City of Cleveland, Ohio for installing, constructing, reconstructing, operating supplementing, repairing, maintaining, relocating, removing and renewing underground electric lines consisting of cable, ducts, conduits, fixtures, equipment and appliances and such other underground electric facilities as are deemed necessary or convenient for the purpose of distributing electricity, located on and above certain property located on the Eastern side of, and below, the Brooklyn/Brighton Bridge (West 25th Street) abutting old Pearl Road, Cleveland, Ohio, Permanent Parcel Nos. 014-24-009 and 014-23-999; and,

WHEREAS, the Department of Public Works has determined it is necessary to grant the two proposed easements; one easement above ground on two separate County parcels, and one easement underground on the same two County parcels; and,

WHEREAS, there is no cost associated with the granting of these two easements; and,

WHEREAS, pursuant to EA2011-0968, issued on August 5, 2011, Cleveland Public Power was granted a right-of-entry to the two County Parcels in order to complete work in which it relocated underground feeders from underground to overhead, abandoned an

existing duct bank crossing the right-of-way of two railroads, and installed new 2-2.4KV feeders under the new -12KV feeders on a new pole line, located 16' east of an existing pole line; and,

WHEREAS, the proposed easements are necessary to maintain and repair the City of Cleveland's equipment now located on the two County parcels, and to facilitate Cleveland Public Power's provision of electrical service.

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

SECTION 1. The County Council approves the above-ground and underground Standard Easements for Electric Facilities to the City of Cleveland for installing, constructing, reconstructing, operating supplementing, repairing, maintaining, relocating, removing and renewing underground electric lines consisting of cable, ducts, conduits, fixtures, equipment and appliances and such other underground electric facilities as are deemed necessary or convenient for the purpose of distributing electricity, located on and above certain property located on the Eastern side of, and below, the Brooklyn/Brighton Bridge (West 25th Street) abutting old Pearl Road, Cleveland, Ohio, Permanent Parcel Nos. 014-24-009 and 014-23-999.

SECTION 2. The County Executive is authorized to execute all documents required in connection with granting the Standard Easements and consistent with this Resolution.

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 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

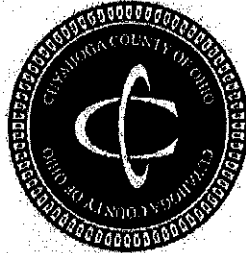
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal Husani, P.E.
Type of Request:	Award Recommendation		
Request Prepared by:	Fred Whatley	Telephone No.	348-3840

SUMMARY OF REQUESTED ACTION:

1. Wet and Notarized signature required. Department of Public Works requesting approval of the County's grant of two easements [one easement on two separate County parcels and one easement under the same two County parcels] to the City of Cleveland - there is no cost associated with the granting of these two easements. The two county parcels are separated by approximately 200 feet of railroad right-of-way, approximately 100 feet owned by the Wheeling & Lake Erie Railroad, and approximately 100 feet owned by the Baltimore & Ohio Railroad.

Cleveland, and more particularly, Cleveland Public Power ("CPP"), informed the Department of Public Works that it wished to go on and over the County parcels to relocate CPP's underground feeders from underground to overhead, and to abandon the existing duct bank crossing the two railroads' Right-of-Way, from M.H. #39-15 to M.H. #40-8. CPP installed new 2 -2.4KV feeders under the new 4 -12KV feeders on a new pole line, located 16' east of an existing CPP pole line.

Pursuant to EA2011-0968, issued on August 5, 2011, CPP was granted permission to enter upon the County's property to perform the above-described work. That work has been completed. Cleveland seeks the requested permanent easements to maintain and repair its equipment now located on the two County parcels. These two parcels are located on the eastern side of, and below, the Brooklyn/Brighton Bridge (West 25th Street) and abut old Pearl Road in the City of Cleveland. The parcels are more specifically described on Easements A and A1, and are illustrated on Exhibit B to the Easements attached hereto. The property is vacant and not being used by the County.

2. The primary goal of granting these easements is to facilitate CPP's provision of electrical service.

3. N/A

B. Procurement

- 1. N/A
- 2. N/A
- 3. N/A

C. Contractor and Project Information

- 1. The address of other party to contract is:
City of Cleveland
Cleveland Public Power
1300 Lakeside Avenue
Cleveland, Ohio 44114
Council District 7
- 2. The owner of the party to which the easements will be granted is the City of Cleveland.
- 3. The property upon which the easements will be located in Council District 7.

D. Project Status and Planning

- 1. N/A

E. Funding

- 1. As noted above, there is no cost associated with this specific request.
- 2. N/A
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:	Explanation:
	N/A

Total Amount Requested:
\$

ATTACHMENTS:

Click to download

- Above Ground Easement
- Under Ground Easement

History

Time	Who Clerk of the Board	Approval
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County Council of Cuyahoga County, Ohio

Resolution No. R2012-0187

Sponsored by: County Executive FitzGerald/Department of Information Technology	A Resolution making an award on RQ24597 to En Pointe Technologies Sales, Inc. in the amount not-to-exceed \$3,577,071.15 for a Microsoft Enterprise Agreement for products and services for the period 6/30/2012 - 6/29/2017; and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.
---	---

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ24597 to En Pointe Technologies Sales, Inc. in the amount not-to-exceed \$3,577,071.15 for a Microsoft Enterprise Agreement for products and services for the period 6/30/2012 – 6/29/2017; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by each bidder and verified the accuracy of the total amounts and determined En Pointe Technologies Sales, Inc. to be the lowest qualified bidder; and

WHEREAS, the contractor for the project is En Pointe Technologies Sales, Inc., which is located at 18701 S. Figueroa Street, Garden, CA 90248-4506; and

WHEREAS, the funding for this project is from the General Fund; and

WHEREAS, County Council has determined that awarding RQ24597 to En Pointe Technologies Sales, Inc. is in the best interest of the County.

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

SECTION 1. The Cuyahoga County Council hereby approves the County Executive's recommendation and authorizes an award on RQ24597 to En Pointe Technologies Sales, Inc. in the amount not-to-exceed \$3,577,071.15 for a Microsoft Enterprise Agreement for products and services for the period 6/30/2012 - 6/29/2017.

SECTION 2. The County Executive is hereby authorized to execute the contract and all other documents consistent with the award and this Resolution.

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

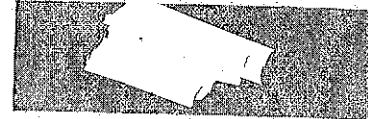
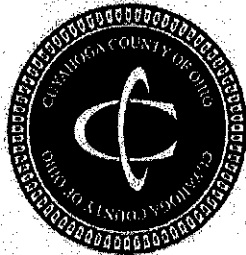
Clerk of Council

Date

First Reading/Referred to Committee:

Committee Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name: Information Services Center **Agency/Dept. Head Name:** Jeff Mowry

Type of Request: Contract/Amendment

Request Prepared by: Dottie Sievers/James Phillips **Telephone No.:** 5487

SUMMARY OF REQUESTED ACTION:

Department of Information Technology 2012 En Pointe Technologies Sales, Inc. Contract

A) DoIT submitting a contract with En Pointe Technologies Sales, Inc. in the amount not-to-exceed \$3,577,071.15 for Microsoft Platform Products at the DoIT for the period 6/30/12 - 6/29/17.

B) Awarded lower than state term pricing.

C) En Pointe Technologies Sales, Inc.
18701 S. Figueroa Street
Gardena, CA 90248-4506

D) The project reoccurs annually as the terms of the contract expire.

E) General Fund - Invoice

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Outcome: Microsoft Platform Products at the DoIT

Owner: Wasl Ahmed Yousaf - Director of Operations

Registered with the State of California

Explanation for late submittal:

Negotiations with vendor

Contract/Agreement Information:

Procurement Method: Other
Explanation for Increase/Decrease In \$ Amount for current request: -

Financial Information:

Funding source: General Fund	Explanation:
Total Amount Requested: \$3,577,071.15	

ATTACHMENTS:

Click to download

- [En Pointe Contract](#)
- [En Pointe Schedule A](#)
- [En Pointe W9](#)
- [En Pointe Aud Findings](#)
- [En Pointe State Cert](#)
- [En Pointe Ownership](#)
- [En Pointe TAC Approval](#)
- [En Pointe Cert of Liability](#)
- [En Pointe Non-Collusion](#)
- [En Pointe Signing Authority](#)
- [En Pointe Bidder Comp](#)
- [En Pointe Reg](#)
- [En Pointe Acknowledgement](#)
- [En Pointe Contract Cover](#)
- [En Pointe DMA](#)

History

Time

Who

Office of Procurement &
Diversity

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0188

<p>Sponsored by: County Executive FitzGerald/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an amendment to Contract No. CE0900604-01, 04 with Starting Point for administration of various initiatives of the Universal Pre-Kindergarten Program for the Invest in Children Program for the period 8/1/2009 - 7/31/2011 to extend the time period to 7/31/2013, to change the scope of services, effective 8/1/2012, and for additional funds in the amount of \$566,865.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald/Community Initiatives Division/Office of Early Childhood has recommended an amendment to Contract No. CE0900604-01, 04 with Starting Point for administration of various initiatives of the Universal Pre-Kindergarten Program for the Invest in Children Program for the period 8/1/2009 – 7/31/2011, to extend the time period to 7/31/2013, to change the scope of services effective 8/1/2012, and for additional funds in the amount of \$566,865.00; and

WHEREAS, the primary goal of this project is the management and implementation of the Universal Pre-Kindergarten (“UPK”) support services; and

WHEREAS, Starting Point has been designated by the State of Ohio as Cuyahoga County’s child care resource and referral agency and the services provided under this contract are complementary to this role and serves to leverage existing state funds; and

WHEREAS, the overall UPK project is funded 98% by the Health and Human Services Levy Funds, and 2% by private grant funds with the schedule of payments monthly by invoice; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project’s term has already begun. The reason for the delay is that a new budget needed to be negotiated based on the number of new UPK sites selected to be served by this contract amendment.

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

SECTION 1. The Cuyahoga County Council hereby approves an amendment to Contract No. CE0900604-01, 04 with Starting Point for administration of various initiatives of the Universal Pre-Kindergarten Program for the Invest in Children Program for the period 8/1/2009 – 7/31/2011 to extend the time period to 7/31/2013, to change the scope of services effective 8/1/2012, and for additional funds in the amount of \$566,865.00.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said amendment.

SECTION 3 . It is necessary that this Resolution become immediately effective in order to continue the critical services provided by the Universal Pre-Kindergarten Program without interruption or delay. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

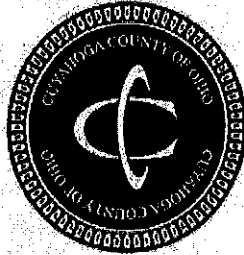
County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name: Administrator's Office/Office of Early Childhood
Agency/Dept. Head Name: Rebekah Dorman

Type of Request: Contract/Amendment

Request Prepared by: Naklaa Robinson
Telephone No.: (216) 443-6573

SUMMARY OF REQUESTED ACTION:

Submitting an amendment to a contract with Starting Point for Universal Pre-Kindergarten supportive services for the period August 1, 2009 through July 31, 2013 for additional funds in the amount of \$566,865.00.

Title: Office of Early Childhood 2012 Starting Point Contract Amendment #7 Universal Pre-Kindergarten (UPK) Support Services
A. Scope of Work Summary1. Office of Early Childhood requesting approval of a contract amendment with Starting Point for the anticipated cost of \$566,865.00, not-to-exceed. The anticipated start-completion dates of this portion of the project are 08/01/2009- 07/31/2013. The primary goals of the project are the management and implementation of the UPK supportive services components.
B. Procurement1. Starting Point has been designated by the State of Ohio as Cuyahoga County's child care resource and referral agency and the services provided under this contract are complementary to this role and serve to leverage existing state funds. The total value of the original contract is \$460,410.00.
C. Contractor and Project Information1. The address of the vendor is: Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, OH 44103

Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-Fears
D. Project Status and Planning1. The project reoccurs annually. 2. The project's term has already begun. The reason there was a delay in this request was the need to determine a new budget based on the addition of new UPK sites to be served that were selected through an RFP issued in March 2012.
E. Funding1. The project is funded 100% by Health and Human Services levy funds. The overall UPK project is funded 98% by the Health and Human Services levy and 2% private grant funds. 2. The schedule of payments

is monthly by invoice.3. The project is an amendment to a contract. This amendment changes the value and is the seventh amendment of the contract. The history of the amendments is: Original contract - \$460,410

Amendment #1 - \$95,000

Amendment #2 - \$590,995

Amendment #3 - \$64,000

Amendment #4 - \$521,376

Amendment #5 - \$34,800

Amendment #6 - \$24,906

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Starting Point will continue to provide management of the Cuyahoga County Universal Pre-Kindergarten (UPK) Management Information System (MIS) and the UPK Safety Net Scholarship program; and implementation of the UPK Family Engagement, Resource Coordination, and Program Enhancement Components. Specifically, this amendment provides resources for Starting Point to provide the above named services to all public preschool UPK sites as well as all sites selected through an RFP issued in March 2012 and to extend the time frame to provide for an additional year of services.

Explanation for late submittal:

A new budget needed to be negotiated based on the number of new UPK sites selected to be served by this contract amendment

Contract/Agreement Information:

Procurement Method:

Other

Explanation for Increase/Decrease in \$ Amount for current request:

Additional funds are required in order to continue to serve all UPK sites have increased in number from 27 to 36 sites.

Financial Information:

Funding source: Explanation:

Other Health and Human Services levy funds

Total Amount Requested:

\$566,865.00

ATTACHMENTS:

Click to download

- [Contract Cover Starting Point UPK Amendment #7](#)
- [Contract Starting Point UPK](#)
- [Signature Authority Starting Point](#)
- [Liability Insurance Starting Point](#)
- [Worker's Comp Insurance Starting Point](#)
- [Auditor Findings Starting Point](#)
- [DMA Starting Point](#)
- [SOS Certificate Starting Point](#)
- [Department Acknowledgement Form](#)

County of Cuyahoga
Contract Evaluation Form

(To be completed in its entirety by user department for all contract renewals or amendments)

Contractor: Starting Point
Contract No: CE 0900604-01
Time Period: August 1, 2009 through July 31, 2012

Service Description: The administration and management of the Cuyahoga County Universal Pre-Kindergarten (UPK) Management Information System and the UPK Safety Net Scholarship program; and implementation of the UPK family Engagement, Resource Coordination, and Program Enhancement components.

Original Contract Amount: \$460,410.00
Contract Amendment Amount: \$95,000.00
Contract Amendment Amount: \$590,995.00
Contract Amendment Amount: \$64,000.00
Contract Amendment Amount: \$521,376.00
Contract Amendment Amount: \$34,800.00
Contract Amendment Amount: \$24,906.00

Performance Indicators: Include the following:

- Develop and implement a Management Information System for the UPK program using Child Outcome, Planning, and Administration (COPA) system.
- Implement a family engagement system among the UPK sites using the Epstein model of family engagement.
- Provide resource coordination services to the UPK participating sites.
- Conduct Early Childhood Environment Rating Scale (ECERS) assessments on UPK providers and use as a basis for the development of Quality Enhancement Plans.
- Provide career-counseling services to UPK site staff engaged in or seeking to engage in professional development activities.
- Provide technical assistance to the UPK sites on all aspects of the UPK supportive services components.
- Coordinate implementation of the Bracken School Readiness Assessment
- Coordinate the implementation of this year's theme, "Learning through the Arts" in collaboration with a community-based arts organization and the 27 UPK sites.

Actual performance versus performance indicators (include statistics):

- Starting Point has continued to maintain the UPK MIS system, the COPA.
- The Starting Point Family Engagement Coordinator continues to work with all 24 UPK sites to develop and implement Family Engagement Plans.
- The Starting Point Resource Coordinator continues to provide training and resource information for all UPK sites in the programs and service available to families.
- All UPK sites have been assessed using the ECERS.
- A career counselor continues to work with all sites to ensure compliance with the staff qualification requirements of UPK.
- All programs have received at least one technical assistance visit.
- Starting Point has completed initial Bracken assessments on all children enrolled in UPK, and provided training/refresher training to consultants responsible for conducting the assessments.
- Starting Point successfully implemented the UPK theme "Learning through the Arts" in collaboration with a community-based arts organization and the 27 UPK sites.

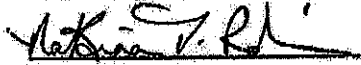
Rating of overall performance of contractor (check one)

- Superior
 Above Average

- Average
- Below Average
- Poor

Justification of Rating:

Starting Point is making satisfactory progress in meeting all of its service requirements for the program.



User Department

8/13/12

Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0189

Sponsored by: County Executive FitzGerald/Department of Public Works and Councilmember Gallagher	A Resolution making an award on RQ22640 to Brigadier Construction Services, LLC, in the amount of \$6,444,000.00 for the Cuyahoga County Corrections Center Jail Kitchen Renovation Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ22640 to Brigadier Construction Services, LLC in the amount of \$6,444,000.00 for the Cuyahoga County Corrections Center Jail Kitchen Renovation Project; and

WHEREAS, the Cuyahoga County Correction Center Kitchen was originally constructed in 1975 and is in need of significant repairs and renovations including but not limited to aging equipment, leaking, slippery floors, inefficient operations and storage limitations; and

WHEREAS, the kitchen is utilized by the Cuyahoga County Sheriff's Office to serve 6,000 plus meals per day to inmates and the renovations will allow the Sheriff's Office to continue to serve in a more efficient and safer environment; and

WHEREAS, the bids were received on August 23, 2012, and the Office of Procurement and Diversity ("OPD") assessed a thirty (30%) percent Small Business Enterprise ("SBE") goal; and

WHEREAS, twenty-four (24) bid proposals were pulled from OPD, four (4) bids were submitted for review, and an award recommendation was made to the lowest qualified bidder; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by each bidder and verified the accuracy of the total amounts and determined Brigadier Construction Services, LLC to be the lowest qualified bidder; and

WHEREAS, the contractor for the project is Brigadier Construction Services, LLC, which is located at 8100 Grand Avenue, Suite 200, Cleveland, Ohio 44104; Council District 7; and

WHEREAS, the funding for this project is from the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order to ensure that critical services provided by the County can continue, and to provide for an anticipated start date of October, 2012.

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

SECTION 1. That the Cuyahoga County Council hereby approves the County Executive's recommendation and authorizes an award on RQ22640 to Brigadier Construction Services, LLC, in the amount of \$6,444,000.00 for the Cuyahoga County Corrections Center Jail Kitchen Renovation Project.

SECTION 2. The County Executive is hereby authorized to execute the contract and all other documents consistent with the award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County entity. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

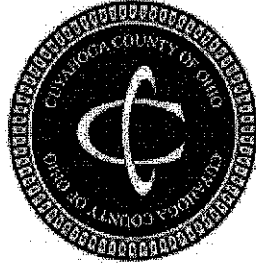
Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:
Committee(s) Assigned:



Item Details:

Agency/Dept. Name:	Department Central Services/County Architect	Agency/Dept. Head Name:	Barbara Shergalis
Type of Request:	Award Recommendation		
Request Prepared by:	Juliann Conway	Telephone No.	216-348-3838
SUMMARY OF REQUESTED ACTION:			
Department of Public Works			
<u>A) SCOPE OF WORK SUMMARY</u>			
1. is recommending an award on RQ22640 and enter into a contract with Brigadier Construction Services, LLC in the amount not-to-exceed \$6,444,000.00 for the Cuyahoga County Corrections Center Jail Kitchen Renovation.			
2. to execute the attached Project Labor Agreement (PLA) and Addendum Agreement to the PLA to be included with the above referenced contract.			
Construction is anticipated to begin in October, 2012 and scheduled to completed in June, 2012 (approximately 8 mos.).			
3) Award a contract to the lowest qualified bidder and complete construction as per plan. This Office of Procurement and Diversity (OPD) and the Department of Public Works (DOPW) found Brigadier Construction Services, LLC to be the lowest qualified bidder. They submitted all necessary required documents per specifications.			
<u>PROCUREMENT</u>			
1) Competitive Bid process.			
2) The bids were received on August 23, 2012. OPD assessed a thirty (30%) percent Small			

Business Enterprise (SBE) goal. OPD has approved their SBE Plan (see attached OPD Bid Tabulation).

3) There were twenty-four (24) bid proposals pulled from OPD and four (4) bids were submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

C) CONTRACTOR AND PROJECT INFORMATION

Brigadier Construction Services, LLC (216-426-8822)

8100 Grand Avenue, Suite 200

Cleveland, Ohio 44104

Council District - 7

3. Project Location - Justice Center, 1200 Ontario Street, Cleveland, Ohio 44114 (Council District 7).

D. PROJECT STATUS AND PLANNING

1. Specifications are complete.

E. FUNDING

1. General Fund

The contractor has completed ethics training as required.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The terms of this contract is to complete the Cuyahoga County Jail Kitchen Renovations as per "Conditions of Contract" and "Specifications" as set forth here within.

Shawnte' V. Thompson, President.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: Explanation:

General Fund

Total Amount Requested:

\$6,444,000.00



BID DUE DATE AUGUST 23, 2012

OFFICE OF PROCUREMENT & DIVERSITY
TABULATION OF BIDS RECEIVED OVER \$25,000

REQUISITION NUMBER 22640
 REQUISITIONING DEPT. DEPT. OF PUBLIC WORKS
 COMMODITY DESCRIPTION JAIL KITCHEN RENOVATION

CONTRACT PERIOD
 NUMBER OF ITB'S
 SENT/RETURNED
 ESTIMATE

N/A

24/4

\$5,971,900.00

30% SBE

TO BE COMPLETED BY OPD AND USER DEPARTMENT (P=PROCUREMENT; D=DEPARTMENT)

TO BE COMPLETED BY CONTRACT COMPLIANCE OFFICER

BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P - ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	PRICE PREFERENCE IF Y, SBE*	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Brigadier Construction Services LLC 8100 Grand Avenue, Ste. 200 Cleveland, Ohio 44104	Bid Guaranty and Contract Bond (100%)	P: Yes 8/24/12 COMPLIANCE PLAN MUST BE COMPLETED BEFORE CONTRACT S/E B/S	\$6,444,000.00 SBE Amt # 2,060,000.00	Brigadier Constr. 30% \$1,270,000.00 AF Gateway Electric Com. \$770,000.00 12% ASM		32%	Y	Prime Certified with us MMA 8/24/12
SONA Construction, LLC 7344 Forestwood Drive Independence, Ohio 44131-5260	Bid Guaranty and Contract Bond (100%)	P: Yes 8/24/12 DPN MUST COMPLETE SITE VISIT - S/E B/S	\$6,470,000.00 SBE Amt # 1,660,000.00	Gateway Electric Com. \$725,000.00 11% ASM Commercial Title \$200,000.00 WF EB Katz \$735,000.00 11.4% WM		25.5%	N	Sanders & Sons were dropped on 8/14/12 due to no response. No Good Faith Offer MMA 8/24/12
Infinity Construction, Inc. 18440 Cranwood Parkway Warrensleville Hts., Ohio 44128	Bid Guaranty and Contract Bond (100%)	P: YES 8/23/12 S/E B/S	\$6,547,000.00 SBE Amt # 1,660,000.00	Sanders & Son Painting Not Cert. Precision Paint \$253,900.00 WM 3.9% Precision Eng. \$49,754.00 .8% ASM North Amer. Cement. \$162,000.00 2.5% WM VIP Restoration \$225,000.00 5% WM Total Restor. \$105,900.00 1.6% WF Gateway Electric Com. \$778,000.00 11.9% WM E. Katz \$73,500.00 2.6% WM		28.3%	N	S+B Floor Not Cert Cardinal Decorating Not No Good Faith Offer MMA 8/24/12
Dunlop & Johnston, Inc. 5498 Innovation Drive Valley City, Ohio 44280	Bid Guaranty and Contract Bond (100%)	P: No 8/23/12 EXCEEDS 10% OVER ESTIMATE B/S	\$6,658,000.00 SBE Amt # 2,039,900.00	VIP Restoration \$312,330.00 4.7% WM Commercial TI; Ie. \$193,370.00 2.9% WF Gateway Electric Com. \$718,600.00 11.7% ASM EB Katz \$755,600.00 11.35% WM		30.65%	Y	MMA 8/24/12

* LOWEST BID REC'D \$6,444,000.00 RANGE OF LOWEST BID REC'D \$5,000,000.00 PRICE PREF % & \$ LIMIT: 35.00% (MAX) (55) MAX SBE PRICE PREF \$6,694,000.00

OBM APPROVAL _____ DATE _____
 (If actual bid exceeds estimate)
 DEPARTMENT SIGNATURE _____ DEPARTMENT DIRECTOR NAME _____
 DEPARTMENT SIGNATURE _____ DEPARTMENT DIRECTOR NAME _____
 LOW BIDDER NOTIFIED _____
 No Yes Date: _____
 Tab sheet with SBE Updated 12/8/2011

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0164

Sponsored by: **County Executive FitzGerald/Office of Procurement & Diversity**

A Resolution making an award on RQ23994 to Americab Transportation, Inc. in the amount not-to-exceed \$3,000,000.00 for transportation services for the Division of Employment and Family Services for the period 9/1/2012 - 8/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Council has before it RQ23994 to Americab Transportation, Inc. in the amount not-to-exceed \$3,000,000.00 for transportation services for the Division of Employment and Family Services for the period 9/1/2012 – 8/31/2014; and,

WHEREAS, Americab Transportation, Inc. will provide needed transportation for non-emergency, ambulatory clients to and from Medicaid facilities; and,

WHEREAS, this project is funded 100% by the Client Support Services Fund; and,

WHEREAS, County Council has determined that awarding RQ23994 to Americab Transportation, Inc. is in the best interest of the County; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. The County Council hereby makes an award on RQ23994 to Americab Transportation, Inc. in the amount not-to-exceed \$3,000,000.00 for transportation services for the Division of Employment and Family Services for the period 9/1/2012 – 8/31/2014.

SECTION 2. The County Executive is authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County entity. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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: August 14, 2012
Committee(s) Assigned: Health, Human Services & Aging

Journal CC007
September 11, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0173

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer and Councilmembers Conwell, Rogers and Jones	A Resolution making an award on RQ24294 to Terrace Construction Company, Inc. in the amount not-to-exceed \$6,957,014.80 for the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland; and authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.
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WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has recommended an award on RQ24294 to Terrace Construction Company, Inc. in the amount not-to-exceed \$6,957,014.80 for the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland; and

WHEREAS, the bids were received on July 24, 2012. This project is federally funded, therefore the Small Business Enterprise goal was waived; however, the Ohio Department of Transportation ("ODT") assessed an eight (8%) percent DBE goal; and

WHEREAS, there were twelve (12) proposals pulled from OPD and two (2) bids were submitted for review and an award recommendation was made to the lowest qualified bidder; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by each bidder and verified the accuracy of the total amounts and determined Terrace Construction Company to be the lowest qualified bidder; and

WHEREAS, the contractor for the project is Terrace Construction Company, Inc., located at 3965 Pearl Road, Cleveland, Ohio 44109 in Council District 7, and

WHEREAS, this is a two (2) year project and construction is anticipated to begin October, 2012, and

WHEREAS, the funding for this project is as follows: a) 50% Federal Funds; b) 42% Ohio Public Works Commission Issue 1 Funds, and c) 4% each will be paid by the City of Cleveland and Cuyahoga County.

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

SECTION 1. That the County Council hereby approves the County Executive's recommendation and authorizes an award on RQ24294 to Terrace Construction Company, Inc. (12-2) in the amount not-to-exceed \$6,957,014.80 for the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said contract.

SECTION 3. That funding for this project is as follows: a) 50% Federal Funds; b) 42% Ohio Public Works Commission Issue 1 Funds, and c) 4% each will be paid by the City of Cleveland and Cuyahoga County.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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: August 28, 2012

Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: August 30, 2012

Journal CC007
September 11, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0175

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood	A Resolution making awards on RQ23133 to various providers for Universal Pre-Kindergarten services for the period 8/1/2012 - 7/31/2013; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council has before it RQ23133 to various providers for Universal Pre-Kindergarten services in the total amount of \$3,027,712.20 for the period 8/1/2012-7/31/2013 as follows:

- 1) Achievement Centers for Children in the amount not-to-exceed \$31,761.00
- 2) Ganon Gil Preschool of the Temple Tifereth Israel, Inc. in the amount not-to-exceed \$46,407.00
- 3) Hanna Perkins School in the amount not-to-exceed \$36,433.00
- 4) Cassandra Rene Thompson in the amount not-to-exceed \$28,752.00
- 5) Ericka L. Elmore in the amount not-to-exceed \$20,045.00
- 6) Positive Beginnings Childcare & Preschool in the amount not-to-exceed \$10,563.00
- 7) Yolanda Casas-Knight in the amount not-to-exceed \$37,360.00
- 8) Catholic Charities Community Services Corporation – Riverside Head Start in the amount not-to-exceed \$6,473.60
- 9) Catholic Charities Community Services Corporation – St. Martin de Porres Head Start in the amount not-to-exceed \$6,473.60
- 10) Catholic Charities Community Services Corporation – St. Philip Neri Head Start in the amount not-to-exceed \$181,824.00
- 11) Center for Families and Children – Bingham Early Learning Center in the amount not-to-exceed \$114,598.00
- 12) Center for Families and Children – Mather Early Learning Center in the amount not-to-exceed \$114,485.00
- 13) Center for Families and Children – McMillan Early Learning Center in the amount not-to-exceed \$191,083.00
- 14) Center for Families and Children – Wade Early Learning Center in the amount not-to-exceed \$198,300.00
- 15) Early Childhood Enrichment Center, Inc. in the amount not-to-exceed \$164,664.00
- 16) Lakewood Beginnings Child Development Center, Inc. in the amount not-to-exceed \$95,070.00

- 17) Kiddie City Child Care Community, Inc. in the amount not-to-exceed \$175,530.00
- 18) Parma Pre-School, Inc. in the amount not-to-exceed \$171,785.00
- 19) Guidestone – Family Life Child Care Center of Berea in the amount not-to-exceed \$250,084.00
- 20) Guidestone – Family Life Child Care Center of Brook Park in the amount not-to-exceed \$122,344.00
- 21) Guidestone – Family Life Child Care Center of Lakewood in the amount not-to-exceed \$123,232.00
- 22) Guidestone – Family Life Child Care Center of Maple Heights in the amount not-to- exceed \$73,886.00
- 23) Guidestone – Family Life Child Care Center of Middleburg Heights in the amount not-to-exceed \$100,718.00
- 24) The Cleveland Music School Settlement in the amount not-to-exceed \$68,224.00
- 25) The East End Neighborhood House Association in the amount not-to-exceed \$68,224.00
- 26) The Merrick House in the amount not-to-exceed \$100,415.00
- 27) The Young Women’s Christian Association of Greater Cleveland, Ohio in the amount not-to-exceed \$165,679.00
- 28) West Side Ecumenical Ministry – Archwood Health Start in the amount not-to-exceed \$98,341.00
- 29) West Side Ecumenical Ministry – Gilbert Head Start in the amount not-to-exceed \$67,344.00
- 30) West Side Ecumenical Ministry – Youth & Family Learning Center in the amount not-to-exceed \$97,545.00; and,

WHEREAS, the primary goal of the project is to provide quality early care and education experience that will ensure children are adequately prepared for kindergarten; and,

WHEREAS, this project will be funded by Health and Human Services levy dollars and grant funds from the Gund Foundation; and,

WHEREAS, County Council has determined that awarding RQ23133 to various providers for Universal Pre-Kindergarten services is in the best interest of the County; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. The County Council hereby makes an award on RQ23133 to various providers for Universal Pre-Kindergarten services in the total amount of \$3,027,712.20 for the period 8/1/2012-7/31/2013 as follows:

- 1) Achievement Centers for Children in the amount not-to-exceed \$31,761.00
- 2) Ganon Gil Preschool of the Temple Tifereth Israel, Inc. in the amount not-to-exceed \$46,407.00
- 3) Hanna Perkins School in the amount not-to-exceed \$36,433.00
- 4) Cassandra Rene Thompson in the amount not-to-exceed \$28,752.00
- 5) Ericka L. Elmore in the amount not-to-exceed \$20,045.00
- 6) Positive Beginnings Childcare & Preschool in the amount not-to-exceed \$10,563.00
- 7) Yolanda Casas-Knight in the amount not-to-exceed \$37,360.00
- 8) Catholic Charities Community Services Corporation – Riverside Head Start in the amount not-to-exceed \$6,473.60
- 9) Catholic Charities Community Services Corporation – St. Martin de Porres Head Start in the amount not-to-exceed \$6,473.60
- 10) Catholic Charities Community Services Corporation – St. Philip Neri Head Start in the amount not-to-exceed \$181,824.00
- 11) Center for Families and Children – Bingham Early Learning Center in the amount not-to-exceed \$114,598.00
- 12) Center for Families and Children – Mather Early Learning Center in the amount not-to-exceed \$114,485.00
- 13) Center for Families and Children – McMillan Early Learning Center in the amount not-to-exceed \$191,083.00
- 14) Center for Families and Children – Wade Early Learning Center in the amount not-to-exceed \$198,300.00
- 15) Early Childhood Enrichment Center, Inc. in the amount not-to-exceed \$164,664.00
- 16) Lakewood Beginnings Child Development Center, Inc. in the amount not-to-exceed \$95,070.00
- 17) Kiddie City Child Care Community, Inc. in the amount not-to-exceed \$175,530.00
- 18) Parma Pre-School, Inc. in the amount not-to-exceed \$171,785.00
- 19) Guidestone – Family Life Child Care Center of Berea in the amount not-to-exceed \$250,084.00
- 20) Guidestone – Family Life Child Care Center of Brook Park in the amount not-to-exceed \$122,344.00
- 21) Guidestone – Family Life Child Care Center of Lakewood in the amount not-to-exceed \$123,232.00
- 22) Guidestone – Family Life Child Care Center of Maple Heights in the amount not-to-exceed \$73,886.00
- 23) Guidestone – Family Life Child Care Center of Middleburg Heights in the amount not-to-exceed \$100,718.00
- 24) The Cleveland Music School Settlement in the amount not-to-exceed \$68,224.00

- 25) The East End Neighborhood House Association in the amount not-to-exceed \$68,224.00
- 26) The Merrick House in the amount not-to-exceed \$100,415.00
- 27) The Young Women's Christian Association of Greater Cleveland, Ohio in the amount not-to-exceed \$165,679.00
- 28) West Side Ecumenical Ministry – Archwood Health Start in the amount not-to-exceed \$98,341.00
- 29) West Side Ecumenical Ministry – Gilbert Head Start in the amount not-to-exceed \$67,344.00
- 30) West Side Ecumenical Ministry – Youth & Family Learning Center in the amount not-to-exceed \$97,545.00.

SECTION 2. The County Executive is authorized to execute the contracts in connection with said awards and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County entity. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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: August 28, 2012
Committee Assigned: Health, Human Services & Aging

Journal CC007
September 11, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0176

<p>Sponsored by: County Executive FitzGerald/Department Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing various contracts with The Salvation Army of Greater Cleveland in connection with the FY2011 Continuum of Care Homeless Assistance Grant Programs and the McKinney-Vento Homeless Assistance Act; authorizing the County Executive to execute the contracts and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive FitzGerald on behalf of the Community Initiatives Division/Office of Homeless Services has submitted two (2) contracts with The Salvation Army of Greater Cleveland in the amount not-to-exceed \$793,048.00 in connection with the FY2011 Continuum of Care Homeless Assistance Grant Programs and the McKinney-Vento Homeless Assistance Act for the time periods as follows:

- a) PASS Supportive Services Program in the amount not-to-exceed \$265,549.00, for the period 8/10/2012 – 7/31/2013, and
- b) PASS Transitional Housing Program in the amount not-to-exceed \$527,499.00; and

WHEREAS, the PASS Program is a Transitional Housing Program for homeless men which goals are: a) to provide stable, short-term housing; b) assist clients in finding permanent housing; and c) assist clients in attaining employment; and

WHEREAS, the proposed contracts received a “perpetual” RFP Exemption on 4/16/2012 through the CPB 2012-368; and

WHEREAS, the contractor for both contracts is as follows:

The Salvation Army
1710 Prospect Avenue
Cleveland, Ohio 44115
Beau Hill, Executive Director
Council District 7;

WHEREAS, this project is federally funded through the U.S. Department of Housing & Urban Development, McKinney –Vento Homeless Assistance Grant award; and

WHEREAS, it is necessary that this Resolution become immediately effective as the project's term had to commence on August 1, 2012. Significant delay was incurred as a result of the late return of contracts (July 25, 2012) from the contractors and the fact that the grantor, U.S. Department of Housing & Urban Development did not issue the grant agreement until late June.

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

SECTION 1. That the County Executive is hereby authorized to enter into two (2) contracts with The Salvation Army of Greater Cleveland in connection with the FY2011 Continuum of Care Homeless Assistance Grant Programs and the McKinney-Vento Homeless Assistance Act in the amounts and time periods as follows:

- a) PASS Supportive Services Program in the amount not-to-exceed \$265,549.00, for the period 8/10/2012 – 7/31/2013, and
- b) PASS Transitional Housing Program in the amount not-to-exceed \$527,499.00; and

SECTION 2. That the County Executive is hereby authorized to execute the contracts and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order to continue the critical services provided by the Office of Homeless Services without interruption or delay. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: August 28, 2012
Committee(s) Assigned: Health, Human Services & Aging

Journal CC007
September 11, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0177

Sponsored by: County Executive FitzGerald/Department Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$1,464,552.00 for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 8/1/2012 - 7/31/2013; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive FitzGerald/Division of Community Initiatives/Office of Homeless Services has submitted a request to contract with Emerald Development and Economic Network, Inc. (EDEN, Inc.) in the amount not-to-exceed \$1,464,552.00 for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with McKinney-Vento Homeless Assistance Act for the period 8/01/2012 – 7/31/2013; and

WHEREAS, the primary goals of the Shelter Plus Care program are: a) to provide permanent housing for disabled homeless persons; b) assure that housed clients receive supportive services aimed at maintaining their housing; and c) support clients to become as independent as they can be. This contract will maintain rent subsidies for over 180 persons for twelve (12) months; and

WHEREAS, the proposed contract received a “perpetual” RFP Exemption on 4/16/2012 from the Contracts and Purchasing Board CPB 2012-368; and

WHEREAS, the contractor for the project is EDEN, Inc. located at 7812 Madison Ave., Cleveland, Ohio 44102, which is located in Council District 4; and

WHEREAS, this contract is funded 100% by the U.S. Department of Housing & Urban Development, McKinney-Vento Homeless Assistance Grant; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project’s term is schedule to begin August 1, 2012. The reason for the delay is due to the grant award process, coupled with the required OPD/OBM steps that are necessary to establish an Index Code, appropriate funds and schedule items for the appropriate Agenda Review and approval.

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

SECTION 1. The Cuyahoga County Council hereby authorizes a contract with Emerald Development and Economic Network, Inc. (EDEN, Inc.) in the amount not-to-exceed \$1,464,552.00 for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with McKinney-Vento Homeless Assistance Act for the period 8/01/2012 – 7/31/2013.

SECTION 2. The County Executive is authorized to execute the contract and all documents required in connection with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order to continue the critical services provided by the Division of Children and Family Services without interruption or delay. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 28, 2012
Committee(s) Assigned: Health, Human Services & Aging

Journal CC007
September 11, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0178

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children & Family Services has recommended to amend contracts with various providers for placement services for the period 10/1/2011 – 6/30/2012 to extend the time period to 12/31/2013, and for additional funds as follows; and

- 1) Contract No. CE1100613-01 with New Directions, Inc. in the amount of \$216,000.00.
- 2) Contract No. CE1100626-01 with Pressley Ridge in the amount of \$2,866,572.00.

Total Amount **\$3,082,572.00**

WHEREAS, these agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment; and

WHEREAS, these contracts are funded 100% by the Health and Human Services Levy and the schedule of payments will be by invoice; and

WHEREAS, it is necessary that this Resolution become immediately effective because the current contracts have expired as of 6/30/2012, and further delays will impede the agencies from adequately placing and servicing children and families.

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

SECTION 1. The Cuyahoga County Council hereby approves the amendments to contracts with various providers for placement services for the period 10/1/2011 –

6/30/2012 to extend the time period to 12/31/2013, and for additional funds as follows:

- 1) Contract No. CE1100613-01 with New Directions, Inc. in the amount of \$216,000.00.
- 2) Contract No. CE1100626-01 with Pressley Ridge in the amount of \$2,866,572.00; and

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said amendments.

SECTION 3. It is necessary that this Resolution become immediately effective in order to continue the critical services provided by the Division of Children and Family Services without interruption or delay. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective upon the signature of the County Executive; otherwise, it shall be in full force and effect from and immediately after the earliest time permitted by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 28, 2012
Committee(s) Assigned: Health, Human Services & Aging

Journal CC007
September 11, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0027

Sponsored by: County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Emergency Management	An Ordinance authorizing the renaming of the Cuyahoga County Urban Area Working Group (UAWG) to the Cuyahoga County Emergency Services Advisory Board (CCESAB); authorizing said Board to establish and amend its bylaws to comply with mandates of the Ohio Revised Code and to update membership of the Board; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VI, Section 6.03 of the Cuyahoga County Charter provides that “any board or commission of the County and any joint board or commission in which the County is a participant that is in existence when this Charter becomes effective, but not provided for in this Charter, shall continue to exist until reorganized or discontinued by action of Council, unless its continuance is required by general law;” and,

WHEREAS, Article III, Section 3.09(2) of the Cuyahoga County Charter vests the Cuyahoga County Council with the power “to establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County;” and,

WHEREAS, the Cuyahoga County Urban Area Working Group (UAWG) was established by the Cuyahoga County Board of Commissioners, pursuant to Section 5502.26 of the Ohio Revised Code, establishing a countywide emergency management agency; and,

WHEREAS, duties of the UAWG are to advise the County on all matters pertaining to Homeland Security, emergency preparedness, and public safety matters specific to the enhancement of prevention, protection, response, and recovery capabilities for Cuyahoga County; and,

WHEREAS, other duties of the UAWG are to advise the County on the use of funds related to Homeland Security grants, as well as to advise both the County and the City of Cleveland when the funds are issued through the Urban Area Security Initiative (UASI) grant; and,

WHEREAS, the UAWG is an independent advisory board with the ability and authority to establish and amend its by-laws that are consistent with its stated mission and purpose, ORC 5502.26, and not inconsistent with general law; and,

WHEREAS, the UAWG is a public body subject to the Ohio Open Meetings Law consistent with ORC 121.22; and,

WHEREAS, in 2011, the Department of Public Safety and Justice Services released a Reorganization Plan for the Office of Emergency Management that included a return to the use of its former name of the Cuyahoga County Emergency Services Advisory Board. This change was recommended in an effort to refocus the Board's role on critical planning efforts, in addition to its funding-driven recommendations; and,

WHEREAS, in order to fulfill the elements of the Reorganization Plan, the Department of Public Safety and Justice Services, in conjunction with the Urban Area Working Group (UAWG), has taken steps to amend and update the bylaws to include the change of name to the Cuyahoga County Emergency Services Advisory Board (CCESAB), to incorporate updates in the law, as well as compliance with the new County Charter, and to update the membership of the Board to achieve compliance with the Ohio Revised Code; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by this Cuyahoga County advisory board can continue without interruption or delay.

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

SECTION 1. This Council hereby authorizes the bylaws be amended, to include the name of the entity be changed to the Cuyahoga County Emergency Services Advisory Board (CCESAB) and update the membership of the Board pursuant to the mandates of Ohio Revised Code 5502.26.

SECTION 2. The Cuyahoga County Emergency Services Advisory Board (CCESAB) shall be an independent advisory board with the ability and authority to establish and amend its bylaws that are consistent with its stated mission and purpose, ORC 5502.26, and not inconsistent with general law. Any amendment to the bylaws that alter the membership of the board shall require the approval of the County Executive.

SECTION 3. The Cuyahoga County Emergency Services Advisory Board (CCESAB) is acknowledged to be a public body subject to the open meetings laws as set forth in Ohio Revised Code 121.22.

SECTION 4. It is necessary that this Ordinance become immediately effective in order to continue the critical services provided by this Advisory Board without interruption or delay. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

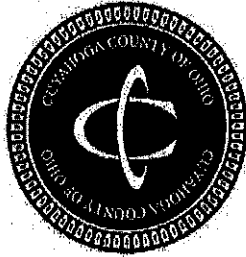
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	Department of Justice Affairs	Agency/Dept. Head Name:	Norberto Colon
Type of Request:	Other		
Request Prepared by:	Felicia Harrison	Telephone No.	443-5906

SUMMARY OF REQUESTED ACTION:

Department of Public Safety and Justice Services, 2012, requesting authorization of bylaws.

A. Scope of Work Summary

1. The Department of Public Safety and Justice Services is requesting the bylaws be amended, to include renaming the Cuyahoga County Urban Area Working Group (UAWG) to the Cuyahoga County Emergency Services Advisory Board (CCESAB) and update the membership of the board.

2. The purpose of the CCESAB is to advise the County Executive for the County of Cuyahoga on Homeland Security, Public Safety and Emergency Management matters in order to enhance the prevention, protection, mitigation, response and recovery capabilities of the County of Cuyahoga and to make this improved capacity available to municipal corporations and townships.

3. The CCESAB (formerly UAWG) was established pursuant to Section 5502.26 of the Ohio Revised Code.

B. Procurement (N/A)

C. Contractor and Project Information (N/A)

D. Project Status and Planning (N/A)

E. Funding (N/A)

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of the action is to seek authorization of the bylaws for the Cuyahoga County Emergency Services Advisory Board (CCESAB).

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

[Click to download](#)

- [CCESAB Draft By-Laws](#)
- [Department Acknowledgement](#)

History

Time

Who

Clerk of the Board

Approval

**CUYAHOGA COUNTY EMERGENCY
SERVICES ADVISORY BOARD BYLAWS**

Adopted On XXXX

DRAFT

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DOCUMENT'S PURPOSE

This document represents a compilation of the Resolutions passed by the government of Cuyahoga County related to the Cuyahoga County Emergency Services Advisory Board Bylaws. The "Revision Authority" page lists these Resolutions.

BYLAWS REVISION AUTHORITY

<u>Version</u>	<u>Date</u>	<u>Board of County Commissioners' Resolution</u>
Original	2/26/09	Journal 301, Resolution No. 090868

<u>Version</u>	<u>Date</u>	<u>[NEW COUNTY LEGISLATION]</u>
1 st Revision		Resolution No.

CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD (CCESAB)

BYLAWS

ARTICLE 1 PURPOSE

The Cuyahoga County Emergency Services Advisory Board (hereinafter referred to as "CCESAB"), and formerly called the Public Safety Urban Area Working Group, was established by the government of the County of Cuyahoga, Ohio (hereinafter referred to as the "COUNTY EXECUTIVE for the COUNTY of CUYAHOGA"), pursuant to Section 5502.26 of the Ohio Revised Code, to advise the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA on Homeland Security, Public Safety and Emergency Management matters in order to enhance the prevention, protection, mitigation, response and recovery capabilities of the County of Cuyahoga and to make this improved capacity available to municipal corporations and townships pursuant to Section 307.15 of the Ohio Revised Code.

ARTICLE 2 MEMBERSHIP

2.1 MEMBERS. The 21 voting members of the CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD shall be as follows (2.1.1 – 2.1.19):

- 2.1.1 One (1) member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA who is an employee of the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.
- 2.1.2 Three (3) members appointed by the Cuyahoga County Mayors and City Managers Association.
- 2.1.3 One (1) member that is a Cuyahoga County Township Trustee.
- 2.1.4 One (1) member appointed by the Metropolitan Medical Response System.
- 2.1.5 One (1) member appointed by the Cuyahoga County Sheriff's Office.
- 2.1.6 One (1) member of the Cuyahoga County Office of Emergency Management.
- 2.1.7 Three (3) members appointed by the Mayor of the City of Cleveland.
- 2.1.8 One (1) member appointed by the Cuyahoga County Fire Chiefs Association who is a Fire Chief of a community in the County of Cuyahoga.

- 2.1.9 One (1) member appointed by the Cuyahoga County Police Chiefs Association who is a Police Chief of a community in County of Cuyahoga.
- 2.1.10 One (1) member appointed by the Greater Cleveland Regional Transit Authority
- 2.1.11 Chair of the Cuyahoga County Citizen Corps Council.
- 2.1.12 Chair of the Health and Medical Committee.
- 2.1.13 Chair of the Communications Committee.
- 2.1.14 Chair of Fire Service Committee.
- 2.1.16 Chair of the Law Enforcement Committee.
- 2.1.17 Chair of the Public Works Committee
- 2.1.18 Chair of the Emergency Medical Services Committee.

- 2.1.19 In addition, the Chair of the Northeast Ohio Region Area Maritime Security Subcommittee is a Non-voting CCESAB member.

- 2.3 **MEMBER RESPONSIBILITIES.** Members shall represent their appointing authority and/or agency. Members shall attend the meetings and, if unable to do so, designate an alternate to attend. It is expected that members will report back to their appointing authority and/or agency after CCESAB meetings regarding issues and/or actions pertinent to the appointing authority and/or agency. Members or designated alternates must attend two-thirds (2/3) of the meetings scheduled in the calendar year and may be subject to removal for non-compliance.

- 2.4 **MULTIPLE REPRESENTATIONS.** No single person shall represent more than one (1) member at a CCESAB meeting or CCESAB Executive meeting. Each voting member is able to cast only one vote for each motioned item.

- 2.5 **TERM OF MEMBERSHIP.** The term of Membership on the main CCESAB, the Executive Board, or a Subcommittee Chair, shall be for two (2) years, beginning every even-numbered year. The term of Membership for the Vice Chair shall be for two (2) years, beginning every odd numbered year. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, Membership term shall extend beyond two (2) years.

- 2.6 **VACANCIES.** A vacancy on the CCESAB shall be filled by the original appointing authority in accordance with Section 2.1.

- 2.7 **ALTERNATES.** Upon appointment, a member is expected to designate in writing, to the Chair of the main CCESAB, an alternate to represent the member at CCESAB meetings. An alternate shall have all privileges of the member that he/she is representing.

- 2.8 **COMPENSATION.** No member shall receive compensation from the CCESAB, the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA, or the MAYOR of the CITY of CLEVELAND for attendance at CCESAB meetings or for attendance at any other activity of the CCESAB. Members may be reimbursed for out-of-pocket expenses directly related

to the activities of the CCESAB with the prior written approval of the CCESAB and the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.

- 2.9 **CONFLICT OF INTEREST.** No member shall deliberate or vote on a matter in which he or she has a direct or indirect personal or pecuniary interest, nor shall that member participate in the discussions of the matter (see also Cuyahoga County Ethics Ordinance) All members of the main CCESAB must sign a Conflict of Interest statement within six (6) months of appointment. All individuals whom participate or attend any CCESAB meeting should sign a Conflict of Interest statement.

ARTICLE 3 MEETINGS

- 3.1 **ORGANIZATIONAL MEETING.** The CCESAB shall hold an Organizational Meeting in February of each year. At these Organizational Meetings, the CCESAB officers shall be elected pursuant to Section 4.3. The CCESAB member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA shall preside at the Organizational Meeting until the chairperson is elected pursuant to Section 4.3. Should there not be a quorum in attendance at an Organizational Meeting, the member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA shall reschedule the meeting and shall continue to do so until a quorum is in attendance.
- 3.2 **NUMBER OF MEETINGS.** The CCESAB shall hold a minimum of one (1) meeting per quarter each calendar year in addition to the Organizational Meeting. Each Subcommittee must meet a minimum of once per quarter.
- 3.3 **MEETING CALL.** CCESAB meetings shall be called at the request of the CCESAB Chairperson. Meeting dates for the year shall be identified at the beginning of each year. The CCESAB Chairperson shall also call a meeting of the CCESAB upon receiving a written request signed by five (5) members of the CCESAB.
- 3.4 **PUBLIC MEETINGS.** CCESAB and each of its subcommittees are public bodies and are required to conduct open meetings pursuant to ORC 121.22. All voting and decision making shall be done in an open public meeting. Votes will be taken by roll call vote. The CCESAB is required to give public notice of its meetings. CCESAB or its subcommittees may hold closed executive sessions for discussion and information gathering purposes when (1) the subject of the meeting relates to the security arrangements and emergency response protocols for a public body or a public office; and (2) disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. The decision to conduct a closed executive session must be made in a public open meeting. If a meeting is conducted in executive session, the Committee must memorialize the statutory exception used to

conduct an executive session. Individuals who are not members of the CCESAB may attend a closed executive session if (1) his or her participation in that session is necessary to achieve the goals stated in the agenda; and (2) that individual is invited by the Chairperson or other CCESAB members (See Organizational Rules).

- 3.5 **MEETING NOTIFICATION.** The CCESAB Chairperson shall cause to have written notification of the CCESAB meeting time, date and location served to all members and designated alternates. This written notification shall be sufficient if sent via regular U.S. Mail, facsimile or electronic mail but must be received at least 24 hours in advance of the scheduled meeting date.
- 3.6 **MEETING AGENDA.** The agenda for the meetings shall be set by the CCESAB Chairperson or Vice Chairperson and shall include all items submitted by Functional Subcommittee Chairpersons by the agenda deadline established by the CCESAB Chairperson. In addition, any item put forth by a member shall be acted on appropriately at the meeting. Meeting Agendas are public records and will be made available for public inspection, unless the agenda is exempt from being made public pursuant to ORC 149.433. An agenda is made sufficiently available to the public when it is posted on the CCESAB website, at least 24 hours in advance of the scheduled meeting date.
- 3.7 **MINUTES DISTRIBUTION AND CONTENT.** The minutes of the CCESAB meetings shall be sent to all CCESAB members and designated alternates, and to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA. The minutes shall include a summary providing an overview and itemization of the meeting's proceeding. The summary shall indicate those members in attendance at the meeting.
- 3.8 **QUORUM.** The CCESAB shall conduct its business only if a majority plus one is present.
- 3.9 **EMERGENCY MEETING AND VOTING.** The CCESAB Chairperson, with concurrence of two other members of the CCESAB, may call an emergency meeting of the CCESAB. The CCESAB Chairperson shall cause to have an attempt made to notify all members by telephone and/or email of any emergency meeting. Media outlets will be notified by a posting on the website.
- 3.10 **MEETINGS REGARDING FUNDING.** When funds are available, each Functional Subcommittee defined in Article 5 shall determine and prioritize funding requests. All Functional Subcommittees will be given the opportunity to present their prioritized funding requests at a pre-identified CCESAB meeting. The Executive Committee, defined in Section 5, will consider proposed funding requests at a subsequent CCESAB Executive Committee meeting. The Executive Committee will vote on a funding recommendation. The recommendation will be presented to the main CCESAB for a vote. If the main CCESAB votes in dissent of the Executive Committee's

recommendation, the main CCESAB will be able to present support for their position. The final funding vote will be taken by the Executive Committee at the same meeting, or at a subsequent Executive Committee meeting. 3.3 through 3.9 shall apply for these meetings.

- 3.11 **VOTING.** In the event of a tie vote of the 21 voting member board, the Executive Committee will make the final decision.

ARTICLE 4 OFFICERS

- 4.1 **DESIGNATED OFFICERS.** The officers of the CCESAB shall be the Chairperson and the Vice Chairperson.
- 4.2 **OFFICER'S STANDING.** All officers of the CCESAB shall be members. Officers can be both voting members and/or subcommittee co-chairs.
- 4.3 **ELECTION OF OFFICERS.** The officers of the CCESAB shall be elected at the Organizational Meetings of the CCESAB, as defined in Section 3.1. The Chairperson shall be elected at the Organizational Meeting of every even-numbered year, and the Vice Chairperson shall be elected at the Organizational Meeting of every odd-numbered year. Open nominations for the officers shall be put forth and the election held at the Organizational Meeting. A quorum shall be required to elect an officer, and the nomination and voting process shall be repeated as many times as necessary until such time as a nominated member receives a majority vote of the members in attendance.
- 4.4 **TERM IN OFFICE.** The term in office for an officer shall be for two years, beginning from the Organizational Meeting said officer was so elected. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, Membership term may extend beyond two (2) years.
- 4.5 **OFFICER REMOVAL.** The CCESAB may remove any officer by a two-thirds vote of the members at a main or emergency CCESAB meeting. The meeting must have a quorum in attendance. The basis for removal includes, but is not limited to, malfeasance or misfeasance.
- 4.6 **VACANT OFFICES.** An officer position as defined by Section 4.1 that becomes vacant shall be filled in the manner specified in Section 4.3, however the nomination and voting process may occur at any CCESAB meeting and the officer elected shall complete the term of office.
- 4.6.1 Vacant offices shall be filled at the meeting immediately following the identified vacancy.

- 4.6.2 In the event that both an Executive member seat or a Main Committee member seat are vacant simultaneously, the Main Committee member seat will be filled first.
- 4.6.3 In the event that a vacancy occurs more than one (1) month prior to the organizational meeting, the following emergency procedures shall apply:
- 1.) At the meeting following the vacancy, a motion will be made. Nominations will be taken until a week prior to the next meeting.
 - 2) A vote to fill the vacant office will be taken at the subsequent meeting.
- 4.7 **CHAIRPERSON'S DUTIES.** The duties of the CCESAB Chairperson shall be as follows:
- 4.7.1 Call and preside at all meetings of the CCESAB.
 - 4.7.2 Chair the Executive CCESAB.
 - 4.7.3 Serve as the CCESAB liaison with the Public Safety and Homeland Security community.
- 4.8 **VICE-CHAIRPERSON'S DUTIES.** The CCESAB Vice-Chairperson's duties shall be as follows:
- 4.8.1 Assume the responsibilities and duties of the CCESAB Chairperson in the absence of the CCESAB Chairperson.
 - 4.8.2 Shall cause records of the members' attendance at the CCESAB meetings to be maintained.
 - 4.8.3 Shall cause the summary of the meetings to be prepared pursuant to Section 3.8 and distributed pursuant to Section 3.7.

ARTICLE 5 COMMITTEES

- 5.1 **EXECUTIVE COMMITTEE.** The CCESAB shall have an Executive Committee.
- 5.2 **RESPONSIBILITIES AND AUTHORITIES OF THE EXECUTIVE COMMITTEE.** The Executive Committee's responsibilities include the following:
- 5.2.1 Preparation of intergovernmental matters for the consideration of the CCESAB.
 - 5.2.2 Authority vote over the main CCESAB for funding pursuant to Section 3.10.
 - 5.2.3 Submission of recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA or its designee(s), on tax, operating budgets and procurement awards.

5.2.4 The following in connection with the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA Public Safety Agencies:

5.2.3.1 May recommend to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA or its designee(s) an organizational chart, job positions, job descriptions within the parameters of the Ohio Revised Code; and

5.2.3.2 May submit to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA or its designee(s) other personnel recommendations.

5.2.3.3 May request meeting with the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA; the Deputy Chief of Staff, Justice; or the Public Safety Director for Cuyahoga County.

5.2.5 In the event of a tie vote by the CCESAB membership, the CCESAB Executive Committee shall break the tie through a simple majority vote.

5.2.6 In the event that both the Chair and the Vice-Chair are unavailable, or both seats are temporarily vacant, the member of the Executive Committee that was appointed by the County Executive will call and preside over the main committee meeting.

5.6.7 In the event that the Executive Board has only 4 seats filled and a tie vote occurs, a final vote shall be decided by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.

5.6.8 Membership in the Functional Subcommittees or any Ad Hoc Committee is subject to the approval of the Executive Committee.

5.6.9 The Executive Committee shall have final approval of all proposed rules and procedures submitted by each of the Functional Subcommittees or any Ad Hoc Committee.

5.3 **EXECUTIVE COMMITTEE MEMBERSHIP.** The Executive committee shall have five (5) members. Only members of the full board can be elected to the Executive Committee.

5.3.1 The CCESAB Chairperson.

5.3.2 The CCESAB Vice-Chairperson.

5.3.3 The CCESAB member appointed by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA.

5.3.4 The CCESAB member appointed by the Cuyahoga County Mayors and City Managers Association.

5.3.5 A CCESAB member appointed by the Mayor of City of Cleveland.

- 5.4 **EXECUTIVE COMMITTEE TERM.** The term of membership for the appointed Members of the Executive Committee shall be 2 years from Organizational Meeting to Organizational Meeting of the CCESAB pursuant to Section 3.1.
- 5.5 **EXECUTIVE COMMITTEE MEMBER REMOVAL.** The Executive Committee may remove an appointed or elected member from the Executive Committee only through a unanimous vote of Executive Committee members not considered for removal. The basis for removal includes, but is not limited to malfeasance or misfeasance. The appointing authority of the member so removed shall appoint a replacement within one month of said removal.
- 5.6 **EXECUTIVE COMMITTEE VACANCIES.** Vacancies in the appointed membership of the Executive Committee shall be filled by the appointing authority of the respective members.
- 5.7 **EXECUTIVE COMMITTEE RULES AND PROCEDURES.** The Executive Committee shall determine its own rules and procedures for the conduct of its activities and the activities of the CCESAB so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws.
- 5.8 **FUNCTIONAL SUBCOMMITTEES.** The CCESAB shall have the following Functional Subcommittees:
- 5.8.1 **Communications**
The Communications Committee shall be responsible for all communications matters.
 - 5.8.2 **Health and Medical**
The Health and Medical Committee shall be responsible for all matters relating to public health and healthcare.
 - 5.8.3 **Fire Service**
The Fire Service Committee shall be responsible for matters relating to major emergency incidents involving Fire Service responsibilities (i.e. hazardous materials, confined space rescue, rope rescue, trench rescue and water and ice rescue, etc).
 - 5.8.4 **Public Works**
The Public Works Committee shall be responsible for all matters relating to public works.
 - 5.8.5 **Law Enforcement**
The Law Enforcement Committee shall be responsible for matters relating to a major emergency incident involving Law Enforcement responsibilities (i.e. SWAT, Bomb and K-9, etc).

5.8.6 Emergency Medical Services

The Emergency Medical Services Committee shall be responsible for all matters relating to the health and welfare of patients and all emergency medical services.

5.8.7 Citizen Corps Council

The Citizen Corps Council shall be responsible for the coordination of volunteer matters.

5.8.8 Area Maritime Security

The Northeast Ohio Region Area Maritime Security Subcommittee (NEORAMSS) is expressly exempt from all functional subcommittee requirements stated in these Bylaws. However, the NEORAMSS may collaborate and share information with the CCESAB membership. The Chair of the NEORAMSS is a non-voting member (per their request) of the CCESAB who shall serve as a liaison between the two entities in order to enhance regional collaboration and information sharing.

5.9 RESPONSIBILITIES AND AUTHORITIES OF THE FUNCTIONAL SUBCOMMITTEES.

The Functional Subcommittees are responsible for building local capabilities through planning, equipment, training and exercise activities. Planning within these Committees and the main CCESAB is of primary importance. The Committees shall support the work of Emergency Management and Public Safety at all levels, including the Countywide Emergency Operations Plan and all other planning documents and initiatives. The goal of the several committees is to support the mission areas of Homeland Security – prevent, protect, mitigate, respond and recover – and address all the national priorities and the target capabilities outlined by the Federal Government.

5.10 AD HOC COMMITTEES. A Committee may establish Ad Hoc Committees as necessary for the CCESAB to conduct its business. Any Ad Hoc Committee may be abolished through a majority vote of the Committee. The Chair of the main CCESAB can establish Ad Hoc Committees, as needed. In the absence of the Chair, the Vice Chair may fill this function.

5.11 COMMITTEE CHAIRPERSONS. Pursuant to Section 4.7.2, the CCESAB Chairperson shall chair the Executive Committee. The CCESAB Chairperson shall appoint individuals to serve as the chairpersons and vice-chairpersons of the Ad Hoc Committees. The CCESAB Functional Subcommittee chairpersons and vice-chairpersons will be elected by representatives from the respective disciplines. Functional Subcommittee chairpersons will be elected every even numbered year. Functional Subcommittee vice-chairpersons will be elected every odd-numbered year. In the event that a vacancy occurs, the Chair of the main CCESAB can appoint a new Chair or Vice Chair within a reasonable amount of time, or until an election from the respective discipline can occur.

5.12 FUNCTIONAL SUBCOMMITTEE AND AD HOC COMMITTEE MEMBERSHIP. The Chairpersons of the Functional Subcommittees and the Chairperson of any Ad Hoc

Committee shall invite any and all subject matter experts in the county to serve on the respective committees. Each Functional Subcommittee Chairperson and/or Ad Hoc Committee Chairperson shall strive to select members from diverse agencies. Functional Subcommittees shall consist of at least seven (7) members, but no more than twenty-one (21). At least four (4) of the eight (8) Cuyahoga County Planning Regions shall be represented by Functional Subcommittee members. Exceptions may exist as approved by the Executive Committee. Membership in the Functional Subcommittees or any Ad Hoc Committee is subject to the approval of the Executive Committee.

- 5.13 **QUORUM FOR FUNCTIONAL SUBCOMMITTEES AND AD HOC COMMITTEES.** Functional Subcommittees and Ad Hoc Committees shall conduct business only if at least a majority plus one of the committee members are in attendance.
- 5.14 **FUNCTIONAL SUBCOMMITTEE AND AD HOC COMMITTEE CHAIR REMOVAL.** The CCESAB members may remove any Functional Subcommittee or Ad Hoc Committee Chairperson by a quorum roll call vote of the members in attendance at a CCESAB meeting. The basis for removal includes, but is not limited to malfeasance or misfeasance.
- 5.15 **FUNCTIONAL SUBCOMMITTEE AND AD HOC COMMITTEE RULES AND PROCEDURES.** The various Functional Subcommittees and Ad Hoc Committees shall determine their own rules and procedures for the conduct of their activities so long as such rules and procedures advance the purposes of the CCESAB and do not conflict with these Bylaws or rules established by the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA. The Chairpersons of the Functional Subcommittees and Ad Hoc Committees shall submit in writing their respective rules and procedures to the Executive Committee which shall have final approval of all proposed rules and procedures.

ARTICLE 6

CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD DUTIES AND RESPONSIBILITIES

- 6.1 **NON-ASSUMPTION OF DUTIES.** The CCESAB shall not assume any duty, responsibility or authority granted to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA by the Ohio Revised Code.
- 6.2 **CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD.** In general, the CCESAB shall recommend those actions necessary to improve the quality of Emergency Management, Public Safety and Homeland Security services in the areas of prevention, protection, mitigation, response and recovery from a major emergency incident within the County of Cuyahoga, and to promote the development of such services on a county-

wide basis within the scope of the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA available resources and authority.

- 6.3 **CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD ORGANIZATION.** The CCESAB may submit recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA on priorities and policies for the operation of the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA Public Safety organization.
- 6.4 **REPRESENTATION RECOMMENDATION.** The CCESAB may recommend to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA what action, if any, should be taken in connection with those appointing authorities who have not maintained the level of representation at the CCESAB meetings as deemed appropriate by the CCESAB. All such recommendations shall require approval by a quorum of the members.
- 6.5 **FUNDING RECOMMENDATION.** The CCESAB shall make all funding recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA, including but not limited to requests for new funding each year and the reallocation of existing funding.
- 6.6 **FUNDING REALLOCATION.** Any proposed reallocation of funding by any CCESAB member or committee, which exceeds the amount of \$100,000, shall be submitted to the entire CCESAB membership for consideration and approval.

ARTICLE 7 AMENDMENTS

- 7.1 **RECOMMENDATIONS.** The CCESAB may recommend to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA amendments to these Bylaws.
- 7.2 **RECOMMENDATION APPROVAL.** Prior to the submission of recommendations to the COUNTY EXECUTIVE for the COUNTY of CUYAHOGA regarding amendments to the Bylaws, all such recommendations shall be:
 - 7.2.1 Submitted to and accepted for a first reading by the CCESAB by at least a quorum of members in attendance at the meeting.
 - 7.2.2 Submitted and approved for a second reading by the Executive Committee of the CCESAB.

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0028

<p>Sponsored by: County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Information Technology</p>	<p>An Ordinance authorizing the renaming of the Cuyahoga County Regional Information System (CRIS) to the Cuyahoga County Regional Enterprise Data Sharing System (REDSS); authorizing said Board to establish and amend its bylaws to comply with mandates of the Ohio Revised Code and to update membership of the Board; and declaring the necessity that this Ordinance become immediately effective.</p>
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WHEREAS, Article VI, Section 6.03 of the Cuyahoga County Charter provides that “any board or commission of the County and any joint board or commission in which the County is a participant that is in existence when this Charter becomes effective, but not provided for in this Charter, shall continue to exist until reorganized or discontinued by action of Council, unless its continuance is required by general law;” and,

WHEREAS, Article III, Section 3.09(2) of the Cuyahoga County Charter vests the Cuyahoga County Council with the power “to establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County;” and,

WHEREAS, the Cuyahoga County Regional Information System (CRIS) was originally established by Resolution of the Cuyahoga County Board of Commissioners in 1976 as part of a requirement of an application to the Criminal Justice Coordinating Council of greater Cleveland for a Law Enforcement Action Project Grant. This grant required the development of a steering committee; and,

WHEREAS, the Resolution was subsequently amended under Resolution 986313 on December 24, 1979, providing for additional members in the steering committee and formally naming it the CRIS Advisory Board; and,

WHEREAS, the purpose of the entity was to set standards for the operation and management of the computer application system, personnel decisions for employees using the CRIS system, and maintaining conformity with applicable guidelines; and,

WHEREAS, CRIS’s stated mission is to offer high availability architecture to all public safety clients, while embracing current and new technologies in the public safety

field, and maintaining an exceptional level of customer service and availability to all clients; and,

WHEREAS, CRIS is an independent advisory board that operates through its bylaws that are consistent with its stated mission and purpose, ORC 2949.093, and not inconsistent with general law; and,

WHEREAS, CRIS is a public body subject to the Ohio Open Meetings Law consistent with ORC 121.22; and,

WHEREAS, in January of 2012, the Department of Public Safety and Justice Services, in conjunction with the Cuyahoga County Regional Information System (CRIS), prepared a strategic plan that included renaming of the agency, an update to the bylaws and board membership, and to incorporate new governmental changes in compliance with the new County Charter; and,

WHEREAS, in order to fulfill the elements of the strategic plan, the Department of Public Safety and Justice Services, in conjunction with the Cuyahoga County Regional Information System (CRIS) has requested that the bylaws be amended, to include a change to the name of the entity to the Cuyahoga County Regional Enterprise Data Sharing System (REDSS), and to update the membership of the board; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by this Cuyahoga County advisory board can continue without interruption or delay.

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

SECTION 1. This Council hereby authorizes the bylaws be amended to include the renaming of the entity from the Cuyahoga County Regional Information System (CRIS) to the Cuyahoga County Regional Enterprise Data Sharing System (REDSS), and to update the membership of the Board.

SECTION 2. The Cuyahoga County Regional Enterprise Data Sharing System (REDSS) is an independent advisory board with the ability and authority to establish and amend its bylaws that are consistent with its stated mission and purpose, the mandates of ORC 2949.093, and not inconsistent with general law. Any amendment to the bylaws that alter the membership of the board shall require the approval of the County Executive.

SECTION 3. The Cuyahoga County Regional Enterprise Data Sharing System (REDSS) is acknowledged to be a public body subject to the open meetings laws as set forth in Ohio Revised Code 121.22.

SECTION 4. It is necessary that this Ordinance become immediately effective in order to continue the critical services provided by this Advisory Board without interruption or delay. Provided that this Ordinance receives the affirmative vote of eight

members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

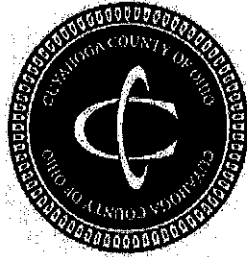
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name: Department of Justice Affairs/Cuyahoga Regional Information System
Agency/Dept. Head Name: Norberto Colon

Type of Request: Other

Request Prepared by: Felicia Harrison
Telephone No.: 443-5906

SUMMARY OF REQUESTED ACTION:

Department of Public Safety and Justice Services, 2012, requesting authorization of bylaws.

A. Scope of Work Summary

1. The Department of Public Safety and Justice Services is requesting the bylaws be amended, to include renaming the Cuyahoga County Regional Information System (CRIS) to the Cuyahoga County Regional Data Sharing System (REDSS); and update the membership of the board.

2. The purpose of REDSS is to function as a criminal and public safety information network and justice data warehouse system. The REDSS Governing Board shall provide guidance and direction regarding the operation, maintenance, enhancement and fiscal oversight of REDSS.

3. The participation in a criminal justice regional information system is pursuant to Section 2949.093 of the Ohio Revised Code.

B. Procurement (N/A)

C. Contractor and Project Information (N/A)

D. Project Status and Planning (N/A)

E. Funding (N/A)

REDSS offers a variety of services to public safety and criminal justice entities. Some services are free of charge and others are offered to paid subscribers only.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of this action is to seek authorization of the bylaws for the Cuyahoga County Regional Enterprise Data Sharing System (REDSS).

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: **Explanation:**

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

Dept Acknowledgment Form REDSS

REDSS Bylaws

History

Time

Who

Clerk of the Board

Approval

REGIONAL ENTERPRISE DATA SHARING SYSTEM

ADVISORY BOARD

BYLAWS¹

I. HISTORY

Under the new Cuyahoga County administration, the Regional Enterprise Data Sharing System (R.E.D.S.S.)² was established as a section under the new Department of Public Safety, Division of Information Technology (DOIT) and is housed under the newly created Department of Public Safety and Justice Services. REDSS (formerly the Cuyahoga Regional Information System "CRIS") was originally formed under a Resolution by the County Commissioners in 1976. REDSS was formed as part of a requirement of an application to the Criminal Justice Coordinating Council of greater Cleveland for a Law Enforcement Action Project Grant. The grant required the development of a steering committee. Subsequently, the resolution was amended under Resolution 986313 on December 24, 1979, to allow for additional members as part of the steering committee and formally naming it the CRIS Advisory Board, now to be called the REDSS Governing Board.

REDSS's mission is to offer robust, redundant, and high availability architecture to all public safety and criminal justice clients, while embracing current and new technologies in the public safety field, and maintaining an exceptional level of customer service and availability to all clients.

II. PURPOSE

The Regional Enterprise Data Sharing System Governing Board (hereinafter called the "REDSS BOARD") is an entity of the Cuyahoga County Executive intended to provide guidance in the operation, maintenance, and enhancement to the Regional Enterprise Data Sharing System (hereinafter called "REDSS"), which functions as a criminal and public safety information network and justice data warehouse system. The REDSS BOARD shall provide guidance and direction regarding the operation, maintenance, enhancement, and fiscal oversight of REDSS, an organizational entity of the Cuyahoga County Executive, pursuant to provisions specified in these by-laws, the Ohio Revised Code (See Appendices), and those requirements as established and published by the National Crime Information Center.

¹ Originally adopted by the REDSS Governing Board – June 23, 2011 (this version was not formally adopted by Cuyahoga County Council)

² The ordinance was passed using the language Cuyahoga Regional Information System (CRIS)

III. COMPOSITION of REDSS GOVERNING BOARD

The REDSS Governing Board is composed of twenty-one (21) members made up of one (1) representative from every County Council District, and members in the criminal justice community who are assigned to the REDSS BOARD by their parent agency.

Council District 1	<ul style="list-style-type: none">• Bay Village• Fairview Park• North Olmsted• Rocky River• Westlake• Olmsted Township
Council District 2	<ul style="list-style-type: none">• Brook Park• Lakewood
Council District 3	<ul style="list-style-type: none">• City of Cleveland
Council District 4	<ul style="list-style-type: none">• Brooklyn• Parma• Parma Heights• Seven Hills• Village of Linndale
Council District 5	<ul style="list-style-type: none">• Berea• Middleburg Heights• North Royalton• Olmsted Falls• Strongsville

Council District 6

- Brecksville
- Broadview Heights
- Highland Heights
- Independence
- Mayfield Heights
- Pepper Pike
- Solon
- Bentleyville
- Brooklyn Heights
- Chagrin Falls
- Cuyahoga Heights
- Gates Mills
- Glenwillow
- Hunting Valley
- Mayfield
- Moreland Hills
- Newburgh Heights
- Oakwood
- Valley View
- Walton Hills
- Chagrin Falls Township

Council District 7

- Cuyahoga County Sheriff's Office

Council District 8

- Garfield Heights
- Maple Heights

Council District 9

- Bedford
- Bedford Heights
- Shaker Heights
- Warrensville Heights
- Highland Hills
- North Randall
- Orange
- Woodmere

Council District 10

- East Cleveland
- Cleveland Heights
- Bratenahl

Council District 11	<ul style="list-style-type: none"> • Beachwood • Euclid • Lyndhurst • Richmond Heights • South Euclid • University Heights
Contiguous County Representation	<ul style="list-style-type: none"> • Geauga • Lake • Lorain • Medina • Summit
Regional Representation	<ul style="list-style-type: none"> • Cleveland Metroparks • Cuyahoga Metropolitan Housing Authority (CMHA) • Regional Transit Authority (RTA)
Each of the agencies listed in this group have one representative on the REDSS BOARD	<ul style="list-style-type: none"> • Cuyahoga County Prosecutor Representative • Cuyahoga County Police Chiefs Association Representative • Federal Law Enforcement Agencies Representative • Cuyahoga County Executive Representative • Cuyahoga County Judiciary Representative including Municipal Mayor's Courts and Probation • Cuyahoga County Mayors & City Managers Association • Cuyahoga County Council Representative • Cuyahoga County Medical Examiner

The REDSS BOARD shall create and present a revised list that identifies the criminal justice agencies, municipal corporations, villages, townships, and political subdivisions which are members of the aforementioned agencies, to the REDSS BOARD each February 28.

A criminal justice agency, municipal corporation, village, township, or political subdivision shall advise the REDSS BOARD in writing when such entity is, in accordance with the Cuyahoga County Charter, transferred to another Council District. The REDSS BOARD shall forward this information with its written recommendation regarding whether such entity should be assigned to a different REDSS region, to the Cuyahoga County Executive. The Cuyahoga County Executive shall accept or reject the transfer request.

IV. REDSS BOARD MEMBERSHIP

- A. The membership of the REDSS BOARD shall be appointed as follows: REGIONS 1, 2, 4, 5, 6, 8, 9,10, 11: One member appointed by the police chiefs of those municipal corporations, villages, criminal justice agencies, and townships who are REDSS USERS with standing at the time of the REDSS BOARD's organizational meeting.
- B. REGION 3: One member appointed by the City of Cleveland's Chief of Police; provided that said city is with standing at the time of the REDSS Board's organizational meeting.
- C. REGION 7: One member appointed by the Cuyahoga County Sheriff's Office.
- D. One member appointed by the Contiguous County criminal justice agencies.
- E. One Regional Representative appointed by the police chiefs of the named entities, and other such criminal justice agencies.
- F. One member appointed by the Cuyahoga County Prosecutor who is an employee of that office.
- G. One member appointed by the Cuyahoga County Police Chiefs Association.
- H. One member appointed by a Federal Law Enforcement Agency.
- I. One member appointed by the Cuyahoga County Executive who is an employee of the Cuyahoga County Executive.
- J. One member appointed by the membership of the Cuyahoga County Court of Common Pleas, Municipal and Mayor's Courts of the County of Cuyahoga, who is either a Judge/Mayor or Court Administrator or Court IT Administrator.
- K. One member appointed by the President of the Cuyahoga County Mayors and City Managers Association, to include township representation.
- L. One member of the Cuyahoga County Council, appointed by the Safety Chairperson of the Cuyahoga County Council.
- M. One member appointed by the Cuyahoga County Medical Examiner.

V. MEMBERSHIP REQUIREMENTS

The following requirements shall take effect on the date of approval of these By-Laws at a regular organizational meeting, pursuant to Section VII, paragraph A.

- A. No single person shall represent more than one of the appointing authorities defined in these By-Laws and no agency shall have more than one vote.
- B. The term of membership shall be from organizational meeting to organizational meeting, as defined in Section VII, paragraph A.
- C. Two months prior to the start of the term of membership, the Chairman of the REDSS BOARD ("CHAIRMAN") shall cause to have written notification sent to each Appointing Authority that their member on the REDSS BOARD must be appointed. On or before the first day of the calendar month in which the term of membership starts, the Appointing Authorities shall provide the CHAIRMAN, or the CHAIRMAN's designee, with written notification of the Appointing Authorities' member on the REDSS BOARD. A member may designate, in writing, an individual to represent the member at meetings of the REDSS BOARD in the member's absence. Such alternates shall have full voting privileges and shall count toward a quorum when the primary member is not present.
- D. Members of the REDSS BOARD shall serve at the pleasure of their respective Appointing Authority.
- E. Vacancies occurring on the REDSS BOARD shall be filled by the region or original Appointing Authority to complete the term of membership.
- F. Members shall receive no compensation from the REDSS BOARD or the EXECUTIVE for attendance at the REDSS BOARD meeting or for attendance at any other activities of the REDSS BOARD. Members may be reimbursed for out-of-pocket expenses directly related to the activities of the REDSS BOARD with prior written approval of the REDSS BOARD and the EXECUTIVE.
- G. In accordance with O.R.C. 2921.42, no member of the REDSS BOARD shall have an interest in any public contract with Cuyahoga County, or an interest directly or indirectly, with an entity, or any of its affiliate thereof, which does business with Cuyahoga County or maintains a business relationship with Cuyahoga County. Any member or alternate member found to have such an interest shall be removed from the REDSS BOARD.

VI. REDSS USER

A REDSS user is any criminal justice agency who enters into a contract with the REDSS BOARD and the Cuyahoga County Executive to directly or indirectly use REDSS services. There are two (2) types of REDSS users:

- **Paid Subscriber:** A paid subscriber has access to all services offered by REDSS. A paid subscriber, who fails to pay, will revert to unpaid subscriber status.
- **Unpaid Subscriber:** An unpaid subscriber is a subscriber who only has access to the free services offered by REDSS.

VII. REDSS FUNDING

Funding for REDSS shall come from the following areas:

- A. FEES –funds generated from contracts negotiated between Cuyahoga County and various governmental agencies.
- B. COURT REVENUE –monies generated by Mayor's and Municipal Courts as provided for in Ohio Revised Code Section 2949.093 and deposited in the Cuyahoga County criminal justice regional information fund account, established pursuant to R.C. 305.28.
- C. GRANTS and OTHER MISCELLANEOUS REVENUE – funds generated by way of REDSS as the primary grant applicant or where REDSS is a partner in a collaborative proposal/project.
- D. CUYAHOGA COUNTY GENERAL FUND – funds that are appropriated through the general fund.

VIII. REDSS BOARD MEETINGS

- A. The REDSS BOARD shall hold its organizational meeting in February of each year. At the organizational meeting, the REDSS BOARD's officers shall be elected pursuant to Section VIII and then the elected members of the Executive Committee pursuant to Section IX. The REDSS BOARD member appointed by the EXECUTIVE shall preside at this organizational meeting until such time as the chairperson is elected pursuant to Section VIII.
- B. The REDSS BOARD shall hold a minimum of eight (8) meetings each year in addition to the organizational meeting.
- C. The REDSS chairperson, or the chairperson's designee, shall serve written notification of all meetings of the REDSS BOARD, including time, date, and location, on all REDSS BOARD members and associate members. This written notification shall be sent via regular U. S. Mail and/or Electronic mail (e-mail) at least ten (10) calendar days in advance of the scheduled meeting date.
- D. Meetings of the REDSS BOARD shall be called at the request of the chair. The chair shall also call a meeting of the REDSS BOARD upon receiving a written request signed by five members of the REDSS BOARD.
- E. The REDSS BOARD shall conduct its business only if a majority (quorum) of its members (eleven (11) members) is in attendance.
- F. All REDSS BOARD meetings shall be open to the general public pursuant to Section 121.22 of the Ohio Revised Code.
- G. At a minimum, the minutes of a meeting of the REDSS BOARD shall be transmitted to all REDSS BOARD members and associate members at least seven calendar days prior to the next meeting.

- H. The minutes of a meeting of the REDSS BOARD shall be a summary of the meeting's proceeding with specific actions indicated in detail and with the related vote itemized. The minutes shall also indicate those members or alternates in attendance at the meeting.
- I. The agenda for the meetings shall be approved by the chair; however, any item put forth by any member shall be acted on appropriately at the meeting.
- J. The chair, with the concurrence of two other members of the Executive Committee, may call an emergency meeting of the REDSS BOARD. The ten (10) calendar days' notification requirement specified in Section VII C shall be waived for an emergency meeting. The chair shall use best efforts to provide all members of the REDSS BOARD with telephone and/or Electronic Mail (e-mail) notification of any emergency meeting.
- K. Votes at the REDSS BOARD meetings shall be voice votes, except as specified elsewhere in these by-laws or when a roll call vote is requested by any REDSS BOARD member.
- L. REDSS Manager will be present and provide informational updates at all meetings, will serve as Secretary to the REDSS BOARD, and be a non-voting member of the REDSS BOARD.

IX. REDSS BOARD OFFICERS

- A. The officers of the REDSS BOARD shall be a chair and vice-chair elected by the REDSS BOARD.
- B. In the event of a tie vote, the chair will cast the deciding vote.
- C. The officers of the REDSS BOARD shall be members of the REDSS BOARD, and shall be police chiefs or members in accordance with Section VI. No agency shall have more than one representative as REDSS BOARD officers.
- D. The officers of the REDSS BOARD shall be elected at the organizational meeting of the REDSS BOARD, as defined in Section VII, Paragraph A. The sequence of the officer's election shall be the chairperson and then the vice-chairperson. Open nominations for the officers shall be put forth and the election held at the organizational meeting. A voice vote of those REDSS BOARD members in attendance shall be required to elect an officer, and the nomination and voting process shall be repeated as many times as necessary until such time as a nominated REDSS BOARD member receives a majority vote of those REDSS BOARD members in attendance.
- E. The term of office for a REDSS officer shall be from organizational meeting to organizational meeting, as defined in Section VII, Paragraph A. The REDSS BOARD may remove any officer by a voice vote of those officers in attendance.
- F. Vacant offices shall be filled by a voice vote, to complete the term of office.

G. The chair shall call and preside at all meetings of the REDSS BOARD; shall chair the Executive Committee; shall serve as the REDSS BOARD's liaison to the County Council and the Council's criminal justice community; may establish those committees deemed necessary for the REDSS BOARD to conduct its business with the concurrence of the majority of the REDSS BOARD members in attendance; and shall appoint the members to established committees and shall designate one of these appointed members as chair of such committees.

H. The vice-chair shall assume all the above responsibilities and duties in the absence of the chairperson. In addition, the vice-chairperson shall cause records of each member's attendance at the REDSS BOARD meetings to be maintained and the minutes prepared pursuant to Section VII, paragraph H, and distributed.

IX. REDSS BOARD COMMITTEES (Effective February 1, 2013)

A. The REDSS BOARD shall have a six (6) member Executive Committee consisting of:

1. The Chair
2. The Vice-Chair
3. A REDSS BOARD member appointed by the EXECUTIVE
4. Current Police Chief, City of Cleveland
5. Current Cuyahoga County Sheriff
6. One (1) representative from the Police Chief's Association

B. The REDSS BOARD, by a 2/3rds majority roll call vote, may remove any elected member from the Executive Committee.

C. The Executive Committee shall be responsible for the preparation of the budget; and recommendations for facilities, fixtures, grants and equipment for the consideration of the REDSS BOARD and recommendation to and approval by County Council.

D. The Executive Committee shall also have the following responsibilities and authorities related to REDSS:

1. Approve a Table of Organization, which shall include the position of Manager for REDSS.
2. Establish minimum qualifications for the position of Manager for recommendation to the REDSS BOARD.
3. Shall conduct interviews, in conjunction with the Cuyahoga County Executive's designee(s), of applicants for the vacant position of REDSS Manager, and submit to the Cuyahoga County Executive, or the Executive's designee(s), a list of applicants meeting the minimum qualifications and the name of the REDSS BOARD's preferred candidate. The Cuyahoga County Executive shall appoint off the list of qualified candidates.

4. Shall conduct or have conducted by the REDSS BOARD'S Manager performance reviews of REDSS staff and shall submit annual performance reviews in accordance with Cuyahoga County Human Resource requirements.
 5. May submit or have submitted, in conjunction with the Cuyahoga County Executive designee(s), an employee termination recommendation to the Cuyahoga County Executive, or the Executive's designee(s), after consulting with the Cuyahoga County Office of Human Resources.
 6. May submit or have submitted, in conjunction with the Cuyahoga County Executive's designee(s), an employee disciplinary recommendation to the Cuyahoga County Executive, or the Executive's designee(s), after consulting with the Cuyahoga County Office of Human Resources.
 7. May submit any other personnel recommendation to the Cuyahoga County Office of Human Resources.
 8. The REDSS BOARD may call for a vote of no-confidence for REDSS Staff. Those requesting the vote must provide written notice to the CHAIRMAN twenty-four (24) hours prior to the meeting. If a vote of no-confidence passes, the Cuyahoga County representative, in coordination with the Cuyahoga County Office of Human Resources will investigate the employee's behavior, and follow all Cuyahoga County policies and procedures.
- E. In the absence of a majority of the REDSS BOARD members in attendance at a REDSS BOARD meeting, the Executive Committee may act on behalf of the REDSS BOARD on any action except by-law modifications when it is determined by the Executive Committee that an emergency exists which would affect the effective operation or integrity of the REDSS or the computer application systems operated by the REDSS.

X. SUB-COMMITTEES

- A. The REDSS BOARD shall establish committees, councils, or task forces ("COMMITTEES") it deems necessary to conduct its business.
- B. The chair of each committee established pursuant to Section X.A., shall be appointed by the CHAIRMAN and may be appointed to successive one-year terms.
- C. The committee chair may be a voting or non-voting member.
- D. The REDSS BOARD may remove a committee chair with a 2/3 majority roll-call vote.
- E. The membership of a committee shall be determined by the REDSS BOARD and may consist of members and non-members of the REDSS BOARD.
- F. The REDSS BOARD may abolish any committee established pursuant to Section X.A. by a majority voice vote.

XI. REDSS BOARD RESPONSIBILITIES AND AUTHORITIES

- A. The REDSS BOARD shall not assume any duty, responsibility or authority granted to the Cuyahoga County Executive or Cuyahoga County Council by the Ohio Revised Code or the Cuyahoga County Charter.
- B. The REDSS BOARD shall have the following financial responsibilities and authorities:
1. Submit annual Operating Budget recommendations to the Cuyahoga County Executive or the Executive's designee(s).
 2. Submit recommendations for major procurements to the Cuyahoga County Executive or the Executive's designee(s).
 3. Submit recommendations to the Cuyahoga County Executive or the Executive's designee(s) regarding the REDSS annual fee structure.
 4. Submit grant applications to the Cuyahoga County Executive or the Executive's designee(s), which support and fund the REDSS operation, its staff, hardware and software.
 5. The REDSS BOARD may submit recommendations on facilities, fixtures, and equipment to the Cuyahoga County Executive or the Executive's designee(s).
 6. Set priorities and policies for the operation of the REDSS CENTER and its computers, circuits, and telecommunications terminals.
 7. Set priorities and policies for the design, development, installation, operation, and enhancement of the REDSS.
 8. In general, the REDSS BOARD, within the scope of the Cuyahoga County Executive authority and available resources, shall take all actions necessary to improve the quality of public safety information services in the County of Cuyahoga, and governmental jurisdictions contiguous to Cuyahoga County and to promote the development of such services on a regional and collaborative basis.

XI. APPROVAL OF BYLAWS BY CUYAHOGA COUNTY COUNCIL

Upon the approval of Cuyahoga County Council, these bylaws will become effective and adopted by Cuyahoga County. Upon approve, the REDSS BOARD will become an official board under the Cuyahoga County Boards and Commissions.

XII. BYLAWS AMENDMENTS

The REDSS BOARD may recommend to the Cuyahoga County Executive amendments to these bylaws. Prior to the submission of such recommendations to the Cuyahoga County Executive, all such recommendations shall be: Submitted to and accepted by the REDSS BOARD at a meeting by two-thirds vote of the REDSS BOARD members, as determined by a roll call vote and approved by the REDSS BOARD at a following

meeting by at least two-thirds vote of the REDSS BOARD members as determined by a roll call vote.

APPENDECIES:

Appendix A – ORC 2949.093, Participation in Criminal Justice Regional Information System

Appendix B – ORC 305.28, Creation of a Criminal Justice Regional Information Fund

I hereby certify the foregoing to be the true and a correct copy of the Regional Data Sharing System By-laws which were duly adopted on this ____ day of _____, 2012.

REDSS Advisory Board Chairman

APPENDIX A

Ohio Revised Code, 2949.093: Participation in Criminal Justice Regional Information System

(A) A board of county commissioners of any county containing fifty-five or more law enforcement agencies by resolution may elect to participate in a criminal justice regional information system, either by creating and maintaining a new criminal justice regional information system or by participating in an existing criminal justice regional information system.

(B) A county is not eligible to participate in any criminal justice regional information system unless it creates in its county treasury, pursuant to section 305.28 of the Revised Code, a criminal justice regional information fund.

(C) A county that elects to participate in a criminal justice regional information system shall obtain revenues to fund its participation by establishing an additional court cost not exceeding five dollars to be imposed for moving violations that occur in that county. The board of county commissioners of that county shall establish the amount of the additional court cost by resolution. The board shall give written notice to all courts located in that county that adjudicate or otherwise process moving violations that occur in that county of the county's election to participate in the system and of the amount of the additional court cost. Upon receipt of such notice, each recipient court shall impose that amount as an additional court cost for all moving violations the court adjudicates or otherwise processes, in accordance with divisions (D) and (E) of this section.

(D)(1) The court in which any person is convicted of or pleads guilty to any moving violation that occurs in a county that has elected to participate in a criminal justice regional information system shall impose the sum established by the board pursuant to division (C) of this section as costs in the case in addition to any other court costs that the court is required by law to impose upon the offender. The court shall not waive the payment of the additional court cost established by the board pursuant to division (C) of this section unless the court determines that the offender is indigent and waives the payment of all court costs imposed upon the indigent offender.

All such money collected during a month shall be transmitted on the first business day of the following month by the clerk of the court to the county treasurer of the county in which the court is located and thereafter the county treasurer shall deposit the money in that county's criminal justice regional information fund.

(2) The juvenile court in which a child is found to be a juvenile traffic offender for an act that is a moving violation occurring in a county participating in a criminal justice regional information system shall impose the sum established by the board pursuant to division (C) of this section as costs in the case in addition to any other court costs that the court is required by law to impose upon the juvenile traffic offender. The juvenile court shall not waive the payment of the additional court cost established by the board pursuant to division (C) of this section unless the court determines that the juvenile is indigent and waives the payment of all court costs imposed upon the indigent offender.

All such money collected during a month shall be transmitted on the first business day of the following month by the clerk of the court to the county treasurer of the county in which the juvenile court is located and thereafter the county treasurer shall deposit the money in that county's criminal justice regional information fund.

(E) Whenever a person is charged with any offense that is a moving violation and posts bail, the court shall add to the amount of the bail the set sum required to be paid by division (D)(1) of this section. The clerk of the court shall retain that set sum until the person is convicted, pleads guilty, forfeits bail, is found not guilty, or has the charges dismissed. If the person is convicted, pleads guilty, or forfeits bail, the clerk shall transmit the set sum to the county treasurer, who shall deposit it in the county criminal justice regional information fund. If the person is found not guilty or the charges are dismissed, the clerk shall return the set sum to the person.

(F) No person shall be placed or held in a detention facility as defined in section 2921.01 of the Revised Code for failing to pay the court cost or bail that is required to be paid by this section.

(G)(1) Except as provided in division (G)(2) of this section, all funds collected by a county under this section shall be used by that county only to pay the costs it incurs in creating and maintaining a new criminal justice regional information system or to pay the costs it incurs in participating in an existing criminal justice regional information system.

(2) If the board of county commissioners of a county determines that the funds in that county's criminal justice regional information fund are more than sufficient to satisfy the purpose for which the additional court cost described in division (C) of this section was imposed, the board may declare a surplus in the fund. The county may expend the surplus only to pay the costs it incurs in improving the law enforcement computer technology of local law enforcement agencies located in that county.

(H) As used in this section:

(1) "Moving violation" means any violation of any statute or ordinance, other than section 4513.263 of the Revised Code or an ordinance that is substantially equivalent to that section, that regulates the operation of vehicles, streetcars, or trackless trolleys on highways or streets or that regulates size or load limitations or fitness requirements of vehicles. "Moving violation" does not include the violation of any statute or ordinance that regulates pedestrians or the parking of vehicles.

(2) "Bail" means cash, a check, a money order, a credit card, or any other form of money that is posted by or for an offender pursuant to sections 2937.22 to 2937.46 of the Revised Code, Criminal Rule 46, or Traffic Rule 4 to prevent the offender from being placed or held in a detention facility, as defined in section 2921.01 of the Revised Code.

(3) "Criminal justice regional information system" means a governmental computer system that serves as a cooperative between political subdivisions in a particular region for the purpose of providing a consolidated computerized information system for criminal justice agencies in that region.

Effective Date: 09-29-2005

APPENDIX B

Ohio Revised Code, 305.28: Creation of a Criminal Justice Regional Information Fund

If a board of county commissioners by resolution elects to participate in a criminal justice regional information system as provided in section 2949.093 of the Revised Code, the board also shall create in its county treasury a criminal justice regional information fund. All money deposited into the fund shall be used only as provided in that section.

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0023

Sponsored by: County Executive FitzGerald on behalf of Human Resource Commission	An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, the Human Resource Commission held several public meetings on 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 July 5, 2012, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through JJ), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, on July 18, 2012, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits KK and LL), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County department.

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

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

New Classifications:

- | | | |
|------------|--------------|--|
| Exhibit A: | Class Title: | <i>Business Systems Analyst</i> |
| | Number: | 1053271 |
| | Pay Grade: | 11B |
| Exhibit B: | Class Title: | <i>Communications Analyst 1</i> |
| | Number: | 1053211 |
| | Pay Grade: | 8B |
| Exhibit C: | Class Title: | <i>Communications Analyst 2</i> |
| | Number: | 1053212 |
| | Pay Grade: | 9B |
| Exhibit D: | Class Title: | <i>Communications Coordinator 2</i> |
| | Number: | 1053213 |
| | Pay Grade: | 11B |
| Exhibit E: | Class Title: | <i>Communications Infrastructure Administrator</i> |
| | Number: | 1053214 |
| | Pay Grade: | 19B |
| Exhibit F: | Class Title: | <i>Computer Operator 1</i> |
| | Number: | 1017111 |
| | Pay Grade: | 4B |
| Exhibit G: | Class Title: | <i>Developer 1</i> |
| | Number: | 1053221 |
| | Pay Grade: | 12B |
| Exhibit H: | Class Title: | <i>Developer 2</i> |
| | Number: | 1053222 |
| | Pay Grade: | 13B |
| Exhibit I: | Class Title: | <i>Developer 3</i> |
| | Number: | 1053223 |
| | Pay Grade: | 14B |

Exhibit J: Class Title: *Enterprise Services Manager*
Number: 1053261
Pay Grade: 13B

Exhibit K: Class Title: *Enterprise Systems Specialist*
Number: 1053262
Pay Grade: 13B

Exhibit L: Class Title: *Enterprise Technical Analyst*
Number: 1017121
Pay Grade: 8B

Exhibit M: Class Title: *Field Engineer*
Number: 1017211
Pay Grade: 5B

Exhibit N: Class Title: *Lead Computer Operator*
Number: 1017112
Pay Grade: 6B

Exhibit O: Class Title: *Multi-Media Designer 2*
Number: 1053241
Pay Grade: 10B

Exhibit P: Class Title: *Project Management Manager*
Number: 1053244
Pay Grade: 15B

Exhibit Q: Class Title: *SAP ABAP Programmer*
Number: 1053251
Pay Grade: 14B

Exhibit R: Class Title: *SAP Basis Administrator*
Number: 1053252
Pay Grade: 15B

Exhibit S: Class Title: *Security and Research Manager*
Number: 1053282
Pay Grade: 13B

Exhibit T: Class Title: *Support Services Manager*
Number: 1053272
Pay Grade: 17B

Exhibit U: Class Title: *Videoconferencing Manager*
Number: 1053242
Pay Grade: 11B

Exhibit V: Class Title: *Voice-Video Communications Manager*
Number: 1053243
Pay Grade: 14B

Exhibit W: Class Title: *WAN Analyst 2*
Number: 1053281
Pay Grade: 9B

Exhibit X: Class Title: *Web Designer 1*
Number: 1053231
Pay Grade: 8B

Exhibit Y: Class Title: *Web Designer 2*
Number: 1053232
Pay Grade: 10B

Exhibit Z: Class Title: *Web Development & Applications Development
Administrator*
Number: 1053247
Pay Grade: 19B

Exhibit AA: Class Title: *Web Development and Applications Development
Manager*
Number: 1053246
Pay Grade: 16B

Exhibit BB: Class Title: *Pharmacist - Corrections*
Number: 1059311
Pay Grade: 19

Exhibit CC: Class Title: *Pharmacy Technician - Corrections*
Number: 1034111
Pay Grade: 4

Exhibit DD: Class Title: *Physician - Corrections*
Number: 1059611
Pay Grade: 26

Exhibit EE: Class Title: *Psychiatrist - Corrections*
Number: 1059811
Pay Grade: 29

Exhibit FF: Class Title: *Psychologist - Corrections*
Number: 1059111
Pay Grade: 14

- Exhibit GG: Class Title: *Dentist - Corrections*
 Number: 1059411
 Pay Grade: 22
- Exhibit HH: Class Title: *Nurse Practitioner - Corrections*
 Number: 1059211
 Pay Grade: 16
- Exhibit II: Class Title: *Obstetrician/Gynecologist - Corrections*
 Number: 1059511
 Pay Grade: 26
- Exhibit JJ: Class Title: *Orthopedist - Corrections*
 Number: 1059611
 Pay Grade: 26
- Exhibit KK: Class Title: *Staff Auditor*
 Number: 1055131
 Pay Grade: 10
- Exhibit LL: Class Title: *Veterinarian Technician*
 Number: 1022411
 Pay Grade: 5

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County department. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

 County Council President

 Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 14, 2012
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC007
September 11, 2012

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Systems Analyst	Class Number:	1053271
FLSA:	Exempt	Pay Grade:	11 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to administer the Business Department software applications including to answer questions, provide reports, and make and facilitate program changes to those systems as needed; to oversee the billing and chargeback process, customer service, the inventory updating process, and oversee and perform annual physical inventory of hardware, software and peripherals.

Distinguishing Characteristics

This is a first-line supervisor classification, working under direction from the division administrator. This class provides direct supervision to customer service staff and combines technical and supervisory duties. The employee in this class is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems 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.

50% +/- 5%

- Monitors business inventory application to track hardware, software and peripheral equipment purchases that have not been received and for unassigned hardware; researches and answers inventory and billing questions for internal and external agencies; looks up purchase order payments; balances vendor payments to purchase orders; reviews customer service purchase orders; submits customer service requests for budget approval; updates inventory database with physical inventory data.

30% +/- 5%

- Designs and develops enterprise server and network server solutions; assesses new software; prepares system documentation and manuals; exports data from scanners to network drive; designs and develops reports; maintains billing software; imports data to and exports data from the enterprise server

20% +/- 5%

- Provides supervision of assigned staff; prioritizes, assigns, and reviews work; prepares employee performance evaluations as scheduled or required; acts on employee problems; works with employees to correct deficiencies; implements disciplinary procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in computer science, accounting, or a related field with five years of experience including writing mainframe programs and use of Crystal reports, or an equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

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

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

Physical Requirements

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

Supervisory Responsibilities

- Provides guidance and administrative oversight to clerical staff.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including Employee time balance sheets; customer service, billing reports, budget charge-back report, County information line call traffic report, project status reports, phone service monthly reports, telecommunications reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, phone function and use program manuals, and user guides.
- Ability to prepare cellular usage reports, expense reports, performance evaluations, and monthly communication reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

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:	Communications Analyst 1	Class Number:	1053211
FLSA:	Non Exempt	Pay Grade:	8 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to configure, install and maintain the County's video and VoIP system including Call Manager, configuration, and desktop training functions.

Distinguishing Characteristics

This is an entry level, technician class in the Communications Analyst series. Employees in this class work under general supervision and perform most of the duties required of the positions at the journey level, but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Expectations or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level.

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 for video and voice communications technical support and performs activities such as migrating the existing telephone services to a VoIP system, installing and replacing Internet Protocol (IP) phones, and repairing wiring; reviews the County's current communications layout; delivers, disposes of and performs inventory of IP equipment; coordinates moves, adds and changes.

- 30% +/- 10%
- Researches solutions to technical problems, and resolves those problems; corresponds with users regarding problems and solutions; translates user requests into physical systems supporting the video and voice infrastructure; implements technical architecture and physical designs.

- 35% +/- 10%
- Administers Call Manager call processing system, Unity so that users can access email, voice, and fax messages from a single inbox, and Call Handler to allow callers to select from a menu of options, or allow the caller to locate a user within a directory; assembles server racks that are used to house computer server or video equipment.

- 5% +/- 5%
- Keeps current on emerging web technologies; attends project planning meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer/communications system infrastructure with one (1) year of experience in installation and repair of communication systems infrastructure, or an equivalent combination of education, training and experience.

Communications Analyst 1

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and voice equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including phone bills, data point chart, agency phone list, user requests, call flow reports, architectural drawings and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including computer software and reference manuals, programming manuals, and technical information documents.
- Ability to prepare phone usage/call flow reports, expense sheets, purchase orders, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer information, communications and infrastructure terminology and language.
- Ability to communicate with users, vendors, and departmental 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:	Communications Analyst 2	Class Number:	1053212
FLSA:	Non Exempt	Pay Grade:	9 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to configure, install and maintain the County's video and VoIP system including Call Manager, configuration, and desktop training functions.

Distinguishing Characteristics

This is a journey level, technician class in the Communications Analyst series. Employees at this level work under general supervision, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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 for video and voice communications technical support and performs activities such as migrating the existing telephone services to a VoIP system, installing and replacing Internet Protocol (IP) phones, and repairing wiring; reviews the County's current communications layout; delivers, disposes of and performs inventory of IP equipment; coordinates moves, adds and changes.
- 30% +/- 10%

• Researches solutions to technical problems, and resolves those problems; corresponds with users regarding problems and solutions; translates user requests into physical systems supporting the video and voice infrastructure; implements technical architecture and physical designs.
- 35% +/- 10%

• Administers Call Manager call processing system, Unity so that users can access email, voice, and fax messages from a single inbox, and Call Handler to allow callers to select from a menu of options, or allow the caller to locate a user within a directory; assembles server racks that are used to house computer server or video equipment.
- 5% +/- 5%

• Keeps current on web technologies; attends meetings and training sessions.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer/communications system infrastructure with three (3) years of experience in configuration, installation, maintenance, repair of communication systems infrastructure and administration of Cisco systems, or an equivalent combination of education, training and experience.

Communications Analyst 2

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and voice equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including phone bills, data point chart, agency phone list, user requests, call flow reports, architectural drawings and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including computer software and reference manuals, programming manuals, and technical information documents.
- Ability to prepare phone usage/call flow reports, expense sheets, purchase orders, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer information, communications and infrastructure terminology and language.
- Ability to communicate with users, vendors, and departmental employees.

Communications Analyst 2

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:	Communications Coordinator 2	Class Number:	1053213
FLSA:	Non Exempt	Pay Grade:	11 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to oversee the day to day functions of telephony services provided to fellow county staff as well as the public; to act as liaison between telecommunication service providers and the county to acquire the best possible service under the best rates.

Distinguishing Characteristics

This is a first-line supervisor classification, working under direction from the unit manager. This class supervises the work of staff in providing customer service to telephone services users and assisting in ensuring that telephone services provided by the vendor are effective and efficient.

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% +/- 5%

- Provides guidance and solutions to issues related to telecommunications services to County employees and to incoming callers; follows up on customer complaints from County staff and from the public; troubleshoots issues relating to all telecommunication service and / or equipment.

20% +/- 5%

- Acts as the County liaison to telephone service providers; ensures service providers are supplying function and service as related to service agreements at the proper cost; signs and checks the accuracy of vendor payment vouchers; oversees the maintenance of county service provider records and invoices; oversees the process of vendor payments and/or accounts receivable items; Assists in the training of telephone use and functions by demonstrating office and cellular phone features for the purpose of train the trainer sessions conducted county wide.

20% +/- 5%

- Maintains phone line coverage for the County information line during business hours; provides back up services to the main county information line, as needed.

10 +/- 5%

- Orders and maintains data features on cellular devices such as Blackberry and broadband cards; administers Blackberry Enterprise Service activation for all County issued BlackBerry cellular device users.

10 +/- 5%

- Supervises the work of staff by prioritizing, assigning, reviewing, and coordinating work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; schedules monthly meetings to keep Communication staff updated on projects and events; signs and authorize timesheets and "request for leave" forms.

Communications Coordinator 2

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree electronics, computer science or a related field with three years of experience including phone service administration and customer service; supervisory experience is desirable, or an equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including Employee time balance sheets; customer service, billing reports, budget charge-back report, County information line call traffic report, project status reports, phone service monthly reports, telecommunications reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, phone function and use program manuals, and user guides.

Communications Coordinator 2

- Ability to prepare cellular usage reports, expense reports, performance evaluations, and monthly communication reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret telecommunications terminology and language.
- Ability to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Infrastructure Administrator	Class Number:	1053214
FLSA:	Exempt	Pay Grade:	19 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to plan, supervise, coordinate and manage the development and support of the communications infrastructure of Cuyahoga County including all equipment and software necessary to deliver data, voice and video; the incumbent provides highly responsible and complex administrative support to Departmental Administration.

Distinguishing Characteristics

This is a second-level management classification, responsible for planning and direction of current communications services, including both design and support. Under administrative direction of the Chief Technical Officer, the incumbent is responsible for ensuring the stable operation of the County's communications infrastructure. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision over management, professional, and line staff.

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%
- Assumes management responsibility for Information Services Center projects involving hardware, software, networks security, and communications infrastructure; assesses client needs and gathers information regarding project requirements; completes implementation proposal documents including providing accurate pricing information; ensures that all project related documentation is updated; oversees and monitors timelines and quality of project products; reports on project status.

- 30% +/- 10%
- Develops network designs and oversees and coordinates activities of Voice over Internet Protocol (VoIP), video conferencing services, and communication services; ensures that the division implements and monitors voice and video conferencing implementation/support for County agencies; monitors the security of the sites to provide a system of checks and balances; directs staff in the development of configurations; performs queries and special reports; reviews and approves customer service requests; oversees the development and monitoring of service level agreements between County agencies and Information Services with respect to WAN, VoIP, video conferencing, and all telephone exchange and central office exchange service (Centrex) design and support.

- 15% +/- 10%
- Provides supervision of assigned staff and oversees the work of consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions; reviews/approves time sheets, travel requests and leave requests.

Communications and Infrastructure Administrator

15% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer operations.

10% +/- 5%

- Operates as a Management Escalation point; provides second and third level troubleshooting assistance; gathers and reports on change activity; identifies hardware/software or Site issues, configuration issues and trends in communications link or equipment failure.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, business or public administration with a concentration in network architecture with five years previous management experience including planning, supervision, budgeting, contract negotiation and computer proficiency; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Communications and Infrastructure Administrator

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including problem logs, configurations, product specifications, customer service and data requests, status reports, performance reviews, documentation, product specifications and manuals.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual and computer and communications software, hardware, network, architecture and operation manuals.
- Ability to prepare network diagrams and documents, status and progress reports, bandwidth reports, reports on hardware/software issues and resolution of issues; timesheets; performance reviews, requests for proposals and for bid, 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including staff, clients, vendors, contractors, class instructors, and departmental employees and administrators.
- Ability to use and interpret computer information, telecommunications and infrastructure terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Computer Operator 1	Class Number:	1017111
FLSA:	Non Exempt	Pay Grade:	4 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to assist in mainframe equipment and hardware operations, system software and customer service support duties. Incumbents log, reconcile and distribute work products.

Distinguishing Characteristics

This is an entry/journey level classification, working under general supervision from the unit manager and/or receiving technical and functional supervision from a Lead Computer Operator. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are perform the more routine duties of the unit. This class is distinguished from the Lead Computer Operator in that the lead level class provides technical guidance and functional oversight for this class and performs the more complex duties assigned in the Unit.

Essential Job Functions

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

40% +/- 15%

- Assists in maintaining availability of the system in running production jobs; monitors production activity; performs initial problem determination and problem resolution; refers problems as necessary; monitors the County's databases on a regular hourly basis to make sure they are functioning correctly and to ensure the integrity of the databases; researches and reports all issues and outages; follows up on all issues and document the results.

20% +/- 15%

- Schedules and processes batch production; prepares jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes output materials.

20% +/- 15%

- Prepares printed reports for distribution to customers; separates reports by job name and number; operates decollater; operates burster; trims reports; operates folder; seals forms and reports; enters system commands to control and operate printer devices; aligns all forms; notifies lead of damaged reports and forms; packages all reports and special forms for delivery to other county agencies and county residents.

15% +/- 15%

- Provides front line customer and technical support to individuals who access the County's mainframe computer system and the County databases; answers the County help desk phone and either corrects the issue or directs the call to the proper County agency or staff member.

5% +/- 15%

- Participates in internal and external groups to address and correct problems; stays abreast of current technology in the field.

Computer Operator 1

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, supplemented by vocational/technical training or college level course work in computer operations with six months of computer operations experience with an automated scheduling software or help desk experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including scheduling reports, tape rotation reports, shift turnovers, exam reports, time sheets, and requests for vacation or leave.
- Ability to comprehend a variety of reference books and manuals including software manuals, users guides, forms handling book, operations call book, printer service log, and policy manual.
- Ability to prepare shift turnovers, performance appraisals, County payroll, CRIS turnover, time reports, warrants for payment, parking tickets, vouchers, letters and applications, mailers, benefits cards and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including mainframe users, vendors, and working groups.
- Ability to use and interpret computer mainframe terminology and language.

Computer Operator 1

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Developer 1	Class Number:	1053221
FLSA:	Exempt	Pay Grade:	12 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to assess client needs and to design, develop and implement computer solutions to address those needs as they pertain to the Internet, Intranet and back office. This class is responsible for performing tasks that will result in providing appropriate reports, computer programs that meet IT Standards, and system/program documentation.

Distinguishing Characteristics

This is a technical, entry level class in the Developer series. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level, but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey or senior level.

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%
- Identifies user and public business needs as they pertain to systems and develops programs to address these needs; collects information from users; identifies alternative business solutions; defines input and output system requirements and prepares graphic and narrative representations of solutions; determines hardware/software requirements; performs cost-benefit, feasibility, and impact analysis; prepares program specifications; maintains and modifies existing systems/software; writes code for new applications, maintaining and adhering to the department's design and coding standards; writes/modifies software using a variety of programming languages for mainframe and/or personal computers; designs user friendly interfaces and logic screen flow.

- 40% +/- 10%
- Performs post-implementation assessment and maintenance; runs tests and debugs software; consults with other webmasters and web designers regarding the development of test plan and test criteria; creates and maintains procedures for production and test environments and analyzes for problem program resolution; communicates software test results with users; allocates clusters; performs problem resolutions for programs; maintains data integrity in relational databases; prepares program documentation according to IS standards.

- 10% +/- 10%
- Keeps current on emerging web technologies; seeks out, studies and recommends new technologies for future system solutions; performs technology and software assessment; attends training; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

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Developer 1

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years experience in a data processing environment; including relational database management. Must have knowledge of at least two (2) web programming languages used by the Division; or an equivalent combination of education, training and experience.

Additional Requirements for all levels

No special license or certification is required.

Experience with the following programming technologies: SAP-ABAP, COBOL, Delphi, HTML, ASP, VB Script, Java Script, .net and/or COM.

Experience or understanding of Microsoft SQL Server and Oracle databases. The ability to create and maintain stored procedures, packages and jobs in both databases.

Experience in the following technologies is a plus: Visual Basic, Delphi, Java, Access, FTP, XML and Crystal Reports.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, databases and structures, entity relationship diagrams, technical documentation.

Developer 1

- Ability to comprehend a variety of reference materials and manuals including departmental and county policy manual, requirement statements, relational database chart; technical books and websites, computer manuals and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with users, vendors, and departmental employees.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Developer 2	Class Number:	1053222
FLSA:	Exempt	Pay Grade:	13 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to assess client needs and to design, develop and implement computer solutions to address those needs as they pertain to the Internet, Intranet and back office. This class is responsible for performing tasks that will result in providing appropriate reports, computer programs that meet IT Standards, and system/program documentation.

Distinguishing Characteristics

This is a technical, journey level class in the Developer series. Employees at this level work under general supervision, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the work unit.

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%
- Identifies user and public business needs as they pertain to systems and develops programs to address these needs; collects information from users; identifies alternative business solutions; defines input and output system requirements and prepares graphic and narrative representations of solutions; determines hardware/software requirements; performs cost-benefit, feasibility, and impact analysis; prepares program specifications; maintains and modifies existing systems/software; writes code for new applications, maintaining and adhering to the department's design and coding standards; writes/modifies software using a variety of programming languages for mainframe and/or personal computers; designs user friendly interfaces and logic screen flow.

- 40% +/- 10%
- Performs post-implementation assessment and maintenance; runs tests and debugs software; consults with other webmasters and web designers regarding the development of test plan and test criteria; creates and maintains procedures for production and test environments and analyzes for problem program resolution; communicates software test results with users; allocates clusters; performs problem resolutions for programs; maintains data integrity in relational databases; prepares program documentation according to IS standards.

- 10% +/- 10%
- Keeps current on emerging web technologies; seeks out, studies and recommends new technologies for future system solutions; performs technology and software assessment; attends training; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with five years experience in a data processing environment, including relational database management. Must have knowledge of at

Developer 2

least two (2) web programming languages used by the Division; or an equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

Experience with the following programming technologies: SAP-ABAP, COBOL, Delphi, HTML, ASP, VB Script, Java Script, .net and/or COM.

Experience or understanding of Microsoft SQL Server and Oracle databases. The ability to create and maintain stored procedures, packages and jobs in both databases.

Experience in the following technologies is a plus: Visual Basic, Delphi, Java, Access, FTP, XML and Crystal Reports.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, databases and structures, entity relationship diagrams, technical documentation.
- Ability to comprehend a variety of reference materials and manuals including departmental and county policy manual, requirement statements, relational database chart; technical books and websites, computer manuals and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Developer 2

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with users, vendors, and departmental employees.
- Ability to use and interpret terminology computer and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Developer 3	Class Number:	1053223
FLSA:	Exempt	Pay Grade:	14 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to assess client needs and to design, develop and implement computer solutions to address those needs as they pertain to the Internet, Intranet and back office. This class is responsible for performing tasks that will result in providing appropriate reports, computer programs that meet information technology standards, and system/program documentation.

Distinguishing Characteristics

This is a technical, senior level class in the Developer series. Employees at this level work under general supervision, and are distinguished from the journey level in that the employee is expected to use broader judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is further distinguished from the journey level in that the former class requires more experience and a higher level of expertise.

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%
 - Identifies user and public business needs as they pertain to systems and develops programs to address these needs; collects information from users; identifies alternative business solutions; defines input and output system requirements and prepares graphic and narrative representations of solutions; determines hardware/software requirements; performs cost-benefit, feasibility, and impact analysis; prepares program specifications; maintains and modifies existing systems/software; writes code for new applications, maintaining and adhering to the department's design and coding standards; writes/modifies software using a variety of programming languages for mainframe and/or personal computers; designs user friendly interfaces and logic screen flow.
- 40% +/- 10%
 - Performs post-implementation assessment and maintenance; runs tests and debugs software; consults with other webmasters and web designers regarding the development of test plan and test criteria; creates and maintains procedures for production and test environments and analyzes for problem program resolution; communicates software test results with users; allocates clusters; performs problem resolutions for programs; maintains data integrity in relational databases; prepares program documentation according to IS standards.
- 10% +/- 10%
 - Plans and coordinates projects with the project managers; may assist the project manager in overseeing work groups; may lead and coach others in program techniques and technology solutions; assigns developers to projects and monitors progress reports; determines cost estimates and target dates; prepares project progress reports; enters time against project tasks in project tracking system; provides employee evaluation input to project managers on developer performance.

Developer 3

10% +/- 10%

- Keeps current on emerging web technologies; seeks out, studies and recommends new technologies for future system solutions; performs technology and software assessment; attends training; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with six years of experience in a data processing environment, including relational database management. Must have knowledge of at least two (2) web programming languages used by the Division; or an equivalent combination of education, training and experience.

Additional Requirements for all levels

No special license or certification is required.

Experience with the following programming technologies: SAP-ABAP, COBOL, Delphi, HTML, ASP, VB Script, Java Script, .net and/or COM.

Experience or understanding of Microsoft SQL Server and Oracle databases. The ability to create and maintain stored procedures, packages and jobs in both databases.

Experience in the following technologies is a plus: Visual Basic, Delphi, Java, Access, FTP, XML and Crystal Reports.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Developer 3

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, databases and structures, entity relationship diagrams, technical documentation.
- Ability to comprehend a variety of reference materials and manuals including departmental and county policy manual, requirement statements, relational database chart; technical books and websites, computer manuals and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases; files, documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with users, vendors, and departmental employees.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Enterprise Services Manager	Class Number:	1053261
FLSA:	Exempt	Pay Grade:	13 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is organize, plan, supervise, coordinate and participate in the full range of Enterprise Server hardware, system software and customer service support operations and activities of the Computer Operations Unit. This class is responsible for overseeing the management of the quality control, tape management, production control, and job scheduling.

Distinguishing Characteristics

This is a first-level management classification, working under direction from a division administrator. Employee exercises discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee in this class is responsible for ensuring data integrity in mainframe operations 24 hours a day, 7 days a week.

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%
- Monitors and controls mainframe computer operations to ensure effectiveness and efficiency; performs quality control, application support, and job scheduling; maintains availability of the system in running production jobs; monitors production activity; sets job priorities; performs problem determination and problem resolution; initializes and switches systems, as necessary; processes batch production, preparing jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes and distributes output materials.
- 30% +/- 10%
- Provides supervision of assigned staff; prepares department work schedule to ensure continuous operation; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; determines education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions.
- 10% +/- 10%
- Participates in the most complex work of the unit; employs a variety of automation and monitoring tools for writing script, macros and common routines; employs production change software to move modules to production; contacts vendors to obtain product/service information.
- 15% +/- 10%
- Processes a variety of functions such as payroll, forms, parking tickets, voucher, and checks; prepares printed reports for distribution to customers; provides help desk support.
- 5% +/- 5%
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

Enterprise Services Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years previous experience in a mainframe environment leading or managing projects and technical activities; or an equivalent combination of education, training, and experience.

Additional Requirements

May require certification in Law Enforcement Automated Data Systems (NCIC/LEADS)

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including printer meter readings, time sheets, daily plan (run schedule), training status reports, tape reports, change management reports, systems flow charts, job flow charts, check register logs, shift turnover logs, and activity reports.
- Ability to comprehend a variety of reference books and manuals including forms manuals, policies and procedures, equipment manuals, database manuals, vendor manuals, training manuals, interactive training videos, and job flow charts.

Enterprise Services Manager

- Ability to prepare weekly activity/status reports, equipment maintenance reports, daily production (run schedule), training status reports, change management reports, process and procedures, systems flow charts, job flow charts, performance evaluations, training manuals and videos, Interactive Assessment Tests, Departmental Work Calendar, 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, work groups, and departmental employees and managers.
- Ability to use and interpret terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Enterprise Systems Specialist	Class Number:	1053262
FLSA:	Exempt	Pay Grade:	13 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to install, maintain and troubleshoot the operating system software and attached hardware. The incumbent develops procedures and improves system performance.

Distinguishing Characteristics

This is journey level classification, working under general supervision from the unit manager or division administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 60% +/- 15%
Installs, maintains, troubleshoots, and provides optimal performance of operating system software and attached hardware on the County's mainframe systems and on guest virtual machines (software that executes instructions like a physical machine); upgrades operating systems; improves software performance by performance tuning; maintains third party software; manages disk space and virtual tape usage; allocates, moves or resizes user datasets; performs Initial Program Load (IPL) - the process of loading the operating system of a mainframe into the computer's main memory- the equivalent of rebooting a personal computer; responds to off-shift problems; documents procedures.
- 30% +/- 15%
Fulfills requests from software users; services user requests for changes and or resource allocation; facilitates resources for testing and use of the various software running on the system; provides support and assistance to the various users at both ISC and the other county agencies that use our services; assists users in the analysis of problems.
- 5% +/- 15%
Liaison with IBM and other software and hardware vendors; installs and upgrades independent vendor software.
- 5% +/- 15%
Assists other ICS staff in projects, as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with five years experience in programming and installing mainframe hardware and software; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Enterprise Systems Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including software product programs and procedures, job control language, system logs, job output, install documents, manuals, virtual tape reports, job output listings, and software documentation.
- Ability to comprehend a variety of reference books and manuals including software manuals and accounting principles.
- Ability to prepare software upgrade planning documents, job control language, parameters, charts and diagrams, procedures, documentation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including software support personnel, mainframe users, vendors, and working groups.
- Ability to use and interpret accounting terminology and computer languages.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Enterprise Technical Analyst	Class Number:	1017121
FLSA:	Non Exempt	Pay Grade:	8 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to automate, monitor, and control the mainframe computer operations environment. Incumbents are responsible for batch scheduling and processing, production change, and maintaining the integrity of production application libraries.

Distinguishing Characteristics

This is Journey level, technical classification, working under general supervision from the unit manager or division administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 30% +/- 15%
- Schedules user requests; interacts with users to receive information; trains and ensures satisfaction with system; adds new users; prepares Tape Management System (TMS) transmittals to provide transmittal numbers for users.
- 30% +/- 15%
- Monitors mainframe production activity and maintains availability of the system in running production jobs; performs problem determination and problem resolution; refers problems as necessary; monitors the County's databases on a regular hourly basis to make sure they are functioning correctly and to ensure the integrity of the databases; researches and reports all issues and outages; follows up on all issues and document the results.
- 10% +/- 15%
- Reviews, maintains and coordinates production system change and production application libraries; updates related reports; ensures that standards are met and documented.
- 20% +/- 15%
- Uses Control- M software for batch scheduling; uses Control – D to tell the computer to end and where to archive reports; maintains Job Control Language in order to ensure that it identifies jobs to the system, directs execution of programs and describing peripherals and data needed; develops and modifies Job Control Language and procedures as required to satisfy customer needs; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes output materials.
- 10% +/- 15%
- Prepares reports, forms, vouchers and warrants for distribution to customers; separates reports by job name and number.

Enterprise Technical Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer operations with three years of computer operations experience with an automated scheduling software or help desk experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including state tape requests for opening files in the relational database system for job scheduling, email request for Groupware, and vouchers.
- Ability to comprehend a variety of reference books and manuals including software manuals and users guides.
- Ability to prepare state tape returns, payroll check numbers, deduction warrant numbers, tape management system transmittals, payroll forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer terminology and job control language.

Environmental Adaptability

Enterprise Technical Analyst

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Field Engineer	Class Number:	1017211
FLSA:	Non-Exempt	Pay Grade:	5 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to diagnose and repair computer equipment problems and to install computer components. Incumbents in this classification coordinate the delivery and installation of computers and related equipment at user locations.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 45% +/- 15%
- Provides technical support to users on site including installing software, diagnosing and repairing computer problems; repairs wiring problems; installing multiple computer hardware components and phones; installing computer workstation software; installs personal computers onto networks on site and tests; assists with network issues; logs activities completed.
- 20% +/- 5%
- Re-images computers when user's computer performance has decreased by backing up important data to an external hard drive, wiping all data from the hard drive, and restoring the computer's operating system to its original state.
- 5% +/- 5%
- Performs analog/digital conversions using a device for converting a continuous quantity to a discrete digital number.
- 10% +/- 5%
- Manages training and conference rooms.
- 20% +/- 5%
- Moves and delivers equipment to users in a timely manner; assists in the stockroom; removes servers from raised floor.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented by vocational/technical training in computer science with two years of computer installation and repair experience; or an equivalent combination of education, training, and experience.

Field Engineer

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emailed and voice mailed service requests.
- Ability to comprehend a variety of reference books and manuals including vendor websites and user manuals.
- Ability to prepare receipts for equipment for supervisor signature and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer software terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Lead Computer Operator	Class Number:	1017112
FLSA:	Non Exempt	Pay Grade:	6 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to oversee and participate in performance of the full range of mainframe equipment and hardware operations, system software and customer service support duties. Incumbents are responsible for quality control of all output and for tape library maintenance.

Distinguishing Characteristics

This is a lead, advance journey level classification, working under general supervision from the unit manager. This class participates in and oversees the work of staff in providing mainframe equipment, hardware operations, system software, and customer service and quality control of output. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the Computer Operator I classification in that the lead level provides technical and functional oversight to that class and performs the more complex work of the unit.

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% +/- 5%
- Monitors and controls mainframe computer operations to ensure effectiveness and efficiency; performs quality control, application support, and job scheduling; maintains availability of the system in running production jobs; monitors production activity; sets job priorities; performs problem determination and problem resolution; initializes and switches systems, as necessary; processes batch production, preparing jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes and distributes output materials.
- 30% +/- 10%
- Provides functional and technical oversight of assigned staff by prioritizing, assigning, reviewing, and coordinating work; develops procedures; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends the discipline, discharge, salary increases, transfers and promotions.
- 10% +/- 10%
- Participates in the work of the unit; employs a variety of automation and monitoring tools for writing script, macros and common routines; employs production change software to move modules to production; contacts vendors to obtain product/service information.
- 15% +/- 10%
- Processes a variety of functions such as payroll, forms, parking tickets, voucher, and checks; prepares printed reports for distribution to customers; provides help desk support.

Lead Computer Operator

5% +/- 5%

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science with two years previous experience in a mainframe environment; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

- Provides guidance and functional oversight to staff.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer operations shift turnovers, Web monitoring and GIS tools, time sheets, vacation/leave requests, and scratch tape reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, forms book, procedures book, systems manual, user guides, and operations call book.
- Ability to prepare shift turnover, cris shift turnover, cris time report, performance appraisals, payroll, parking tickets, productions reports, equipment trouble log, printer supplies report, transmittal sheets usage, web monitor sheets, computer operations forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including managers, users, vendors, peers, and employees of own

Lead Computer Operator

and outside departments and administrators.

- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multi-Media Designer 2	Class Number:	1053241
FLSA:	Exempt	Pay Grade:	10 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to provide multimedia and video production and post production services to client agencies for the purposes of media marketing and communications services for helping client agencies to spread their message to the greater community and its leaders.

Distinguishing Characteristics

This is journey level classification, working under general supervision from a project lead. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative. This class is distinguished from the Multi-Media Developer in that the latter supervises this class and performs the more complex work of the unit.

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% +/- 15%
- Acts as videographer; shoots video for projects; sets up lighting for interview sessions or in studio environments; transports necessary audio, video and lighting gear and materials to locations; ensures that shots are in focus, properly exposed and meet composition requirements.
- 30% +/- 15%
- Performs as video editor including post production tasks and processes; edits events, public service announcements, and short form video projects to client specifications; digitizes footage; marks good video clips, improves quality of pictures within standard ranges; organizes video clips and edits footage to match the script or project outline; exports videos to share online, through DVD's or for broadcasting on television.
- 10% +/- 15%
- Shoots photographs for print or video projects; digitizes raw photographs to make adjustments and to process for web photo galleries, computer and printing purposes; creates online galleries for client/community review and access.
- 10% +/- 15%
- Develops graphics for print applications or the web, web page layouts or code implementation, testing and debugging; develops user interfaces; draws and designs logos for clients; Implements scripting languages and server side code into web pages; creates designs and graphic elements for publishing to the web or print applications.
- 10% +/- 15%
- Develops motion graphics to help the audience to visualize complex information and statistics, develop branding and informational slides regarding the project or to label information; integrates video footage with computer generated typography and graphical or photographic elements.
- 5% +/- 5%
- Researches new technologies and tools to improve process workflows, efficiency and quality of services; stays abreast of new technology and techniques.

Multi-Media Designer 2

5% +/- 5%

- Develops scripts and outlines for video projects; coordinates projects by reserving space, scheduling people and ensuring that timelines are met.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Visual Communications, Digital Art / Design, or Film with two years experience that includes photography, videography, film editing or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and a variety of cameras, video cameras and peripheral equipment.

Supervisory Responsibilities

No supervisory responsibilities. May lead projects, as assigned.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including audio visual release forms, brochures, emails, letters memos, press releases, and requests for proposal.
- Ability to comprehend a variety of reference books and manuals including video and design applications manuals, help files, and tutorials/guides, product and equipment guidelines/manuals, storyboards, outlines, online forums, and industry websites.
- Ability to prepare project proposals, scripts, customer service requests, review forms, requests for purchasing, requests for reimbursement, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Multi-Media Designer 2

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with clients, the Business Department, department directors and elected officials.
- Ability to use and interpret marketing, video and audio production, and sound mastering terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Management Manager	Class Number:	1053244
FLSA:	Exempt	Pay Grade:	15 B
Dept:	Information Services Center		

Classification Function

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

Distinguishing Characteristics

This is a first-level management classification that provides first-line supervision to project managers, and combines technical and managerial duties. This class works under direction from department administration, and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and plan development.

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 management of large, multi-faceted projects to ensure that requirements are met and that projects are completed on time and on budget; assesses client needs and requests and recommends solutions; establishes objectives and performance goals; prepares statement of work for project plans; determines organizational and personnel requirements for project teams; creates and executes development plans and revises as necessary in order to meet changing needs and requirements; reviews project plans, procedures and status reports for compliance with standards and adherence to plans, objectives and schedules; identifies strategies and implements to improve project performance; facilitates procurement and delivery process; keeps administration informed of status of projects; facilitates client meetings; facilitates end user testing and issue resolutions; approves final acceptance of project deliverables.
- 30% +/- 10%

Manages department services and activities including evaluating, analyzing, prioritizing and assigning requests for information technology related projects; provides summary of work to be completed; recommends new initiatives, project closure or transfer; integrates project management plans with performance objectives and goals of the organization; provides the sharing of technical and management knowledge across project functional and departmental lines; develops and maintains standards; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- 10% +/- 10%

Assists in ISC management; prepares recommendations; participates in strategic plan development; prepares budgets and evaluates funding sufficiency; prepares paperwork for senior management review and approval; prepares and conducts presentations.

Project Management Manager

20% +/- 10%

- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions; reviews the status reports of team members and addresses issues as appropriate; keeps track of lessons learned and shares those lessons with team members.

10% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology; researches and evaluates software, hardware and technology products and trends; consults with other agencies, outside government and private organizations to their approach to projects and their experience with vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree computer science or related field with six years previous experience including information technology project management; or any equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Project Management Manager

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra and geometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project plans, procedures and status reports, internet research for software, hardware and technology, employee timesheets; vendor invoices, project documentation, requests for information, requests for proposal, and contracts. project recommendations, purchase recommendations, performance evaluations, billing statements, a variety of reports, contracts, budgets, requests for bid & proposal, project plans, timelines, workflow charts, procedural diagrams,
- Ability to comprehend a variety of reference materials and manuals including project management policies and procedures, TenStep Licensed Website for project managers, documentation and trade publications, software manuals, codes, and standards documents.
- Ability to prepare status reports, data compiled for software, hardware & technology products & trends, timesheets, invoices, project documentation, requests for bid and requests for proposal, contracts, 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, users, vendors, and outside agencies, departmental employees and senior managers.
- Ability to use and interpret contract, computer, and circuitry terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	SAP ABAP Programmer	Class Number:	1053251
FLSA:	Exempt	Pay Grade:	14 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to provide programming support for the SAP Human Resources and Payroll system.

Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of Advanced Business Application Programming (ABAP) language for programming the SAP Application Server.

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%
- Gathers coding requirements from functional analyst's specifications based on user requirements; utilizes the functional specifications to design the technical specifications; codes the program to meet the specifications; unit tests the program per test case scenarios provided by functional analyst; assists functional analyst in acceptance testing.
- 25% +/- 10%
- Transports data between SAP Systems and for the migration between different SAP releases; refreshes quality assurance (QA) database from a copy of the database used in the daily processing of transactions (Production); moves transport requests, transferring data from one SAP installation to another; performs client copies to create new clients (applications or systems that accesses a remote service on another server, by way of a network); troubleshoots down system or hardware problems; monitors and defines batch jobs; tunes system parameters; maintains documentation for the system.
- 10% +/- 5%
- Maintains security of users; adds new users to the system; maintains security roles and profiles; monitors backups of system; restores system from backups; moves transport requests through the system
- 15% +/- 5%
- Interacts with functional groups to resolve problems and discuss functionality; researches, evaluates and provides recommendations on new products and meets with vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with six years of experience with SAP Basis, Oracle and UNIX administration; or any equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

SAP ABAP Programmer

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No Supervisory Responsibilities

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including transport requests, SAP patch documentation, SAP notes, emails, printer definition form, security request form, system diagrams, documentation and monitoring reports.
- Ability to comprehend a variety of reference books and manuals including system architecture diagrams, documentation, SAP patch documentation, SAP notes, and network and operation manuals..
- Ability to prepare documentation, diagrams, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with UNIX and Oracle administrators, users, vendors, peers, and departmental employees and administrators.
- Ability to use and interpret computer systems terminology and language.

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:	SAP Basis Administrator	Class Number:	1053252
FLSA:	Exempt	Pay Grade:	15 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to assist and administer daily maintenance of the SAP Human Resources and Payroll system including keeping patches (updates and improvements) current, performing hardware administration, performing security administration, applying SAP notes (containing up-to-date information regarding the configuration and use), and providing issue resolution..

Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires knowledge of SAP Basis, Oracle, and UNIX administration.

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.

- Monitors, maintains, and updates the SAP system using procedures that ensure optimal performance and efficiency; applies patches for upgrades and improvements; adds new printers to the system; researches and applies SAP notes; refreshes quality assurance (QA) database from a copy of the database used in the daily processing of transactions (Production); moves transport requests, transferring data from one SAP installation to another; performs client copies to create new clients (applications or systems that accesses a remote service on another server, by way of a network); troubleshoots down system or hardware problems; monitors and defines batch jobs; tunes system parameters; maintains documentation for the system.
75% +/- 10%
- Maintains security of users; adds new users to the system; maintains security roles and profiles; monitors backups of system; restores system from backups; moves transport requests through the system
10% +/- 5%
- Interacts with functional groups to resolve problems and discuss functionality; researches, evaluates and provides recommendations on new products and meets with vendors.
15% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science with six years of experience with SAP Basis, Oracle and UNIX administration; or any equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

SAP Basis Administrator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No Supervisory Responsibilities

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including transport requests, SAP patch documentation, SAP notes, emails, printer definition form, security request form, system diagrams, documentation and monitoring reports.
- Ability to comprehend a variety of reference books and manuals including system architecture diagrams, documentation, SAP patch documentation, SAP notes, and network and operation manuals..
- Ability to prepare documentation, diagrams, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with UNIX and Oracle administrators, users, vendors, peers, and departmental employees and administrators.
- Ability to use and interpret computer systems and network terminology and language.

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:	Security and Research Manager	Class Number:	1053282
FLSA:	Exempt	Pay Grade:	13 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to provide network security to all County agencies using enterprise level information technology software, appliances and techniques. Employee establishes, monitors, and enforces the Information Services Center security policies and procedures.

Distinguishing Characteristics

This is a first-level management classification, working under direction from the Chief Information Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for establishing and enforcing the departmental security policies and procedures and assisting in the design of security solutions.

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.

- Conducts analysis of network security including Web security appliances and reports of threats, intrusion detection system security appliances (devices or software applications that monitor network and/or system activities for malicious activities or policy violations and produces reports), and email security appliances that protect the email against spam, viruses, phishing and a wide variety of other threats; reports on security threats, as required. 40% +/- 10%
- Performs security research and development; reviews, researches and writes security policies and procedures. 40% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; assesses and reviews work and maintains standards; motivates staff; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, defines and provides for training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends salary increases and transfers. 15% +/- 10%
- Reviews closed circuit TV operations and monitors activity. 5% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years information technology experience including network engineering security; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Certification as an Information Systems Security Professional (CISSP) is desirable.

Security and Research Manager

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational gained by accessing computer systems including the Intrusion Prevention System (IPS), closed circuit television, email security, Web security, the email system, Web proxy email, security proxy email, reports, and customer service requests (CSR) /operations division requests (ODR).
- Ability to comprehend a variety of reference books and manuals including online documentation, the Office of Information Technology (OIT) website, State Code Websites, the SysAdmin, Audit, Networking, and Security Institute (SANS) Website, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security assessments, reports of security threats, emergency call lists, status reports, travel and training requests, Automatic Data Processing (ADP) briefing memos and documents, customer service requests (CSR) /operations division requests (ODR) and annual employee performance reviews 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.

Security and Research Manager

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

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:	Support Services Manager	Class Number:	1053272
FLSA:	Exempt	Pay Grade:	17 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to assess, plan, and implement enterprise information technology systems in support of the business objectives of the Human Resources, Fiscal and Procurement operations. The incumbent is responsible for developing and managing application portfolios and identifying opportunities for integration, consolidation or elimination of redundant processes or systems in order to improve cost effectiveness expand efficiencies and improve customer service.

Distinguishing Characteristics

This is a second-level management classification that provides direct supervision to developers, system administrators and network administrators. This class works under general direction of the Chief Technology Officer, and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery 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.

- 40% +/- 10%
- Develops and manages application portfolios and identifies opportunities for integration, consolidation or elimination of redundant processes or information technology systems in order to improve cost effectiveness, expand efficiencies and improve customer service; prioritizes information technology initiatives and coordinates the evaluation, deployment, management and maintenance of current and future information technology systems across the organization with primary focus on the business needs of the Human Resources, Fiscal and Procurement operations.
- 15% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions; reviews the status reports of team members and addresses issues as appropriate; keeps track of lessons learned and shares those lessons with team members.
- 10% +/- 10%
- Identifies opportunities for the appropriate and cost effective investment of financial resources in information technology systems and resources including staffing, sourcing, purchasing and in-house development.

Manager, Support Services

10% +/- 5%

- Defines and communicates project milestones, service level agreements and resource allocation to executive team, department leads, support staff and end users.

10% +/- 5%

- Develops business case justifications and cost benefit analyses for information technology spending and initiatives; communicates information technology investment benefits and risks with stakeholders; benchmarks, analyzes and makes recommendations for the improvement of the information technology infrastructure and systems.

15% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer operations reviews bid proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with six years related experience; or an equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

Experience with the following programming technologies is desirable: SAP-ABAP, COBOL, Delphi, HTML, ASP, VB Script, Java Script, .NET, CSS

Experience or understanding of Microsoft SQL Server and Oracle databases. The ability to create and maintain stored procedures, packages and jobs in both databases.

Experience in the following technologies is desirable: Visual Basic, Delphi, Java, Access, FTP, XML and Crystal Reports and/or COM.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Manager, Support Services

- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including proposals, contracts, white papers, employee timesheets, requirement statements, technical forms and documentation, flow charts and data diagrams.
- Ability to comprehend a variety of reference materials and manuals including departmental and County policy manual, requirement statements, technical design documentation, technical architecture documents, computer books and trade magazines.
- Ability to prepare statement of work, requirement statements, requests for proposals, technical design documents, programming standards documents, functional procedures documents, status reports, performance appraisals and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, users, consultants, vendors, and departmental employees and administrators.
- Ability to use and interpret computer system and hardware terminology and language.

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:	Videoconferencing Manager	Class Number:	1053242
FLSA:	Exempt	Pay Grade:	11 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to plan, coordinate and implement the videoconferencing project for Cuyahoga County and its Judicial System.

Distinguishing Characteristics

This is a first-level management classification, responsible for the videoconferencing project for the County and the Judicial System. This class works under direction from the division Administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems.

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%

Plans, configures, coordinates and implements videoconferencing for the County and for the Judicial System; consults with clients with respect to requirements; schedules video conferences; installs, maintains and upgrades hardware and software; configures networks; troubleshoots issues including likely causes due to network problems; identifies solutions to problems; meets deadlines.
- 15% +/- 10%

Provides supervision of assigned staff by prioritizing, assigning, reviewing, and coordinating work; consults with staff to review work requirements, status, and problems; assists staff with problem situations; training staff; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
- 15% +/- 10%

Performs growth management techniques to ensure that as the clients' needs increase, there are services and technology available to meet demands.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years experience involving voice communications, wide area networks, Local Area Networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Videoconferencing Manager

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including usage logs and request forms.
- Ability to comprehend a variety of reference books and manuals including videoconferencing reference books, guides for configuring, installing, administering and upgrading videoconferencing systems; guides for selecting, connecting, configuring, and troubleshooting network systems, and videoconferencing equipment guides.
- Ability to prepare usage logs for equipment and users of equipment 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, to follow instructions.

Videoconferencing Manager

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, and departmental employees in regard to scheduling requests.
- Ability to use and interpret audio visual terminology and language.

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:	Voice-Video Communications Manager	Class Number:	1053243
FLSA:	Exempt	Pay Grade:	14 B
Dept:	Information Services Center		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Assumes management responsibility for development and maintenance of networks and telecommunications systems; oversees the work of staff, troubleshoots issues, identifies solutions to complex problems to meet deadlines; consults with clients with respect to plans, designs and implementation; supports the voice infrastructure; develops technical architecture and physical designs, and analyzes existing voice and data networks and recommends solutions.
- 30% +/- 10%
- Manages new projects including performing cost analysis, developing architecture, overseeing staff, and performing and overseeing network configuration and installation.
- 15% +/- 10%
- Provides supervision of assigned staff and consultants by prioritizing, assigning, reviewing, and coordinating work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends discipline, salary increases, transfers and promotion reviews.
- 10% +/- 10%
- Negotiates vendor contracts; researches new telecommunications applications; coordinates meetings with contractors that have not previously provided services to the County; coordinates and sets up training requirements for new clients; orders new phones and peripheral equipment.
- 10% +/- 10%
- Performs analysis and reports on call detail and on voice utilization traffic.

Voice/Video Communications Manager

5% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer operations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field or equivalent experience with five years previous supervisory/management experience involving voice communications, wide area networks; or any equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Voice/Video Communications Manager

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, invoices, architectural drawings, call detail record reports, circuit utilization, system error logs, and project requirements.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, architectural drawings, call center scripts, phone system user guides, and computer and communications software, hardware, network, and operation manuals.
- Ability to prepare cost analysis, network diagrams and documents, status, progress, and activity reports, reports on hardware/software issues and resolution of issues; timesheets; performance reviews, requests for bid, service requests 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators.
- Ability to use and interpret computer networking and accounting terminology and language.

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:	WAN Analyst 2	Class Number:	1053281
FLSA:	Non Exempt	Pay Grade:	9 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to evaluate, troubleshoot, implement, monitor and maintain existing or proposed data communication systems.

Distinguishing Characteristics

This is a journey level, technician class in the WAN Analyst series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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%
 - Analyzes business needs of customers and recommends, purchases, configures, installs and maintains data communications systems; evaluates equipment needs; plans and schedules conversion process; configures and installs equipment; prepares specifications and flowcharts for implementation of new internal programs or modifications to vendor software including switches, routers, and hubs; provides installation and monitoring of communications software, utilities and diagnostics; reviews, updates and enforces networking and data communications policies.
- 30% +/- 10%
 - Responds to help desk calls requiring testing and troubleshooting; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff re. status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level technicians as necessary; supports customers with scheduled and non-scheduled outages
- 5% +/- 5%
 - Keeps current on emerging web technologies; attends project planning meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science, communications system infrastructure, or a related field with three years of experience in configuration, installation, maintenance, repair of data communication systems infrastructure; or any equivalent combination of education, training, and experience.

Communications Analyst 2

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to perform mid-level 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.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and voice equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including problem log, service cards, purchase orders, customer service requests, status reports, and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including repair manuals, hardware manuals, policy and procedure manuals, research materials and documentation, and technical information documents.
- Ability to prepare equipment drawings, time schedules, purchase orders, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, vendors, and departmental employees.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

Communications Analyst 2

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Designer 1	Class Number:	1053231
FLSA:	Exempt	Pay Grade:	8 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to build and launch websites for client agencies using technologies that conform to ISC standards while ensuring that the site is organized, easy to navigate, and is designed according to client requests and requirements.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator or unit manager. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level, but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level.

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% +/- 15%
- Builds websites for County agencies; meets with clients to determine project objectives and requirements; researches project topic; provides time estimates for project development; creates sample designs; meets with developers to discuss possible custom application; creates print ready sample designs if project is for print; for web projects, organizes content and ensure site is user friendly.
- 30% +/- 15%
- Troubleshoots and debugs errors on sites and applications; performs maintenance and updates on existing websites; creates or modifies photographs, images and graphics.
- 10% +/- 15%
- Provides clients with Synapse training so that they can take control of the site to update or change designs in their entirety without interfering with features or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in marketing, advertising, graphic art/design, film, photography or a related field with two years experience that includes website or print design and various software used for website design and photo editing; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Web Designer 1

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to perform mid-level 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and a variety of cameras, video cameras and peripheral equipment.

Supervisory Responsibilities

No supervisory responsibilities. May lead projects, as assigned.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, websites, and books regarding website design.
- Ability to prepare timesheets, training manuals, website documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including clients, peers, supervisor, design staff, and video production staff.
- Ability to use and interpret videography and audio visual terminology and language.

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:	Web Designer 2	Class Number:	1053232
FLSA:	Exempt	Pay Grade:	10 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to build and launch websites for client agencies using technologies that conform to ISC standards while ensuring that the site is organized, easy to navigate, and is designed according to client requests and requirements.

Distinguishing Characteristics

This is journey level classification, working under direction from a division administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 60% +/- 15%
- Builds websites for County agencies; meets with clients to determine project objectives and requirements; researches project topic; provides time estimates for project development; creates sample designs; meets with developers to discuss possible custom application; creates print ready sample designs if project is for print; for web projects, organizes content and ensures site is user friendly.
- 30% +/- 15%
- Troubleshoots and debugs errors on sites and applications; performs maintenance and updates on existing websites; creates or modifies photographs, images and graphics.
- 10% +/- 15%
- Provides clients with Synapse training so that they can take control of the website and update or change designs in their entirety without interfering with features or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in marketing, advertising, graphic art / design, film, photography or a related field with three years experience that includes website or print design and various software used for website design and photo editing; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Web Designer 2

Data Utilization

- Ability to perform mid-level 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and a variety of cameras, video cameras and peripheral equipment.

Supervisory Responsibilities

No supervisory responsibilities. May lead projects, as assigned.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, websites, and books regarding website design.
- Ability to prepare timesheets, training manuals, website documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including clients, peers, supervisor, and work groups members.
- Ability to use and interpret computer systems and electrical circuits terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Development & Applications Development Administrator	Class Number:	1053247
FLSA:	Exempt	Pay Grade:	19 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to plan, direct, supervise, coordinate and manage the activities, operations, procedures and goals of the Web, Video, Application Development and GIS departments.

Distinguishing Characteristics

This is a second-level management classification, responsible for evaluating, developing and maintaining standards and best practices for system design and development. Under administrative direction of the Chief Technology Officer, the incumbent is responsible for evaluating effectiveness of information systems, developing short and long goals and overall vision. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision over management, professional, and line staff.

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%
- Designs and directs project plans, project tasks lists and action plans for individual systems being designed or developed; gathers the requirements for new systems; proposes options and project cost estimates; ensures systems support agency business strategy are user friendly, intuitive, proper testing plans are in place and that execution is completed on time and within budget; ensures effective system maintenance plans are in place.
- 20% +/- 10%
- Provides supervision of assigned staff and oversees the work of consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions; reviews/approves time sheets, travel requests and leave requests.
- 20% +/- 10%
- Researches, develops and implements policies, procedures and best practices for application development and business process integration; develops vision, short term and long term goals from a technical and business process perspective; evaluates effectiveness of software systems being used; researches current trends and technologies on the web and various trade publications; assesses usability and effectiveness of systems being developed.
- 20% +/- 10%
- Analyzes requirements of clients and their agency's mission; understands business requirements; explains technical methods, procedures and protocols; maintains effective working relationships with a variety of individuals both within and without the department.

Web Development & Applications Development Administrator

10% +/- 5%

- Conducts staff meetings; facilitates collaboration design sessions; ensures the client agency is being effectively served; prepares routine status reports, cost estimates and statements of work; develops contracts. Attends and participates in professional group meetings, conferences, seminars and training.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or business administration with six years previous management experience including planning, supervision, budgeting, contract negotiation and computer proficiency; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Web Development & Applications Development Administrator

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including proposals, contracts, statements of work, project requests, customer service requests, technical documentation, performance reviews, documentation, product specifications and manuals.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer books and manuals, communications software, hardware, network, architecture and operation manuals.
- Ability to prepare status and progress reports, project analysis, annual reports, performance reviews, requests for proposals and for bid, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including staff, clients, vendors, contractors, and departmental employees and administrators.
- Ability to use and interpret computer information, project management and legal terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Development and Applications Development Manager	Class Number:	1053246
FLSA:	Exempt	Pay Grade:	16 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to plan, supervise, direct, and lead the development team 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 implementation.

Distinguishing Characteristics

This is a first-level management classification that provides direct supervision to Web developers, and combines technical and managerial duties. This class works under general direction of the Chief Technology Officer, and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee is responsible for coordinating the development of strategic and tactical plans for web development, and ensuring staff understands and delivers the appropriate technology to user agencies.

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%
- Acts as a project manager to ensure that requirements are met and that projects are completed on time and on budget; assesses client needs and requests and recommends solutions; prepares statement of work for project plans; performs software and technology assessment; creates and executes development plans and revises as necessary in order to meet changing needs and requirements; keeps administration informed of status of projects; facilitates client meetings; facilitates end user testing and issue resolutions.

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions; reviews the status reports of team members and addresses issues as appropriate; keeps track of lessons learned and shares those lessons with team members.

- 10% +/- 10%
- Provides technical direction for development, design, and system integration; performs technology and software assessment; studies and recommends new development technologies; creates and maintains procedures for production and test environments; develops and recommends best practices, policies and procedures; applies knowledge of industry trends and developments to improve applications and processes.

Web Development and Applications Development Manager

20% +/- 10%

- Performs a variety of technical work including coding web pages, creating databases, coding database stored procedures, coding data loads, solving user and public problems, providing information to the public, collecting business requirements, performing technical analysis, and performing system design and testing.

10% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer operations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with five years experience in a programming environment, including object oriented programming and relational database management. Must have knowledge of at least two (2) web programming languages used by the Division; or any equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

Experience with the following programming technologies is desirable: SAP-ABAP, COBOL, Delphi, HTML, ASP, VB Script, Java Script, .NET, CSS

Experience or understanding of Microsoft SQL Server and Oracle databases. The ability to create and maintain stored procedures, packages and jobs in both databases.

Experience in the following technologies is desirable: Visual Basic, Delphi, Java, Access, FTP, XML and Crystal Reports and/or COM.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Web Development and Applications Development Manager

- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, requirement statements, Customer Service Requests, entity relationship diagrams, technical documentation, issue logs and technical forums.
- Ability to comprehend a variety of reference materials and manuals including departmental and county policy manual, requirement statements, coding book and websites, entity relationship diagrams, technical documentation, issue logs and technical forums.
- Ability to prepare statement of work, requirement statements, web applications and sites, databases, files, system documentation, user manuals, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, users, vendors, and departmental employees and administrators.
- Ability to use and interpret terminology and language including computer language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pharmacist- Corrections	Class Number:	1059311
FLSA:	Exempt	Pay Grade:	19
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is manage an on-site pharmacy according to all applicable Ohio and federal laws; to fill all prescriptions ordered by physicians and /or dentists for the patient population; to interact with physicians regarding quality of care issues including drug incompatibilities and formulary compliance issues; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills. The employee in this class may chair a Pharmacy and Therapeutic committee and serve as a consultant for the medical, dental, and nursing staff.

Essential Job Functions

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

- 40% +/- 15%
- Interprets and dispenses medical prescriptions and pharmaceutical supplies prescribed by a licensed practitioner; counsels patients on how to use prescription and over-the-counter medications, healthcare supplies and medical equipment; advises patients and answer questions about prescription drugs, including questions about possible side effects and interactions among different drugs.
- 30% +/- 5%
- Consults with doctors about medication therapy; works closely with doctors and medical personnel in selecting drugs and managing their effects; advises physicians and other health practitioners on the selection, dosages, interactions, and side effects of medications; provides night, weekend and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Keeps computerized records of patients' medications to prevent harmful drug interactions.
- 10% +/- 5%
- May chair a Pharmacy and Therapeutic committee; participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, treatment, and drug interactions.
- 10% +/- 5%
- Supervises pharmacy technicians and may train students serving as interns; supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential

Pharmacist - Corrections

medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed by the Ohio State Board of Pharmacy as a Registered Pharmacist with one year experience in pharmacy operations including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid Pharmacist license to in the State of Ohio.

Requires current, valid CPR certification.

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; mobility to work in office settings; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Pharmacist - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical and pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Pharmacist - Corrections

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pharmacy Technician- Corrections	Class Number:	1034111
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to assist a Pharmacist at an on-site pharmacy according to all applicable Ohio and federal laws; to fill prescriptions ordered by physicians and /or dentists for the patient population; to manage inventory, perform data entry and to restock drugs and supplies; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a technical level classification, performing responsible functions and tasks under supervision of a Pharmacist. This class requires some technical knowledge and excellent organizational and communication skills.

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% +/- 15%
- Assists in filling prescriptions ordered by physicians; counts dosages of medications and fills containers; answers basic questions about over-the-counter drugs.
- 20% +/- 5%
- Enters data and keeps computerized records of patients' medications to prevent harmful drug interactions; labels containers and assists in pre-packaging operations.
- 10% +/- 5%
- Assists in managing inventory so that frequently prescribed drugs are on-hand and easily available; restocks drugs and supplies.
- 10% +/- 5%
- Keeps the pharmacy clean and orderly; maintains compliance with confidentiality requirements.
- 10% +/- 5%
- Reviews pharmacy invoices for accuracy prior to payment; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or equivalent supplemented by technical school coursework including relevant laws, pharmacy and healthcare ethics, pharmacy practice, medical terminology, human physiology and diseases, pharmacy therapeutics, customer care, related software systems, inventory management, and infection control are desirable; one year of customer service experience including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Completion of a Pharmacy Technician Certification Program, accredited by the National Commission for Certifying Agencies (NCCA) and Certification as a Pharmacy Technician (CPhT) is preferred.

Pharmacy Technician - Corrections

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; mobility to work in office settings; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

No supervisory responsibilities. Participates in the maintenance of sensitive and confidential medical records.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of reference books and guides including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical/pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Physician - Corrections	Class Number:	1059611
FLSA:	Exempt	Pay Grade:	26
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform medical evaluations and diagnoses of assigned patients; to develop, monitor, and evaluate appropriate treatment plans and follow-up care; to perform minor operative procedures including suturing and casting uncomplicated fractures; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

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% +/- 15%
- Performs medical and physical evaluations of patients' health status; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.
- 20% +/- 5%
- Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.
- 5% +/- 5%
- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.
- 5% +/- 5%
- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Physician - Corrections

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; some professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license to practice medicine in the State of Ohio issued by the Board of Medical Examiners.

Requires current, valid CPR certification.

Board Certification

Board certification in internal medicine, family practice or urgent care is preferred.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Physician - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Psychiatrist - Corrections	Class Number:	1059811
FLSA:	Exempt	Pay Grade:	29
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform psychiatric evaluations, diagnoses and treatment of patients with psychiatric illnesses and substance abuse disorders; to develop, monitor, and evaluate appropriate treatment plans including psychotherapy and/or psychotropic medication strategies; to perform short-term crisis counseling and routine mental health assessments on patients referred by nursing, medical professional and correctional staff and social workers; to perform and monitor a variety of administrative tasks/functions in support of assigned services and providing facility coverage as scheduled including on-call coverage and weekend coverage; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Requires thorough knowledge of methods and principles of behavioral health medicine and current principles and methods of assessment and treatment of patients with psychiatric illnesses and substance abuse disorders. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

Essential Job Functions

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

- 40% +/- 15%
- Performs psychiatric evaluations of patients' mental and emotional health status and develops appropriate treatment/therapy plans based on diagnoses of symptoms and behaviors.

- 20% +/- 5%
- Prescribes appropriate psychotropic medications based on patients' diagnoses and psychiatric evaluations; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule; provides night, weekend and holiday medical triage and authorizations via telephone.

- 20% +/- 5%
- Supervises psychologist and mental health nurse practitioner; reviews success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; develops and implements QA and/or QI process improvement initiatives; performs utilization review and management functions.

10% +/- 5%

Psychiatrist - Corrections

- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding psychiatric illness, diagnosis, treatment, and services available; participates in peer review, grievance procedures, mortality review; attends court hearings as an expert witness.

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with HIPAA and confidentiality requirements.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience providing psychiatric counseling and evaluations of patients; two years of professional level experience performing responsible patient evaluations and treatment of patients in forensic psychiatry or a community mental health setting including treatment of people of diverse cultural and ethnic backgrounds.

Additional Requirements

Successful completion of a three or four year psychiatry residency program that is accredited by the

Accreditation Council for Graduate Medical Education (ACGME)

Possession of a valid license as a physician and surgeon issued by the state of Ohio

Requires current, valid CPR certification.

Additional Requirements

Board Certification in psychiatry is preferred.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment.

Psychiatrist - Corrections

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual of Mental Disorders, Practice Guidelines for the Treatment of Psychiatric Disorders, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, laboratory reports, medical and psychological reports and findings, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Psychologist - Corrections	Class Number:	1059111
FLSA:	Exempt	Pay Grade:	14
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform psychological evaluations and therapeutic treatment of assigned patients; to develop, monitor, and evaluate appropriate treatment plans designed to assist in offender rehabilitation and reintegration; to evaluate patients as to readiness for parole and release; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from a member of senior management. Employees are required to balance their role as both a therapist and evaluator for parole and release. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

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% +/- 15%

• Performs individual and group therapy psychological evaluations of patients' mental, emotional, and behavioral status and develops appropriate treatment/therapy plans based on symptoms and behaviors; applies direct psychological services with patients, evaluation of the jail population, patient management, and release evaluation and recommendations.
- 20% +/- 5%

• Oversees and monitors the work of in-house and contract clinicians and therapists; refers patients to a Psychiatrist for prescribing of psychotropic medications, as necessary; reviewing success and appropriateness of treatment plans; modifying treatment plans in response to patients' needs and symptoms.
- 10% +/- 5%

• Participates in a variety of meetings and conferences with other staff members/service providers regarding patient care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding psychological treatment, and services available; provides night, weekend and holiday medical triage and authorizations via telephone.

Psychologist - Corrections

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential patient records, prepares a variety of reports and records, and maintains documentation of patient contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited graduate school with a Doctorate in Psychology (Ph.D.) in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; two years of professional experience providing psychological counseling and evaluations of patients; some professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license as a Psychologist issued by the state of Ohio.

Requires current, valid CPR certification.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors and participates in the establishment and maintenance of sensitive and confidential medical records.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Psychologist - Corrections

- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual of Mental Disorders, Practice Guidelines for the Treatment of Psychiatric Disorders, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, notes, recommendations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical and psychological terminology and language.
- Ability to communicate with patients, working groups and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dentist - Corrections	Class Number:	1059411
FLSA:	Exempt	Pay Grade:	22
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to diagnose and treat acute problems with a patient's teeth, gums, and other parts of the mouth; to perform professional dental services including extractions, exams, amalgams, anterior composites, and root canals with a minimum of referrals for surgical intervention; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

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% +/- 15%
- Performs examinations of patients' teeth and mouth tissue in order to diagnose and treat problems; examine patients' mouths for cavities, sores, swelling, or other signs of disease; fill cavities, pull teeth that cannot be saved, or replace missing teeth.
- 20% +/- 5%
- Administer and prescribes local or general anesthetics to alleviate pain and antibiotics to treat infection; may take x-rays and clean patients' teeth, as necessary.
- 10% +/- 5%
- Supervises dental assistants, dental hygienists and EFDA (Expanded Function Dental Assistants) practitioners; reviews success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms.
- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available; provides night, weekend and holiday medical triage and authorizations via telephone.

Dentist - Corrections

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited dental school as either a doctor of dental surgery (DDS) or a doctor of dental medicine (DMD) degree; a DDS or equivalent degree from a foreign medical school that provided education and dentistry knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license to practice dentistry in the State of Ohio issued by the Ohio State Dental Board.

Requires current, valid CPR certification.

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.; use hand and power tools and equipment; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct dental assessments and treatments.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Dentist - Corrections

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Reference Guide to Dentistry, Dental Drug Reference, reference on oral soft tissue diseases, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, dental records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical/dental terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Nurse Practitioner - Corrections	Class Number:	1059211
FLSA:	Exempt	Pay Grade:	16
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform physical assessments, psycho-social assessment and management of patient primary health care; to examine patients with acute and chronic medical conditions, and develop a plan of care; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing responsible and specialized professional functions and tasks under medical direction from a licensed physician and administrative direction from the Medical Director. Nurse Practitioners provide primary health care services and other clinical procedures that require possession of advanced knowledge and skills and the exercise of a high degree of clinical judgment in the assessment, diagnosis and treatment of patients. Work is performed with considerable independence and is guided by internal policies and protocols and physician-approved guidelines. Work is evaluated through chart review, consultations, conferences and the observation of the results.

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% +/- 15%
- In collaboration with and under the general direction of a designated physician and in accordance with standardized procedures and licensure requirements, assesses client health by obtaining medical/health history, performing physical examinations, and initiating appropriate diagnostic and screening tests; evaluates findings and results and prescribes medical treatment, referring complex or emergent cases as appropriate.
- 20% +/- 5%
- Interprets data, develops and implements therapeutic plans and follows through on the continuous care of patients; provides night, weekend and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.
- 5% +/- 5%
- Maintains accurate records of assessments, evaluations, treatments and follow-up; participates in development of programs and administrative procedures.

Nurse Practitioner - Corrections

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's of Science Degree in Nursing with one year of clinical practice experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds;

Additional Requirements

Possession of a valid license to practice as a Registered Nurse and certification as a Nurse Practitioner issued by the Ohio Board of Registered Nursing.

DEA certificate.

Requires current, valid CPR certification.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate ratios and percentages.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Manual of Clinical Skills, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Nurse Practitioner - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, administrators and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Obstetrician/Gynecologist - Corrections	Class Number:	1059511
FLSA:	Exempt	Pay Grade:	26
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform prevention, diagnosis, and treatment of gynecologic conditions including sexually transmitted disease; to perform obstetrical services including pregnancy, prenatal and postpartum management; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

Essential Job Functions

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

- 55% +/- 15%

• Performs medical and physical evaluations of patients' health status; provides pregnancy management, prenatal, labor, and puerperium care; exams patients for breast, cervical and ovarian cancers, treats urinary tract and pelvic and hormonal disorders; performs Pap smears and treats sexually transmitted disease; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.
- 20% +/- 5%

• Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.
- 10% +/- 5%

• Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.

Obstetrician/Gynecologist - Corrections

10% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; five years of residency training in the specialty of the position to be filled (OBGYN) or equivalent experience and training.

Additional Requirements

Possession of a valid license as a physician and surgeon issued by the state of Ohio.

Requires current, valid CPR certification.

Board Certification

Board Certification as an Obstetrician is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

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

Language Ability & Interpersonal Communication

Obstetrician/Gynecologist - Corrections

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Orthopedist - Corrections	Class Number:	1059611
FLSA:	Exempt	Pay Grade:	26
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform medical evaluations, diagnoses and treatment of the musculoskeletal complaints of patients with disorders of the bones, joints, muscles, ligaments, tendons, nerves, and skin; to perform suturing, casting, reductions and splinting of fractures; to develop, monitor, and evaluate appropriate treatment plans; to make referrals, as appropriate; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

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% +/- 15%

- Provides medical management of injuries or disease, particularly in relation to the musculoskeletal system; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.

30% +/- 10%

- May perform surgery to restore function lost as a result of injury or disease of bones, joint, muscles, tendons, ligaments, nerves, or skin; performs suturing, casting, reductions and splinting of fractures; read x-rays and make appropriate diagnosis and plan of care; make appropriate referrals, when necessary.

20% +/- 5%

- Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifies treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.

10% +/- 5%

- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.

Orthopedist - Corrections

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; some professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license to practice medicine in the State of Ohio issued by the Board of Medical Examiners.

Completion of an orthopedic residency program, or fourth year residents, including four years of training in orthopedic surgery and an additional year of training in a broad-based accredited residency program such as general surgery or internal medicine.

Requires current, valid CPR certification.

Board Certification

Board Certification in Orthopedic medicine preferred.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments; stand for long periods of time in performing medical assessments and surgery.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

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

Orthopedist - Corrections

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Staff Auditor	Class Number:	1055131
FLSA:	Exempt	Pay Grade:	10
Dept:	Internal Auditing		

Classification Function

The purpose of this classification is to assist the Internal Audit Manager conduct preliminary financial and performance auditing of selected County departments.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Internal Auditing Department. This class works under direction from the Internal Audit Manager, and is responsible for performing timely and accurate financial and performance audits. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- Conducts risk assessments to assess financial controls, operational efficiencies and compliance with applicable policies, procedures and regulations. 25% +/- 10%
- Gathers financial and operational data for internal audits through a variety of accepted methods including interviews and observations. 25% +/- 10%
- Conducts control, substantive and compliance audit testing of specified financial and operational areas using acceptable audit techniques including vouching and reconciliation. 25% +/- 10%
- Drafts preliminary audit findings and recommendations based on testing results; submits findings and recommendations to Internal Audit Manager for review and comment. 15% +/- 10%
- Manages audit segment budgets for identified audits; communicates results of internal audit with stakeholders; assists Internal Audit Manager plan audits in accordance with the annual audit plan and applicable auditing standards. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with two (2) years previous experience in accounting, auditing or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

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

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

Supervisory Responsibilities

- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS reports, trial reports, cash financial statements, grants, CAFR reports, vouchers, receipts, purchase orders, invoices and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including the GAAFR, GAGAS, Auditor of State website, Ohio Revised Code (ORC), County Policy Handbook, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, program manuals and procedures.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with staff, external auditors, and employees from outside agencies and departments and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Veterinarian Technician	Class Number:	1022411
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Public Works		

Classification Function

The purpose of this classification is to assist higher-level Kennel staff with surgery, various medical procedures, vaccinations and medications.

Distinguishing Characteristics

This is a technical classification with responsibility for assisting supervisory and medical staff with various procedures at the Kennel. This classification works under a framework of well-defined procedures and regulations. Employees in this classification have specialized knowledge and experience related to animal shelter and basic veterinarian procedures. Limited exercise of judgment is required on details of work and performing job duties.

Essential Job Functions

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

- 30% +/- 10%
Assists with animal cage sterilization and cleaning, examination of impounded dogs, preparation and administration of dog vaccinations and determination of breed, age and temperament.
- 30% +/- 10%
Sterilizes surgery room and instruments; schedules surgeries; assists with surgical preparation for dogs, premedicate, induction agent, and intubate; provides technical assistance during veterinarian and medical procedures per established procedures; monitors vitals and anesthesia; monitors status of surgery recovery and isolation wards; prepares operational reports and logs.
- 25% +/- 10%
Prepares medications for dispensing; administers oral, topical and injectible medications; performs and prepares laboratory work.
- 15% +/- 5%
Lifts dogs for weighing, bathing and surgical procedures; maintains adoption medical information; maintains adequate inventory of necessary veterinarian equipment, supplies, vaccines and medications.

Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with technical training with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Must be a State of Ohio Registered Veterinarian Technician.

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

- Ability to operate a variety of medical and surgical tools such as anesthesia machine, microscope, autoclave, cautery, clippers, needles, syringes and other tools.
- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to understand and apply addition, subtraction, multiplication, and division.

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 such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including applications, blood work, impound cards, intake records, treatment cards and medical records.
- Ability to comprehend a variety of reference books and manuals including diagnostic reports, parasitological manual, shelter operations manual County policies and dog breed book.
- Ability to prepare adoption policy forms, intake records, drug records, surgery appointments, rabies certificates and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, veterinarians, vendors, customers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed under exposure to strong odors, noise extremes, blood, bodily fluids, wetness, angry or rabid animals.

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

Ordinance No. O2012-0024

Sponsored by: County Executive FitzGerald on behalf of Human Resource Commission	An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Salary Schedules, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Salary Schedule to the Human Resource Commission; and,

WHEREAS, the unique functions and labor market associated with the Sheriff's Department Medical Unit, the Medical Examiner's Office and the Information Services Center, necessitate the modification of the current non-bargaining Salary Schedule to include higher pay ranges ("Schedule A"); and,

WHEREAS, the creation of a new Non-Bargaining Salary for all information technology positions is also required ("Schedule B"); and,

WHEREAS, Schedule A includes all classified positions with the exception of information technology which will expand from 19 pay grades to 30 due to the creation of professional classifications such as Physician, Dentist, Forensic Pathologist and Psychiatrist; and,

WHEREAS, Schedule B is required because labor market conditions in the computer industry are restricting the County's ability to maintain and recruit employees. These same market conditions are still increasing pay ranges for computer-related classifications at a higher percentage rate than other County classifications; and,

WHEREAS, the Human Resource Commission held several public meetings on this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Salary Schedules; and,

WHEREAS, on July 5, 2012, the Human Resource Commission met for their final review of the salary schedules for non-bargaining employees (attached hereto as Non-Bargaining 2012 Salary Schedule A and Non-Bargaining 2012 Salary Schedule B), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County department.

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

SECTION 1. Council hereby adopts the changes made to the Cuyahoga County Non-Bargaining 2012 Salary Schedule A and the new Non-Bargaining 2012 Salary Schedule B (attached hereto).

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County department. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 14, 2012

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

Journal CC007

September 11, 2012

Non-Bargaining Salary Schedule A

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
1	\$21,990.40	\$22,214.40	\$22,638.40	\$23,441.60	\$24,065.60	\$24,689.60	\$25,262.80	\$25,916.80	\$26,396.20	\$26,873.60	\$27,352.00	\$27,830.40	\$28,329.60	\$28,787.20	\$29,266.60	\$29,764.80	\$30,202.40
2	\$24,273.60	\$24,960.00	\$25,667.20	\$26,353.60	\$27,040.00	\$27,747.20	\$28,433.60	\$29,140.80	\$29,681.60	\$30,201.60	\$30,742.40	\$31,289.20	\$31,824.00	\$32,384.80	\$32,906.60	\$33,446.40	\$33,887.20
3	\$26,956.80	\$27,726.40	\$28,496.00	\$29,265.60	\$30,035.20	\$30,804.80	\$31,574.40	\$32,344.00	\$32,947.20	\$33,599.60	\$34,192.80	\$34,796.00	\$35,321.60	\$35,921.60	\$36,524.80	\$37,126.00	\$37,731.20
4	\$29,619.20	\$30,472.00	\$31,264.80	\$32,156.80	\$33,009.60	\$33,862.40	\$34,715.20	\$35,568.00	\$36,212.80	\$36,876.40	\$37,544.00	\$38,168.00	\$38,833.80	\$39,499.20	\$40,164.80	\$40,809.80	\$41,475.20
5	\$32,302.40	\$33,236.40	\$34,153.60	\$35,058.80	\$35,984.00	\$36,920.00	\$37,835.20	\$38,771.20	\$39,478.40	\$40,208.40	\$40,913.60	\$41,641.60	\$42,348.80	\$43,076.80	\$43,784.00	\$44,512.00	\$45,219.20
6	\$34,985.60	\$35,984.00	\$36,962.40	\$37,960.80	\$38,900.00	\$39,977.60	\$40,976.80	\$41,995.20	\$42,764.80	\$43,534.40	\$44,304.00	\$45,094.40	\$45,864.00	\$46,633.60	\$47,424.00	\$48,214.40	\$48,984.00
7	\$37,668.80	\$38,726.90	\$39,811.20	\$40,932.80	\$41,974.40	\$43,036.00	\$44,116.80	\$45,177.60	\$46,030.40	\$46,893.20	\$47,715.20	\$48,547.20	\$49,379.20	\$50,211.20	\$51,043.20	\$51,896.00	\$52,728.00
8	\$40,351.20	\$41,466.00	\$42,640.00	\$43,784.00	\$44,948.80	\$46,113.60	\$47,257.60	\$48,401.60	\$49,236.00	\$50,190.40	\$51,105.60	\$52,000.00	\$52,894.40	\$53,788.80	\$54,683.20	\$55,577.60	\$56,472.00
9	\$43,034.40	\$44,241.60	\$45,489.60	\$46,696.00	\$47,923.20	\$49,171.20	\$50,398.40	\$51,604.80	\$52,582.40	\$53,539.20	\$54,475.20	\$55,452.80	\$56,409.60	\$57,345.60	\$58,323.20	\$59,259.20	\$60,216.00
10	\$45,697.60	\$47,008.00	\$48,318.40	\$49,608.00	\$50,918.40	\$52,228.80	\$53,539.20	\$54,828.80	\$55,848.00	\$56,867.20	\$57,886.40	\$58,884.80	\$59,904.00	\$60,923.20	\$61,942.40	\$62,961.60	\$63,980.80
11	\$48,380.80	\$49,753.60	\$51,147.20	\$52,520.00	\$53,892.80	\$55,265.60	\$56,638.40	\$58,032.00	\$59,194.40	\$60,195.20	\$61,276.80	\$62,337.60	\$63,419.20	\$64,480.00	\$65,582.40	\$66,643.20	\$67,724.80
12	\$51,043.20	\$52,520.00	\$53,976.00	\$55,432.00	\$56,888.00	\$58,344.00	\$59,800.00	\$61,256.00	\$62,379.20	\$63,523.20	\$64,667.20	\$65,790.40	\$66,904.40	\$68,057.60	\$69,201.60	\$70,324.80	\$71,468.80
13	\$53,726.40	\$55,244.80	\$56,804.80	\$58,344.80	\$59,844.80	\$61,401.60	\$62,940.80	\$64,459.20	\$65,965.60	\$67,472.00	\$68,957.60	\$70,443.20	\$71,949.60	\$73,441.60	\$74,927.20	\$76,427.20	\$77,912.80
14	\$56,409.60	\$58,011.20	\$59,612.80	\$61,258.00	\$62,857.60	\$64,459.20	\$66,081.60	\$67,683.20	\$69,352.00	\$70,179.20	\$71,448.00	\$72,696.00	\$73,964.80	\$75,192.00	\$76,460.80	\$77,708.80	\$78,977.60
15	\$60,424.00	\$62,150.40	\$63,896.00	\$65,603.20	\$67,329.60	\$69,056.00	\$70,782.40	\$72,508.80	\$73,840.00	\$75,192.00	\$76,523.20	\$77,875.20	\$79,227.20	\$80,588.40	\$81,910.40	\$83,262.40	\$84,572.80
16	\$65,789.60	\$67,682.40	\$69,624.80	\$71,406.40	\$73,289.20	\$75,171.20	\$77,053.60	\$78,936.00	\$80,412.80	\$81,868.80	\$83,324.80	\$84,780.80	\$86,236.80	\$87,713.60	\$89,169.60	\$90,625.60	\$92,081.60
17	\$71,136.00	\$73,153.60	\$75,192.00	\$77,230.40	\$79,268.80	\$81,307.20	\$83,324.80	\$85,363.20	\$86,944.00	\$88,524.80	\$90,105.60	\$91,686.40	\$93,267.20	\$94,848.00	\$96,428.80	\$98,009.60	\$99,589.60
18	\$76,481.60	\$78,665.60	\$80,849.60	\$83,033.60	\$85,217.60	\$87,401.60	\$89,585.60	\$91,780.40	\$93,496.00	\$95,180.80	\$96,865.40	\$98,550.80	\$100,276.80	\$101,962.40	\$103,688.00	\$105,393.60	\$107,078.40
19	\$81,848.00	\$84,177.60	\$86,528.00	\$88,857.60	\$91,208.00	\$93,537.60	\$95,867.20	\$98,217.60	\$100,027.20	\$101,857.60	\$103,688.00	\$105,497.60	\$107,307.20	\$109,137.60	\$110,947.20	\$112,756.80	\$114,566.40
20	\$87,195.60	\$89,691.20	\$92,182.71	\$94,674.19	\$97,165.56	\$99,656.98	\$102,148.41	\$104,639.83	\$106,577.60	\$108,515.38	\$110,453.15	\$112,390.93	\$114,328.70	\$116,266.48	\$118,204.25	\$120,142.03	\$122,079.80
	\$41,82	\$43,12	\$44,32	\$45,52	\$46,71	\$47,91	\$49,11	\$50,31	\$51,24	\$52,17	\$53,10	\$54,03	\$54,97	\$55,90	\$56,83	\$57,76	\$58,69

Non-Bargaining Salary Schedule A

21	\$92,555.35	\$95,196.79	\$97,844.23	\$100,488.67	\$103,133.10	\$105,777.54	\$108,421.98	\$111,066.42	\$113,710.86	\$116,355.30	\$119,000.74	\$121,645.18	\$124,289.62	\$126,934.06	\$129,578.50	\$132,222.94	\$134,867.38	\$137,511.82	\$140,156.26	\$142,800.70	\$145,445.14	\$148,089.58	\$150,734.02	\$153,378.46	\$156,022.90	\$158,667.34	\$161,311.78	\$163,956.22	\$166,600.66	\$169,245.10	\$171,889.54	\$174,533.98	\$177,178.42	\$179,822.86	\$182,467.30	\$185,111.74	\$187,756.18	\$190,400.62	\$193,045.06	\$195,689.50	\$198,333.94	\$200,978.38	\$203,622.82	\$206,267.26	\$208,911.70	\$211,556.14	\$214,200.58	\$216,845.02	\$219,489.46	\$222,133.90	\$224,778.34	\$227,422.78	\$230,067.22	\$232,711.66	\$235,356.10	\$238,000.54	\$240,644.98	\$243,289.42	\$245,933.86	\$248,578.30	\$251,222.74	\$253,867.18	\$256,511.62	\$259,156.06	\$261,800.50	\$264,444.94	\$267,089.38	\$269,733.82	\$272,378.26	\$275,022.70	\$277,667.14	\$280,311.58	\$282,956.02	\$285,600.46	\$288,244.90	\$290,889.34	\$293,533.78	\$296,178.22	\$298,822.66	\$301,467.10	\$304,111.54	\$306,755.98	\$309,400.42	\$312,044.86	\$314,689.30	\$317,333.74	\$320,978.18	\$323,622.62	\$326,267.06	\$328,911.50	\$331,555.94	\$334,200.38	\$336,844.82	\$339,489.26	\$342,133.70	\$344,778.14	\$347,422.58	\$350,067.02	\$352,711.46	\$355,355.90	\$358,000.34	\$360,644.78	\$363,289.22	\$365,933.66	\$368,578.10	\$371,222.54	\$373,866.98	\$376,511.42	\$379,155.86	\$381,800.30	\$384,444.74	\$387,089.18	\$389,733.62	\$392,378.06	\$395,022.50	\$397,666.94	\$400,311.38	\$402,955.82	\$405,600.26	\$408,244.70	\$410,889.14	\$413,533.58	\$416,178.02	\$418,822.46	\$421,466.90	\$424,111.34	\$426,755.78	\$429,400.22	\$432,044.66	\$434,689.10	\$437,333.54	\$440,977.98	\$443,622.42	\$446,266.86	\$448,911.30	\$451,555.74	\$454,200.18	\$456,844.62	\$459,489.06	\$462,133.50	\$464,777.94	\$467,422.38	\$470,066.82	\$472,711.26	\$475,355.70	\$478,000.14	\$480,644.58	\$483,289.02	\$485,933.46	\$488,577.90	\$491,222.34	\$493,866.78	\$496,511.22	\$499,155.66	\$501,800.10	\$504,444.54	\$507,088.98	\$510,733.42	\$513,377.86	\$516,022.30	\$518,666.74	\$521,311.18	\$523,955.62	\$526,600.06	\$529,244.50	\$531,888.94	\$534,533.38	\$537,177.82	\$540,822.26	\$543,466.70	\$546,111.14	\$548,755.58	\$551,400.02	\$554,044.46	\$556,688.90	\$559,333.34	\$562,977.78	\$565,622.22	\$568,266.66	\$570,911.10	\$573,555.54	\$576,200.98	\$578,845.42	\$581,489.86	\$584,134.30	\$586,778.74	\$589,423.18	\$592,067.62	\$594,712.06	\$597,356.50	\$600,000.94	\$602,645.38	\$605,289.82	\$607,934.26	\$610,578.70	\$613,223.14	\$615,867.58	\$618,512.02	\$621,156.46	\$623,800.90	\$626,445.34	\$629,089.78	\$631,734.22	\$634,378.66	\$637,023.10	\$639,667.54	\$642,311.98	\$644,956.42	\$647,600.86	\$650,245.30	\$652,889.74	\$655,534.18	\$658,178.62	\$660,823.06	\$663,467.50	\$666,111.94	\$668,756.38	\$671,400.82	\$674,045.26	\$676,689.70	\$679,334.14	\$681,978.58	\$684,623.02	\$687,267.46	\$690,911.90	\$693,556.34	\$696,200.78	\$698,845.22	\$701,489.66	\$704,134.10	\$706,778.54	\$709,422.98	\$712,067.42	\$714,711.86	\$717,356.30	\$720,000.74	\$722,645.18	\$725,289.62	\$727,934.06	\$730,578.50	\$733,222.94	\$735,867.38	\$738,511.82	\$741,156.26	\$743,800.70	\$746,445.14	\$749,089.58	\$751,734.02	\$754,378.46	\$757,022.90	\$759,667.34	\$762,311.78	\$764,956.22	\$767,600.66	\$770,245.10	\$772,889.54	\$775,533.98	\$778,178.42	\$780,822.86	\$783,467.30	\$786,111.74	\$788,756.18	\$791,400.62	\$794,045.06	\$796,689.50	\$799,333.94	\$802,978.38	\$805,622.82	\$808,267.26	\$810,911.70	\$813,556.14	\$816,200.58	\$818,845.02	\$821,489.46	\$824,133.90	\$826,778.34	\$829,422.78	\$832,067.22	\$834,711.66	\$837,356.10	\$840,000.54	\$842,644.98	\$845,289.42	\$847,933.86	\$850,578.30	\$853,222.74	\$855,867.18	\$858,511.62	\$861,156.06	\$863,800.50	\$866,444.94	\$869,089.38	\$871,733.82	\$874,378.26	\$877,022.70	\$879,667.14	\$882,311.58	\$884,956.02	\$887,600.46	\$890,244.90	\$892,888.34	\$895,532.78	\$898,177.22	\$900,821.66	\$903,466.10	\$906,110.54	\$908,754.98	\$911,400.42	\$914,044.86	\$916,689.30	\$919,333.74	\$922,978.18	\$925,622.62	\$928,267.06	\$930,911.50	\$933,555.94	\$936,200.38	\$938,844.82	\$941,489.26	\$944,133.70	\$946,778.14	\$949,422.58	\$952,067.02	\$954,711.46	\$957,355.90	\$960,000.34	\$962,644.78	\$965,289.22	\$967,933.66	\$970,578.10	\$973,222.54	\$975,866.98	\$978,511.42	\$981,155.86	\$983,800.30	\$986,444.74	\$989,089.18	\$991,733.62	\$994,378.06	\$997,022.50	\$1,000,000.00
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Non-Bargaining 2012 Salary Schedule B (Information Technology Positions)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
1	\$19,094.33	\$19,571.68	\$20,049.05	\$20,526.40	\$21,003.75	\$21,481.12	\$21,958.48	\$22,435.84	\$22,913.20	\$23,390.55	\$23,867.91	\$24,345.27	\$24,822.63	\$25,300.00	\$25,777.34	\$26,254.70	\$26,732.06
2	\$22,447.23	\$23,008.41	\$23,569.59	\$24,130.77	\$24,691.95	\$25,253.13	\$25,814.31	\$26,375.49	\$26,936.67	\$27,497.85	\$28,059.03	\$28,620.21	\$29,181.39	\$29,742.57	\$30,303.75	\$30,864.93	\$31,426.12
3	\$25,800.14	\$26,442.71	\$27,085.28	\$27,727.85	\$28,370.42	\$29,012.99	\$29,655.56	\$30,298.13	\$30,940.70	\$31,583.27	\$32,225.84	\$32,868.41	\$33,510.98	\$34,153.55	\$34,796.12	\$35,438.69	\$36,081.26
4	\$29,153.05	\$29,881.88	\$30,610.71	\$31,339.54	\$32,068.37	\$32,797.20	\$33,526.03	\$34,254.86	\$34,983.69	\$35,712.52	\$36,441.35	\$37,170.18	\$37,898.97	\$38,627.76	\$39,356.55	\$40,085.34	\$40,814.17
5	\$32,505.96	\$33,318.61	\$34,131.26	\$34,943.91	\$35,756.56	\$36,569.21	\$37,381.86	\$38,194.51	\$39,007.16	\$39,819.81	\$40,632.46	\$41,445.11	\$42,257.76	\$43,070.41	\$43,883.06	\$44,695.71	\$45,508.34
6	\$35,858.87	\$36,755.34	\$37,651.81	\$38,548.28	\$39,444.75	\$40,341.22	\$41,237.69	\$42,134.16	\$43,030.63	\$43,927.10	\$44,823.57	\$45,720.04	\$46,616.51	\$47,512.98	\$48,409.45	\$49,305.92	\$50,202.39
7	\$39,211.78	\$40,192.07	\$41,172.37	\$42,152.66	\$43,132.95	\$44,113.24	\$45,093.53	\$46,073.82	\$47,054.11	\$48,034.40	\$49,014.69	\$49,994.98	\$50,975.27	\$51,955.56	\$52,935.85	\$53,916.14	\$54,896.43
8	\$42,564.68	\$43,628.80	\$44,692.91	\$45,757.03	\$46,821.15	\$47,885.27	\$48,949.38	\$50,013.50	\$51,077.62	\$52,141.73	\$53,205.85	\$54,269.97	\$55,334.08	\$56,398.20	\$57,462.32	\$58,526.44	\$59,590.55
9	\$45,917.59	\$47,085.63	\$48,253.67	\$49,421.71	\$50,589.75	\$51,757.79	\$52,925.83	\$54,093.87	\$55,261.91	\$56,429.95	\$57,597.99	\$58,766.03	\$59,934.07	\$61,102.11	\$62,270.15	\$63,438.19	\$64,606.23
10	\$49,270.49	\$50,502.25	\$51,734.02	\$52,965.78	\$54,197.54	\$55,429.30	\$56,661.06	\$57,892.82	\$59,124.58	\$60,356.34	\$61,588.10	\$62,819.86	\$64,051.62	\$65,283.38	\$66,515.14	\$67,746.90	\$68,978.66
11	\$52,623.40	\$53,988.99	\$55,264.57	\$56,540.15	\$57,815.73	\$59,091.31	\$60,366.89	\$61,642.47	\$62,918.05	\$64,193.63	\$65,469.21	\$66,744.79	\$68,020.37	\$69,295.95	\$70,571.53	\$71,847.11	\$73,122.69
12	\$55,976.31	\$57,373.72	\$58,771.13	\$60,168.54	\$61,565.95	\$62,963.36	\$64,360.77	\$65,758.18	\$67,155.59	\$68,553.00	\$69,950.41	\$71,347.82	\$72,745.23	\$74,142.64	\$75,540.05	\$76,937.46	\$78,334.87
13	\$59,329.22	\$60,812.45	\$62,295.68	\$63,778.91	\$65,262.14	\$66,745.37	\$68,228.60	\$69,711.83	\$71,195.06	\$72,678.29	\$74,161.52	\$75,644.75	\$77,127.98	\$78,611.21	\$80,094.45	\$81,577.68	\$83,060.91
14	\$62,682.13	\$64,249.18	\$65,816.24	\$67,383.29	\$68,950.34	\$70,517.39	\$72,084.44	\$73,651.49	\$75,218.54	\$76,785.59	\$78,352.64	\$79,919.69	\$81,486.74	\$83,053.79	\$84,620.84	\$86,187.89	\$87,754.94
15	\$66,035.03	\$67,685.91	\$69,336.79	\$70,987.67	\$72,638.55	\$74,289.43	\$75,940.31	\$77,591.19	\$79,242.07	\$80,892.95	\$82,543.83	\$84,194.71	\$85,845.59	\$87,496.47	\$89,147.35	\$90,798.23	\$92,449.11
16	\$69,387.94	\$71,122.64	\$72,857.34	\$74,592.04	\$76,326.74	\$78,061.44	\$79,796.13	\$81,530.83	\$83,265.53	\$85,000.23	\$86,734.93	\$88,469.63	\$90,204.33	\$91,939.02	\$93,673.72	\$95,408.42	\$97,143.12
17	\$72,740.85	\$74,559.37	\$76,377.89	\$78,196.41	\$80,014.94	\$81,833.46	\$83,651.98	\$85,470.50	\$87,289.02	\$89,107.54	\$90,926.06	\$92,744.58	\$94,563.11	\$96,381.63	\$98,200.15	\$100,018.67	\$101,837.19
18	\$76,093.76	\$77,996.10	\$79,898.45	\$81,800.79	\$83,703.14	\$85,605.48	\$87,507.82	\$89,410.17	\$91,312.51	\$93,214.85	\$95,117.20	\$97,019.54	\$98,921.89	\$100,824.23	\$102,726.57	\$104,628.92	\$106,531.26
19	\$79,446.66	\$81,432.83	\$83,419.00	\$85,405.16	\$87,391.33	\$89,377.50	\$91,363.66	\$93,349.82	\$95,335.99	\$97,322.16	\$99,308.32	\$101,294.49	\$103,280.66	\$105,266.82	\$107,252.99	\$109,239.15	\$111,225.32
20	\$82,799.57	\$84,889.56	\$86,979.55	\$89,069.54	\$91,159.53	\$93,249.52	\$95,339.51	\$97,429.50	\$99,519.49	\$101,609.48	\$103,699.47	\$105,789.46	\$107,879.45	\$109,969.44	\$112,059.43	\$114,149.42	\$116,239.41
21	\$86,152.48	\$88,345.85	\$90,539.22	\$92,732.59	\$94,925.96	\$97,119.33	\$99,312.70	\$101,506.07	\$103,699.44	\$105,892.81	\$108,086.18	\$110,279.55	\$112,472.92	\$114,666.29	\$116,859.66	\$119,053.03	\$121,246.40
22	\$89,505.39	\$91,799.85	\$94,094.31	\$96,388.77	\$98,683.23	\$100,977.69	\$103,272.15	\$105,566.61	\$107,861.07	\$110,155.53	\$112,450.00	\$114,744.46	\$117,038.92	\$119,333.38	\$121,627.84	\$123,922.30	\$126,216.76
23	\$92,858.30	\$95,253.85	\$97,649.40	\$100,044.95	\$102,440.50	\$104,836.05	\$107,231.60	\$109,627.15	\$112,022.70	\$114,418.25	\$116,813.80	\$119,209.35	\$121,604.90	\$124,000.45	\$126,396.00	\$128,791.55	\$131,187.10
24	\$96,211.21	\$98,707.85	\$101,204.50	\$103,701.14	\$106,197.79	\$108,694.43	\$111,191.08	\$113,687.72	\$116,184.37	\$118,681.01	\$121,177.66	\$123,674.30	\$126,170.95	\$128,667.60	\$131,164.24	\$133,660.89	\$136,157.53
25	\$99,564.12	\$102,161.85	\$104,759.58	\$107,357.31	\$109,955.04	\$112,552.77	\$115,150.50	\$117,748.23	\$120,345.96	\$122,943.69	\$125,541.42	\$128,139.15	\$130,736.88	\$133,334.61	\$135,932.34	\$138,530.07	\$141,127.80
26	\$102,917.03	\$105,615.85	\$108,314.67	\$111,013.49	\$113,712.31	\$116,411.13	\$119,110.00	\$121,808.82	\$124,507.64	\$127,206.46	\$129,905.28	\$132,604.10	\$135,302.92	\$138,001.74	\$140,700.56	\$143,399.38	\$146,098.20